

**NYE COUNTY SCHOOL DISTRICT
PUBLIC COMPLAINT FORM**
(See reverse for complete instructions)

NOTE: Confidentiality Shall be Maintained to the Fullest Extent Allowed by Law

Name of Parent/Guardian/Member of Public	Daytime Phone	Evening Phone
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Name of Your Child/Student (if applicable)	School	Date
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Mailing Address	City	Zip Code

Please indicate what steps you have already taken to resolve this concern. If you have not attempted to resolve this issue at Level 1, please do so before using this form.

	Yes	No	N/A	Date
I talked with the teacher/employee	_____	_____	_____	_____
I talked/met with the principal/supervisor	_____	_____	_____	_____

Comments:

Statement of concern not resolved at Level 1 (please attach additional information as necessary):

Desired Resolution:

Signature of Complainant

Note to individual filing concern: Keep goldenrod copy for your reference. Mail or deliver all others to the Human Resources Manager, 484 S. West Street, Pahrump NV 89048.

DO NOT WRITE BELOW THIS LINE - SCHOOL USE ONLY

Resolution (attach additional information as necessary):

Date	Signature of Human Resources Manager
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Copy School/Site
Copy Human Resources Manager
Copy Employee

Date Received in District Office:

NCSD Administrative Regulation

PROCESS FOR RESOLVING CONCERNS

(Instructions for use of the Public Complaint Form)

Because parents, educators, and members of the public share the goal of making school experiences rewarding for children, it is in the best interests of all parties to resolve school-related concerns as quickly and effectively as possible. The best solutions are those which involve input from those closest to the concern, typically the parent/guardian, teacher and/or principal.

With that in mind, the District has established a process for resolving concerns which provides opportunities for resolution at several levels:

- Level 1 This consists of informal discussion between the person having a concern and personnel at the school or location of the concern. Most problems are resolved at this level. Individuals with concerns should bring them to the attention of the employee(s) and/or supervising staff. Timelines for resolution can be mutually established at that time. It is not necessary to complete this form if the individuals involved are attempting to resolve, or have resolved, a concern at this level.
- Level 2 Concerns must be put in writing on this form and mailed or delivered to the Assistant Superintendent/designee.

The Human Resources Manager will acknowledge the complaint of the concerned party within three (3) working days of receipt of this form. After conducting a thorough investigation, he/she will send a written report to all parties involved containing a recommendation for resolving the issue. It may take up to ten (10) working days from the date the form was received in the District's office until a resolution is proposed.

If these measures do not produce mutually satisfying results, you may contact the District at 482-6258 to proceed to subsequent levels as outlined in Administrative Regulations. Subsequent levels may include:

- Referral of the issue to the Superintendent who, within ten (10) working days, will review prior proposals and seek a solution.
- Referral to the Board of Trustees.

If you have questions regarding this process, please contact either District office at 482-6258 or 727-7743.