

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A complaint may be withdrawn by the complainant at any level without prejudice, reprisal or record.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



**Long Creek School District #17**  
Public Complaints/Athletic Complaint Procedure

Complainant's Name \_\_\_\_\_

Date \_\_\_\_\_

Sport \_\_\_\_\_

Describe your complaint.

Describe the problem that led to the complaint.

What steps have been taken to resolve the problem?

What adjustment is sought?

\_\_\_\_\_  
Signature of person initiating the complaint

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of athletic director or coach

\_\_\_\_\_  
Date

Submitted to the principal for review on \_\_\_\_\_ (Date)

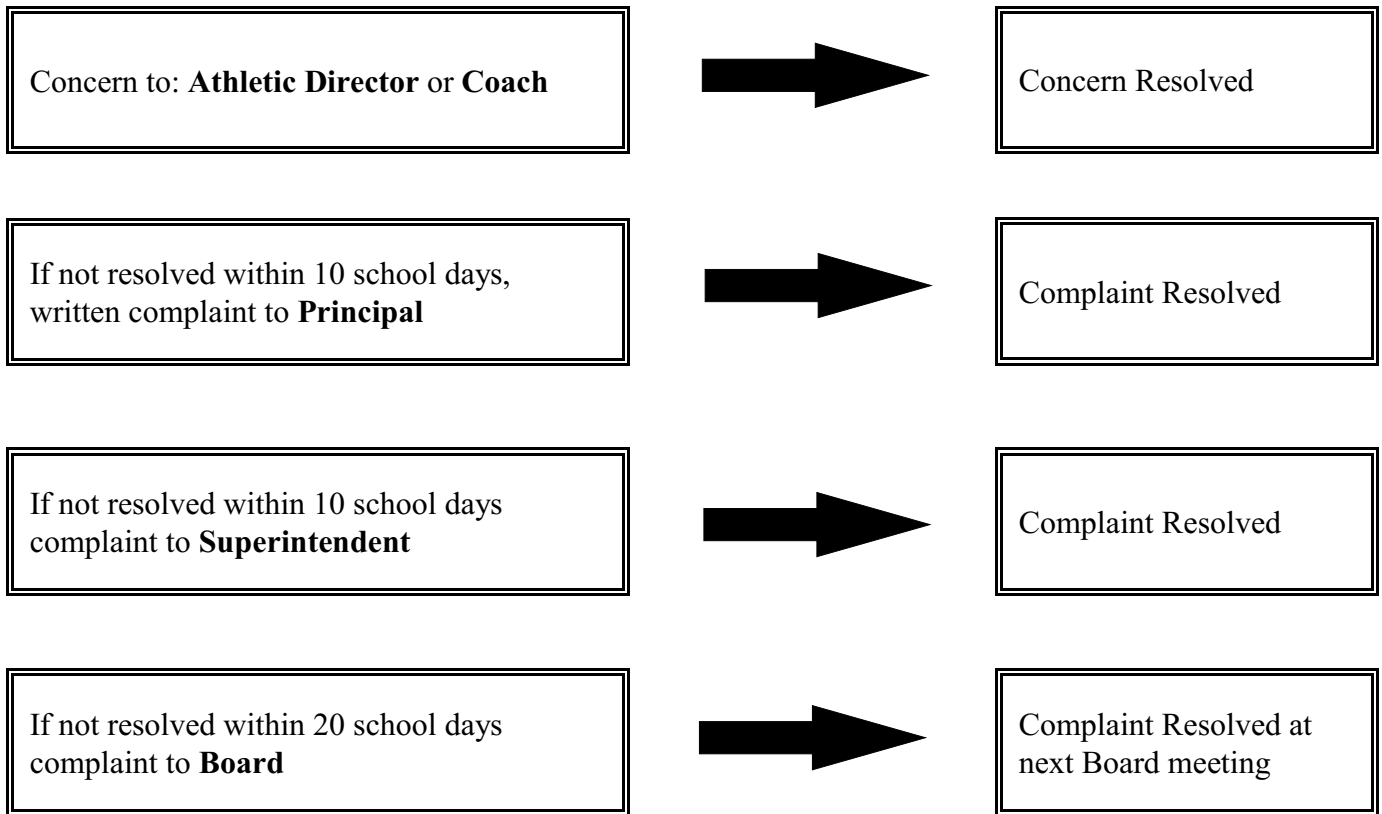
Principal's Recommendation:

\_\_\_\_\_  
Signature of principal

\_\_\_\_\_  
Date

Submitted to superintendent if not resolved at site \_\_\_\_\_ (Date)

### Athletic Complaint Procedure Flow Chart



The flow chart above provides for the handling of patron athletic concerns in an orderly effective manner. As indicated, any patron who has a concern or complaint should: (1) take the concern directly to either the coach or the athletic director where the concern may be resolved; (2) if the concern is not resolved at step one, the athletic director will assist the patron in completing the formal complaint. From this point on the procedure is outlined in Board policy KL – Public Complaints.