

COMPLAINTS BY CITIZENS

The District Board of Directors believes it is a fundamental right of citizens to express concerns regarding the educational programs or activities of the District. Complaints concerning programs or personnel of the District will be dealt with expeditiously with regard for the due process rights of citizens, staff and students.

The District has developed procedures under separate policies to be followed in processing concerns specifically related to the following: (1) rights of individuals with disabilities, (2) concerns regarding learning materials, (3) cases of alleged sex discrimination and (4) sexual harassment complaints. Persons having concerns in one of these four areas are encouraged to seek assistance from the Superintendent's office in identifying appropriate procedures. Persons having concerns or complaints not related to these four categories should refer to the procedures developed below.

A citizen expressing a complaint directly to a Board Member will be referred to the appropriate District procedure. These policies are not intended to prevent a person from offering comment or suggestion at the appropriate time during a regular Board meeting.

Procedure for submitting a complaint:

- 1) Contact the school employee closest to the concern, either verbally or in writing, expressing the concern and asking for a response.
- 2) If the response is not satisfactory to the citizen, or if direct contact with the person(s) involved has already been made, the citizen should contact the appropriate principal or supervisor involved. The contact may be verbal or in writing. If the citizen does not know who would be the appropriate administrator, he/she may contact the Superintendent's office for information.
- 3) If the concern is not resolved at the administrator's level in step 2, the citizen is encouraged to contact the Superintendent's office. The concern may be expressed verbally or in writing.
- 4) If the matter remains unresolved, the citizen may refer the problem to the Board by filling out a Complaint Form and sending it to the Superintendent for Board consideration. The forms may be obtained from the Superintendent's office.
- 5) The matter will be scheduled for Board consideration.
- 6) Deliberations by the Board regarding the concern will be conducted in compliance with RCW 42.30. Complaints brought against employees shall be heard in executive session of the Board with appropriate safeguards of the employee's rights to due process.



<i>LEGAL REFERENCE</i>	<i>RCW 42.30</i>	<i>Open Public Meetings Act</i>
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<i>ADOPTED</i>	<i>April 16, 1979</i>
<i>RE-ADOPTED</i>	<i>October 28, 1985</i>
<i>REVISED</i>	<i>December 12, 1994</i>
<i>RENUMBERED</i>	<i>May 12, 2003</i>
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