

**A. OPPORTUNITIES TO ADDRESS CONCERNS AND COMPLAINTS**

The [Transylvania County Board of Education](#) (the “board”) is committed to providing an effective means for parents and the community to voice concerns and complaints. The board also strives to resolve concerns and complaints whenever possible. To this end, the board has established the following processes:

1. Informal resolutions of specific concerns (see section B, General Process, below);
2. Public hearings and public comments at board meetings on subjects of concern to parents and the community (policy 2310, Public Participation at Board Meetings);
3. A procedure for parental concerns regarding the curriculum (policy 3210, Parental Inspection of and Objection to Instructional Materials);
4. Specific processes for addressing disciplinary consequences (policies in the 4300 series);
5. Processes as provided by law for special education students (policies 3520, Special Education Programs/Rights of Students with Disabilities, and 4307, Disciplinary Action for Exceptional Children/Students with Disabilities); and
6. Grievance procedures for addressing concerns regarding specific decisions, especially when there are concerns that board policy or law has been misapplied, misinterpreted, or violated, including discrimination claims on the basis of sex or disability (policies 1740/4010, Student and Parent Grievance Procedure, and 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure).

Numerous other policies provide opportunities for parental input, including policy 1310/4002, Parental Involvement.

**B. GENERAL PROCESS**

Complaints that are not specifically designated to be addressed in other policies should be addressed in the following manner.

1. The complaint should be received and addressed at the level closest to which the complaint originated. For example, a complaint regarding a classroom issue should be heard first by the teacher. A complaint regarding the school in general should be addressed first by the principal.
2. Any board member or employee receiving a complaint should verify that the complaint has been appropriately referred to him or her and if not, assist the

45 complainant by identifying the appropriate personnel to receive the complaint.

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47 3. Once appropriately referred, if the complainant is not satisfied with the response  
48 to the complaint, the complainant should be informed of the options for further  
49 review of the complaint.

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51 4. A complaint or series of complaints that raise significant issues about the  
52 educational program or the operation of the schools is an opportunity to further  
53 examine the success of the school system in meeting its goals and objectives.  
54 When feasible, a group representing various perspectives and interests, such as  
55 teachers, administrators, students, and parents, should discuss the issue and make  
56 recommendations to appropriate personnel or to the board.

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58 The superintendent shall communicate the requirements in this policy to board members and  
59 employees on a regular basis.

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61 Legal References: G.S. 115C-36, -47

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63 Cross References: Parental Involvement (policy 1310/4002), Discrimination, Harassment, and  
64 Bullying Complaint Procedure (policy 1720/4015/7225), Student and Parent Grievance  
65 Procedure (policy 1740/4010), Public Participation at Board Meetings (policy 2310), Parental  
66 Inspection of and Objection to Instructional Materials (policy 3210), Special Education  
67 Programs/Rights of Students with Disabilities (policy 3520), Student Behavior Policies (4300  
68 series), Disciplinary Action for Exceptional Children/Students with Disabilities (policy 4307)

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70 Adopted: