## **COMPLAINTS ABOUT FACILITIES OR SERVICES**

School personnel, students, parents and other citizens may, from time to time, have complaints about the conduct of the schools.

Most problems can be solved expeditiously if they are taken first to the administrative officer immediately in charge of the area in which the problem arises, then through successive administrative levels to the Superintendent of Schools, and subsequently to the Board of Education, if necessary.

Board members shall be encouraged to advise complainants to bring problems to the Board only after they have first been considered by the administrative staff.