

Condon School District 25J

Code: **KLD-AR**
Adopted: 2/16/99
Readopted: 11/9/05; 11/20/08

Public Complaints about District Personnel

1. Any complaint against a school employee will be made on the District Complaint Form with the employee's immediate supervisor. In the case of a licensed employee, this should be done after the complainant has made every effort to resolve the conflict with the employee personally;
2. If the complaining party is not satisfied with administrative action taken by the supervisor, a written complaint may be filed with the superintendent. Written complaints must be specific and must be signed by the complainant. The superintendent or his/her designee shall respond within five working days; and
3. If the complaining party is not satisfied with action by the superintendent or his/her designee and wishes to carry the matter further, the following steps will be taken:
 - a. All complaints against school employees shall be made in writing, signed and submitted to the superintendent on the Board complaint form at least seven working days prior to a regular scheduled Board meeting. The complainant must be present at the meeting where the complaint will be heard in executive session;
 - b. Within five working days, the employee will be notified and permitted to appear and testify on his/her behalf at the executive session with the Board. If the employee requests in writing at least three days prior to the scheduled meeting an open session the complainant and employee will be heard in an open session to the public;
 - c. The Board shall notify the complainant and employee of the action/decision they have taken within five working days after the meeting/hearing.

The aforementioned procedures are subject to and shall not deprive an employee of their due process as given to all citizens under Oregon Revised Statutes, the Oregon Constitution, the United States Constitution and a current district collective bargaining agreement.

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 complaint as shown in all materials and required procedures listed in policy KL, KL-AR, KLD, KLD-AR.

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

Signature of Complainant

Date

Signature of Superintendent

Date