

Public Complaint Procedure

1. A student or parent with a complaint shall generally first present it orally and informally to his/her classroom teacher, coach, club/class advisor or other staff as appropriate,
2. If the complaint is not resolved, the complainant may formally present the complaint in writing to the principal on the District Complaint Form (including all supporting statements and evidence) within ten working days of the informal conference. The principal shall evaluate the evidence and render a decision with five working days after receiving the appeal. If the principal is part of the first informal meeting, the principal shall render a written decision about the complaint to the student or parent within five working days,
3. If the complainant deems it necessary to carry the complaint beyond the decision reached by the principal he/she may, within five working days, file the complaint with the superintendent or his/her designee. If the superintendent is also the principal, the designee (mutually agreed to by both the superintendent and complainant within five working days) shall evaluate the evidence and render a decision within five working days after receiving all written materials contained in the appeal,
4. If the complainant deems it desirable to carry the complaint beyond the decision reached by the superintendent or his/her designee, he/she may within five working days request a review by the Board at its next regularly scheduled meeting. The Board shall make a final determination with 30 working days from receipt of the appeal.
5. Persons may, after exhausting local complaint procedures, appeal in writing to the Superintendent of Public Instruction.

Time

The number of days given at each level shall be regarded as a maximum and every effort will be made to expedite the procedures. Nevertheless, the time limits stated may be extended by mutual agreement of the complainant and the administration.

Withdrawal

A complaint may be withdrawn by the complainant at any level without prejudice, reprisal, or record.

Meetings and Decisions

At each of the levels, the complainant shall be given the opportunity to be present and to be heard. All decisions at each level shall be in writing and include supporting rationale with the exception of the initial informal contact. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.

Board Complaint Form

Name of Person Filing Complaint: _____

Date Complaint Filed: _____

Complaint Filed Against: _____

Description of Problem:

Has this complaint been brought before the following persons?

• Person charged with the complaint: Yes _____ No _____

• The direct supervisor of the person charged with the complaint:

(Principal or Supervisor Name)

• Superintendent: _____
(Superintendent)

I wish to have a hearing before the Board relative to the above complainant as shown in all materials and required procedures listed in Policy KL, KL-AR, KLD, and KLD-AR.

I will be represented by: _____, _____.
(Name of Representative) (Title)

Signature of Complainant

Date

Signature of Superintendent

Date