

Complaint Procedure

Initiating a Complaint: Step One

An employee who wishes to express a complaint is encouraged to discuss the matter with the employee involved (teacher, secretary, etc.) It is the intent of CESD to solve problems and address all complaints as close as possible to their origin.

The Administrator: Step Two

If unable to resolve a problem or concern at step one then the complainant should work with the supervising administrator to resolve the complaint or concern.

The Superintendent: Step Three

If such a discussion does not resolve the complaint or if such discussion is not practical under the circumstances, the complainant, if he/she wishes to pursue the action, shall file a signed, written complaint with the superintendent clearly stating the nature of the complaint and a suggested remedy. (A form is available, but is not required.)

The superintendent shall investigate the complaint, confer with the complainant and the parties involved, and prepare a written report of his/her findings and his/her conclusion in a timely manner.

The Board: Step Four

If the complainant is dissatisfied with the superintendent's findings and conclusion, the complainant may appeal the decision to the Board. The Board shall hold a hearing to review the findings and conclusion of the superintendent, to hear the complainant, and to take such other evidence as it deems appropriate. Generally all parties involved, including the administration, will be asked to attend such meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues.

The Board may hold the hearing in executive session in accordance with law. The decision of the Board will be final, except for possible appeal to appropriate courts or state agencies as provided by law.

CLACKAMAS EDUCATION SERVICE DISTRICT

COMPLAINT FORM

Person Making Complaint _____

Telephone Number _____ Date _____

Nature of Complaint _____

Suggested Correction _____

Office Use: Disposition of Complaint: _____

Signature: _____ Date: _____

cc: Superintendent