

Public Complaints

Initiating a Complaint: Step One

Any member of the public who wishes to express a complaint should discuss the matter with the district employee involved (teacher, counselor, assistant principal, secretary, etc.). It is the intent of the district to solve problems and address all complaints as close as possible to their origination.

The Building/Site Supervisor: Step Two

If unable to resolve a problem or concern at step one, the complainant will work with the building principal/site supervisor to resolve the complaint or concern.

The Program Director: Step Three

If discussion at the building level does not resolve the complaint, or if such discussion is not practical under the circumstances, the complainant, shall file a signed, written complaint with the program director, if he/she wishes to pursue the action, clearly stating the nature of the complaint and a suggested remedy. A form is available, but is not required.

The program director shall investigate the complaint, confer with the complainant and the parties involved and prepare a written report of his/her findings and his/her conclusion. Approximately two weeks will be required in most cases.

The Superintendent: Step Four

The superintendent shall review the complaint and the findings of the program director, confer with the complainant and parties involved and prepare a written report of findings and conclusion.

The Board: Step Five

The complainant may appeal the decision to the Board if he/she believes that the administration has not followed the district policy and administrative regulations.

The Board shall review the written record of the superintendent and other evidence as deemed appropriate and may sustain or overturn the decision.

The Board may elect to review the record in executive session if the subject matter qualifies under Oregon Revised Statute, unless an open hearing is requested by the complainant.

**Lincoln County School District
Public Complaint Form**

Note: Please return completed form to:

Name/Address/Telephone of person(s) making complaint:

Nature of Complaint: (Please be specific as to names, dates, times, events, etc.)

Resolution Sought:

School Officials with Whom You Have Discussed This Concern:

Signature

Date