

Resolution for Staff Complaints

To implement an orderly, productive and professional resolution to these inquiries, the following procedures are presented:

Informal Procedures

The building principals are to utilize all possible means to resolve the concerns or questions as soon and as efficiently as possible and at the lowest level of responsibility in an informal manner.

Formal Procedures

Complaints or concerns unresolved at the Informal Level are to be presented in writing on the form enclosed for a formal procedure.

- Step 1 The concern, inquiry or complaint is to be submitted in writing on the enclosed form properly filled out, signed and presented to the building principal. The building principal will promptly investigate the complaint.
- Step 2 If the concern is not satisfactorily resolved at Step 1, the concern is to be submitted to the superintendent. The superintendent is to confer with all parties in an attempt to resolve all issues. If the complaint involves the building principal, it should be presented directly to the superintendent.
- Step 3 If the concern is unresolved at Step 2, the complaint may be presented to the Board in writing for its resolution. If the complaint involves the superintendent, it should be presented directly to the Board.
- Step 4 In the event that a complaint alleges a violation of state standards and is not resolved at the Board level, then the district will supply the complainant with appropriate information in order to file a direct appeal to the State Superintendent of Public Instruction as outlined in Oregon Administrative Rules.

The district will notify the complainant, as appropriate, when the investigation has concluded.

CENTRAL LINN SCHOOLS
FORMAL PROCEDURE FORM

State Concern/Complaint: Submit to Building Principal:
Give Dates, Times, Places

Signature of Complainant _____ Date _____
Address _____

Step 1, Resolution (Ten working days to respond.)

Signature of Principal _____ Date _____

Step 2, Resolution Superintendent Level (Ten working days to respond.)

Signature of District Superintendent _____ Date _____

Step 3, Resolution Board Level (Ten working days to respond.)

Signature of the Board Chairman _____ Date _____

* In the event that a complaint alleges a violation of state standards and is not resolved at the Board level, then the district will supply the complainant with appropriate information in order to file a direct appeal to the State Superintendent of Public Instruction as outlined in Oregon Administrative Rules.