

**BAD AXE PUBLIC SCHOOLS
PROCESS TO ADDRESS CONCERN/COMPLAINT**

It is the desire of BAPS to communicate accurate information and answer any concerns by discussions of an informal type among the interested parties as quickly and efficiently as possible. Many questions are easily and accurately answered by communicating directly with the staff member in charge of the class, team, or program. If a question or concern arises please contact the staff member who is most directly involved with the issue. Like many organizations, a chain of command exists in schools to assist parents and community members with addressing their questions and concerns. If you are not satisfied with the information received please follow the process listed below. Contact information such as phone numbers and e-mail addresses can be found on the district website- www.badaxeps.org

On Matters Involving	Level 1	Level 2	Level 3	Level 4	Level 5
<i>Instruction-Academics</i>	Teacher	Counselor	Principal	Superintendent	Board Of Education
<i>Discipline</i>	Teacher	Principal	Superintendent	Board of Education	
<i>Athletics</i>	Head Coach	Athletic Director	Principal	Superintendent	Board of Education
<i>Transportation</i>	Transportation Director	Principal	Superintendent	Board of Education	
<i>Food Service</i>	Food Service Director	Principal	Superintendent	Board of Education	
<i>Facilities</i>	Buildings/Grounds Director	Principal	Superintendent	Board of Education	
<i>Business Issue</i>	Payroll/Business Manager	Superintendent	Board Of Education		
<i>Policies</i>	Principal	Superintendent	Board of Education		
<i>Employment</i>	Principal	Superintendent	Board Of Education		