

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:

Suggested Solution or Relief Sought:

Signature of Person Filing Complaint

Date

Complaint Resolution Form – Meeting with Staff

Level 1

Decision of Staff Member:

Staff Signature

Date

Person's Response: _____ I accept the above decision.

_____ I hereby refer the above decision to the building principal.

Reasons:

Signature

Date

Complaint Resolution Form – Meeting with Principal

Level 2

Decision of Principal:

Staff Signature

Date

Person's Response: _____ I accept the above decision.

_____ I hereby refer the above decision to the superintendent.

Reasons:

Signature

Date

Complaint Resolution Form – Meeting with Superintendent

Date Superintendent received complaint form: _____

Level 3

Decision of Superintendent:

Signature of Superintendent

Date

Person's Response: _____ I accept the above decision.

_____ I hereby refer the above decision to the school board.

Reasons:

Signature

Date

Complaint Resolution Form – Meeting with the School Board

Date School Board received complaint form: _____

Level 4

Decision of the School Board:

Signature of Board Chair

Date

Person's Response: _____ I accept the above decision.

_____ I do not accept the decision of the school board.

Reasons:

Signature

Date