

Section 300 – Administration
Administrative Structure
Communication Channels

File: 301.04

Questions and problems shall be resolved at the lowest organizational level nearest to the complaint. School employees shall be responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community shall confer with a certificated employee and then with the principal on questions and concerns. Policies referenced at the end of this page shall serve as guidelines for additional resolution of conflicts.

Each employee of this school district except the school board attorneys, shall be responsible to the board of education through the superintendent of schools. The school board attorneys shall be directly responsible to the board of education.

All personnel shall refer matters requiring administrative action or attention to the administrator immediately in charge of the building or area in which the problem arises. If a problem is not resolved at the first administrative level, it may be forwarded to the superintendent's office for review. In turn, any significant communications or directives to staff from the superintendent of school's office will be channeled through the appropriate administrator.

It shall first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community. To seek a board audience for a complaint or problem, certificated staff members are encouraged to utilize the formal grievance procedure in the negotiated agreement. Ordinarily, formal complaints of non-certificated staff will not be carried beyond the level of the superintendent of school, unless the issue involves a recommendation for dismissal or job reassignment. The superintendent of schools shall keep the board of education informed on any major disputes or problems and the attempted resolution thereof.

Legal Reference: Nebraska Statute 79-254 et seq.

Cross Reference: 204.12 Public Participation in Board Meetings
402.05 Employee Grievances
504.01 Student Due Process Rights
506.06 Student Publications
1005.01 Public Complaints