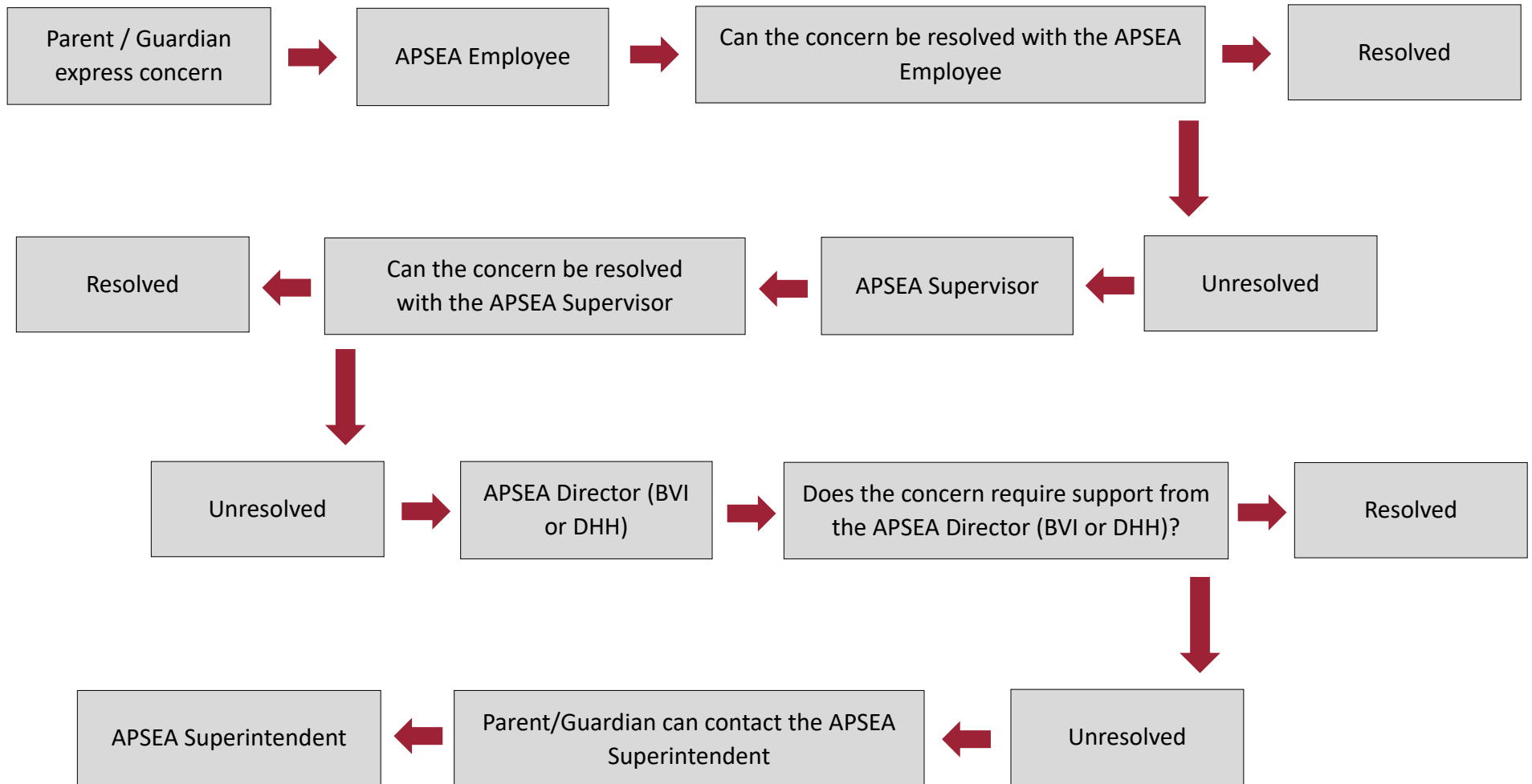


Appendix B



Note: When a parent/guardian has a concern with an APSEA employee and is not comfortable addressing the concern directly with that employee, the parent should contact the employee’s immediate supervisor. The immediate supervisor will determine the appropriate action.