



School District of Glenwood City

850 MAPLE STREET
GLENWOOD CITY, WI 54013

HOME OF THE HILLTOPPERS

District Procedures for Handling Public Complaints:

Complaints/Concerns not directly related to board action or operation shall be addressed by following the chain of command.

1. Complaints or concerns should first be presented to the person most closely associated with the complaint/concern (examples: Teacher / Coach). The matter should be discussed openly and frankly trying to find resolve in a sincere desire to improve the quality of educational programming.
2. If resolutions cannot be reached, the matter should be discussed with the principal or appropriate supervisor.
3. If further steps become necessary, the parent/community member may contact the District Administrator and will be required to fill out the District's Public Concern/Complaint Form. The district administrator or his/her designee shall gather all relevant information and render a final decision.

Public complaints or concerns not resolved through this process may be appealed to the School Board by contacting the district administrator. The school board at its sole discretion will decide what, if any next steps or action will occur.