

Public Complaints Regarding School Personnel

1. Any complaint regarding staff will be made 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 shall respond within seven working days.
3. If the complaining party is not satisfied with action by the superintendent and wishes to pursue the matter further, the following steps may be taken:
 - a. Complaints regarding staff shall be made in writing, signed and submitted to the superintendent on the Board Complaint Form at least seven working days prior to a Board meeting. The complainant must be present at the meeting where the complaint will be heard in executive session unless the staff member requests open session;
 - b. Within four working days, the subject of the complaint will be notified and permitted to appear and testify on his/her behalf at an executive session with the Board unless the staff member requests an open session;
 - c. The Board shall notify the complainant and employee of the action recommended within four working days;
 - d. If either party is not satisfied with action taken, they may, within four working days, call for a hearing with the Board and the other party concerning the complaint. The request must be in writing and must outline any additional or new information which would justify an additional hearing. Either party may be accompanied by legal representation;
 - e. The Board shall notify the complainant and employee in writing within four working days of the action taken;
 - f. The decision of the Board shall be final.

Yoncalla School District 32
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?

1. Person being charged with the complaint? Yes No
2. Direct supervisor of above: _____
3. Superintendent: _____

I wish to have a hearing before the Board relative to the above complaint.

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

Signature of complainant

Date

Superintendent

Date