## COMMUNITY RELATIONS

## Questions or Concerns Regarding Staff or Programs

Most questions or concerns can be resolved by informal discussions between the community member and staff. The following flowchart sets the communication flow for questions or concerns to be resolved. If a person is not comfortable communicating in written or spoken English, staff will provide accommodation.

After following the steps noted in the flowchart, then if the matter is still not resolved, the Superintendent will present the issue to the Board. If the question or concern is against a staff member, it will be handled in executive session as per Board Policy 1410: Executive Session, in the presence of the staff member. The Board will attempt to make a final resolution of the matter. Any formal actions by the Board must take place at an open meeting. If such action may adversely affect the contract status of the staff member, the Board will give written notice to the staff member of his/her rights to a hearing.

Date: 12/20/99; 1/13/03; 1/23/06; 2/7/17; 3/4/24

PORT TOWNSEND SCHOOL DISTRICT NO. 50


Email the person closest to the question/concern.

- ie. a bus related question would go to the bus driver.
- ie. a question about instruction would go to the teacher.
- cc the appropriate supervisor.


Meet with appropriate supervisor.

- Usually the staff member would be in attendance at the meeting.
- Supervisor will follow up with an e-mail.


Forward e-mail to the superintendent's office to request a meeting.


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Meet with Superintendent or their designee.


