

Public Complaint Procedure

Complaints will be initiated as close to their origin as possible, preferably within 10 days of their occurrence.

The Board advises the public that the proper channeling of complaints involving instruction, discipline or instructional materials is as follows:

- Step 1 The complainant may meet to discuss the matter informally with the employee who is the subject of the complaint.
- Step 2 If complaint is unresolved at Step 1, or if no informal conference can be mutually agreed upon, the complaint may be presented to the principal.
- Step 3 If not resolved with the principal at Step 2, a written signed complaint may be presented to the superintendent. Complaint forms are available at each school office.
- Step 4 If not resolved with the superintendent at Step 3, the written complaint may be presented to the Board in executive session.

Alterations to the above are made if an administrator is challenged. Complaints against the principal will include Step 1 and then move directly to Step 3. Complaints against the superintendent will include Step 1 and move directly to Step 4.

The complaint procedure is intended to resolve problems or conflicts whenever possible.

When problems occur regarding the operations of the district, they should be communicated to the appropriate persons.

COMPLAINT FORM

Date: _____

Student Name: _____

Parent Name: _____

Address: _____

Telephone: _____

Please indicate your complaint and especially any SPECIFIC (significant) points:

Signature of Parent

Action taken by superintendent:

Date: _____

Action taken by Board:

Date: _____

Signature of Board Chair

cc: one copy to complainant
 one copy to Board file
 one copy to superintendent