

Parents/guardians of children enrolled in the district and patrons residing in this district having concerns or complaints regarding any aspect of the district and/or the services it provides to the school-age students residing in its boundaries may submit those concerns or complaints in writing following the procedure set forth below:

1. Matters concerning an individual school will be discussed first with the principal or designee of that school;
2. If the parent/guardian or patron believes that the matter was not resolved at the school level, it may then be brought to the superintendent or designee;
3. If the problem is not resolved with the superintendent of schools or designee, it may then be brought before the board in the following manner:
  - a. The request, concern, or complaint will be submitted in writing to the board at least five (5) days before the regularly scheduled board meeting;
  - b. Participants must identify whom they represent and may be asked to comment on their questions or problems;
  - c. Personnel complaints against any school district employee will not be heard in open session;
  - d. The board reserves the right to set time limitations for presentations and speakers.

Individuals with complaints regarding library resources or textbooks will follow the complaint procedure set forth in Policy 650 - Library and Resource Center Materials and Policy 652 Selection of Curriculum Materials.



**LEGAL REFERENCE:**

Idaho Code Sections

33-506(1) – Organization of Board of Trustees

33-6001 – Parental Rights

**ADOPTED:** August 10, 2004

**AMENDED:** July 13, 2021  
December 13, 2023