



KELSO SCHOOL DISTRICT

601 Crawford St. • Kelso, WA 98626 • 360.501.1900 • kelso.wednet.edu • HR/Payroll Dept.

Kelso School District Formal Complaint Form for Complaints Against Kelso School District Staff or Program

Name of Aggrieved Person: _____

Preferred Contact Method: Phone Email Other - _____

Contact Information:

Phone: _____ Email: _____

Mailing Address: _____

Against whom or which program is this complaint being filed? _____

Have you previously spoken to the principal or program director regarding this complaint? Yes No

School or Office where this employee works: _____

What is the complaint against the person and/or program?

What is your suggested solution to this issue?

When did these acts occur? _____

Who witnessed these acts? _____

Where did these acts occur? _____

Signature: _____

Date: _____

Please file this complaint by emailing directly to Molly Guler, Administrative Assistant to the Superintendent at molly.guler@kelsosd.org or by mailing to 601 Crawford St., Kelso, WA 98626, please send a copy to the building administrator you have previously spoken to as well.

Section: **COMMUNITY RELATIONS**

Procedure Title: **Complaints Concerning Staff or Programs**

Most complaints can be resolved by informal discussions between the citizen and the staff member. Should the matter not be resolved, the principal shall attempt to resolve the issue through a conference with the citizen and the staff member.

The following procedures apply to the processing of a complaint which cannot be resolved in the manner described above:

- A. If the problem is not satisfactorily resolved at the building level, the citizen should file a written complaint with the superintendent which describes the problem, and a suggested solution. The superintendent should send copies to the principal and staff member.
- B. The principal and staff member shall respond to the superintendent in writing or in person.
- C. The superintendent or designee shall then attempt to resolve the matter through a conference with the citizen, staff member, and principal.
- D. If the matter is still not resolved, the superintendent shall present the issue to the board. If the complaint is against a staff member, the complaint shall be handled in executive session in the presence of the staff member. The board shall attempt to make a final resolution of the matter. Any formal actions by the board must take place at an open meeting. If such action may adversely affect the contract status of the staff member, the board shall give written notice to the staff member of his/her rights to a hearing.

In instances where allegations of illegal activity or abuse against a student (either physical or sexual) have been made, the superintendent or designee may deviate from this protocol and immediately investigate or cause to be investigated these allegations.

Adopted: March 13, 2006

Revised: June 2008

Revised: December 2008

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