

## **Public Complaint Procedure**

The following procedure will be used for all complaints:

1. A student or parent with a complaint shall generally first present it orally and informally to his/her teacher or the appropriate school employee;
2. If the complaint is not resolved, the complainant may formally present the complaint in writing (including all supporting statements and evidence) within 10 working days of the informal conference to the principal. The principal shall evaluate the evidence and render a decision within five working days after receiving the appeal;
3. If the complainant deems it desirable 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. The superintendent or his/her designee shall evaluate the evidence and render a decision within five working days after receiving 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. A final determination shall be made within 20 working days from receipt of the appeal by the Board;
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 process. 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A complaint may be withdrawn by the complainant at any level without prejudice, reprisal or record.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.

**Suggestion, Complaint or Commendation Regarding an  
Employee, Program or Practice**

The district is interested in suggestions, complaints and commendations involving employees or programs. When such is registered, we are interested in investigating the incident to see if there has been a misunderstanding or if some corrective action should be taken to improve the district. Commendations are of value to the district because they improve morale and encourage district employees to take pride in their work and do more than is ordinarily expected of them.

As both complaints and commendations are of value to the district, we welcome comments and request you fill in the information requested below.

\_\_\_\_\_  
Name of Employee/Program

\_\_\_\_\_  
Date of Suggestion, Complaint or Commendation

Nature of Suggestion, Complaint or Commendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Source of your information: \_\_\_\_\_  
\_\_\_\_\_

Justification of your feelings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remedy sought: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the above but do not necessarily agree.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**Complaint Form, Superintendent's Level  
Echo School District 5R**

1. I, having followed the "Complaints/Student Grievance Procedure" as stated in the "Echo Parent/Student Handbook" and not being satisfied, am filing a written, formal complaint so that I may have a hearing with the superintendent.
  
2. Statement of Complaint: (This statement should explain the reason(s) for your complaint and should be as complete as possible - listing names, dates, circumstances, etc. involved in your concern. Please use and attach an additional sheet of paper if necessary.)

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3. Corrective Action(s): (Please give/explain the action(s) that you feel would resolve your complaint.)

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4. The superintendent will review this complaint and will, within five days from the date of receiving it, render a decision. If the superintendent is unable to resolve the complaint, you may request a hearing with the Echo School District Board of Directors who may choose to give you a hearing at their next regularly scheduled meeting. Complaints concerning or directed towards district personnel must be heard in executive session by the Board.