

- Arena Union Elementary School Point Arena Joint Union High School

Steps to Effective Communication

For a

COMPLAINT

A complaint is more serious than a concern. To be addressed effectively,
A complaint must be written and signed.

The written and signed statement should clearly and concisely explain the
complaint.

Only those issues mentioned in the written statement can be addressed.

1st Step Meet with the Site Administrator
to hand in and discuss your written and signed statement. Agree
on a time period to resolve this issue.

Should you feel your complaint is still unresolved after the agreed on time period . . .

2nd Step Meet with the Superintendent
to turn in a copy of your statement and to review your meeting
with the Site Administrator. Discuss possible solutions. Agree
on a time period to resolve this issue.

Should you feel your complaint is still unresolved after the agreed on time period . . .

3rd Step Contact the Board of Trustees President
to turn in a copy of your statement and to review your previous
meetings. Discuss procedures and possible solutions. Agree on
a time period to resolve this issue.