

PROCEDURE
HUNTSVILLE CITY SCHOOLS

Procedure Number 102-7P
Policy Number 102-7
Effective Date December 12, 2003
Revisions _____
Supersedes _____

PARENTAL / CITIZEN CONCERNS

The Board advises the public that the proper channeling of concerns involving instruction, discipline, or curriculum is as follows:

- 1) Teacher – Initial Stage
- 2) Principal – Second Stage
- 3) Director of Programs; i.e. Elementary, Secondary, Career Technical Education, Alternative Education, etc., – Third Stage
- 4) Assistant Superintendent – Fourth Stage
- 5) Superintendent – Fifth Stage

Matters of concern to be addressed in a formal manner at the principal level or above must be submitted in writing and should be specific in terms of action desired. Respondent will use Concern/Resolution Form for documentation (Appendix A – “Concern/Resolution Form”). Concerns should be responded to in writing within seven (7) working days. Staff members who are the subject of concerns will be given the opportunity to respond in writing. The Board expects that all concerns will be reviewed/resolved at the appropriate level.