

Addressing School Concerns



Lawrence Public Schools find that the quickest and most effective way to resolve a school concern is by addressing it at the most direct level. The following are suggested procedures:

**START
HERE**

TEACHER

First, talk to a teacher, counselor or another trusted adult at school for assistance.

PRINCIPAL

If the concern is not resolved at the classroom level, please visit with the school principal.

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**DIRECTORS OF
ELEMENTARY &
SECONDARY SCHOOLS**

If the issue persists, please contact the District Support Center, 785/832-5000, and ask to speak to either the **Director of Elementary Schools** or the **Director of Secondary Schools**.

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A **Complaint Form** may be filed to trigger a formal investigation of any unresolved school concerns.

Find this form at

<http://www.usd497.org/complaintform>.

Investigation steps:

1. Review complaint
2. Interview complainant and witnesses
3. Determine appropriate course of action
4. Issue disciplinary measures as necessary
5. Communicate with complainant, while protecting student/staff confidentiality

If after following steps 1-3 your concern has not been resolved to your satisfaction, please contact the district office, 785/832-5000, and ask to speak to the **superintendent's office**.

**COMPLAINT
FORM**

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**SUPERINTENDENT'S
OFFICE**

Other Resources:

- ➔ If you are experiencing an emergency, dial 9-1-1.
- ➔ The Kansas School Safety Hotline for anonymous reporting of potential violence is: 1-877-626-8203.
- ➔ If you have a non-emergency criminal concern, please contact local law enforcement.

