

# BANDON SCHOOL DISTRICT #54

Code: **KL-AR(1)**  
Revised/Reviewed: 9/9/19

## **Public Complaint Procedure**

A parent or guardian of a student attending a school in the district, or a person who resides in the district, a staff member, or a student who wishes to express concern should discuss the matter with the school employee involved.

### **The Administrator: Step One**

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator within five working days of the employee's response. The administrator shall evaluate the complaint and render a decision within five working days after receiving the complaint. A complaint form is available on the district website.

### **The Superintendent: Step Two**

If Step One does not resolve the complaint, within 10 working days of the written response from the administrator, the complainant may file a signed complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy.

The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, prepare a report of their findings and conclusion, and provide the report in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

### **The Board: Step Three**

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board will review the findings and conclusion of the superintendent in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision as the district's final decision. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues.

If the Board chooses not to hear the complaint, the superintendent's decision in Step Two is final.

The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

The complainant shall be informed in writing or in electronic form of the Board's decision within 20 days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

The timelines may be extended upon written agreement between the district and the complainant.

The district's final decision for a complaint processed under this administrative regulation that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 to 339.303 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant, who is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and this complaint is not resolved through the complaint process, the complainant may appeal the district's final decision to the Deputy Superintendent of Public Instruction under OARs 581-002-0001 – 581-002-0023.

Complaints against the principal should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide, within 20 days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, within 20 days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, within 20 days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair may be referred directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, within 20 days, in open session what action, if any, is warranted. A final written decision shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

## Bandon School Complaint Procedure

At Bandon Schools, our goal is to resolve issues and complaints at the lowest level. Any person with a complaint regarding a person or program is requested to meet directly with the teacher, coach, principal or person in charge of that program.

This form will allow our school district to establish a structure and process to ensure your complaint is heard and resolved. It also provides the district with evidence of the process.

If you have any questions or concerns regarding this procedure please contact me directly.

Doug Ardiana, Superintendent

Person Filing Complaint: \_\_\_\_\_ Date Received: \_\_\_\_\_

Date of Occurrence Causing Complaint: \_\_\_\_\_

Level 1 – Date of meeting with Staff: \_\_\_\_\_ (Not required, but highly encouraged)

Level 2 – Complete Form and Meet with Principal, Date of Meeting: \_\_\_\_\_

Submit to the Superintendent – Date Submitted: \_\_\_\_\_

Level 3 – Date of Meeting with the Superintendent: \_\_\_\_\_

Submit to School Board – Date Submitted: \_\_\_\_\_

Level 4 – Date of Hearing with the School Board: \_\_\_\_\_

Grade, Subject Area, Sport or Activity Involved: \_\_\_\_\_

Staff Member (s) Involved: \_\_\_\_\_

Description of Complaint:

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Suggested Solution or Relief Sought:

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\_\_\_\_\_  
Signature of Person Filing Complaint

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Date

Complaint Resolution Form – Meeting with

Staff Level 1

Decision of Staff Member:

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Staff Signature

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Date

Person's Response: \_\_\_\_\_ I accept the above decision.

\_\_\_\_\_ I hereby refer the above decision to the building principal.

Reasons:

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Signature

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Date

Complaint Resolution Form – Meeting with

Principal Level 2

Decision of Principal:

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Staff Signature

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Date

Person's Response: \_\_\_\_\_ I accept the above decision.

\_\_\_\_\_ I hereby refer the above decision to the superintendent.

Reasons:

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Signature

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Date

Complaint Resolution Form – Meeting with Superintendent

Date Superintendent received complaint form: \_\_\_\_\_

Level 3

Decision of Superintendent:

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\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

Person's Response: \_\_\_\_\_ I accept the above decision.

\_\_\_\_\_ I hereby refer the above decision to the school board.

Reasons:

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\_\_\_\_\_  
Signature

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Date

