



PROCESS FOR SHARING A SUGGESTION, CONCERN, OR ISSUE

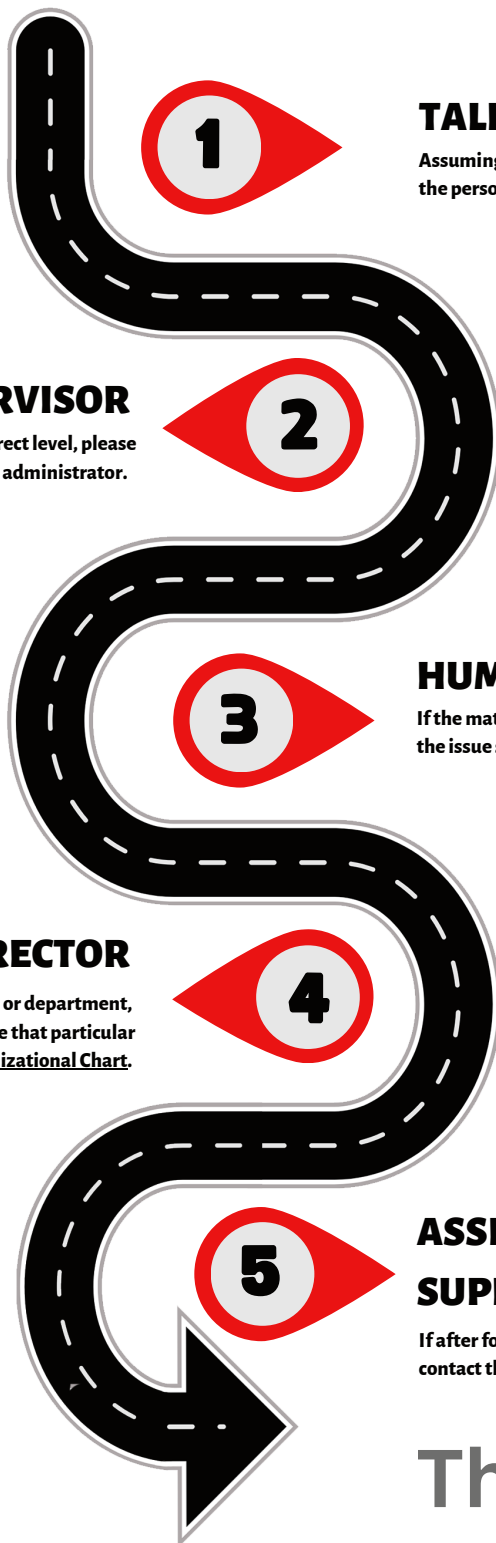


The goal is to handle it at the most direct level.

Need Help?

Call **988** if you're thinking about suicide, are worried about a friend or loved one, or would like emotional support.

If you or anyone you know needs help: The **Safe2Help NE** app allows you to submit anonymous and secure school safety related information to a 24/7 staffed crisis center.



TALK DIRECTLY

Assuming that there is no threat of physical violence, talk directly to the person or department with whom you have the problem.

PRINCIPAL / SUPERVISOR

If the concern or conflict is not resolved at the direct level, please visit with your supervisor or school level administrator.

HUMAN RESOURCES

If the matter is associated with discrimination or harassment, the issue should be reported to Human Resources.

DIRECTOR

If the issue involves a District level program or department, please contact the Director / Coordinator of the that particular Department. Here is a link to the [District Organizational Chart](#).

Organizational Chart

The vertical and horizontal lines connecting the rectangles on an organizational chart indicate reporting relationships and chain of command. That is, they indicate which employees are directly responsible for the supervision of others and who has ultimate accountability for a group of employees.

ASSISTANT SUPERINTENDENT / SUPERINTENDENT

If after following steps 1-4 your concern has not been resolved, please contact the district office at 402-494-2425.

Thank You!

If you have previously attempted to address your concern without success, consider speaking to the next supervisor or provide your contact information on [this form](#) and submit it to the next supervisor/administrator in the *Chain of Command*.