

# **Title I Citizen Complaint Procedure**

## **Easton School District, Board Policy 4220 and Procedure 4220-P**

Constructive criticism can be helpful to the district. At the same time, the board has confidence in its staff and programs and will act to protect them from unwarranted criticism or disruptive interference. Complaints received by the board or a board member will be referred to the superintendent for investigation. Most complaints can be resolved by informal discussions between community members and the staff member. Should the matter not be resolved, the principal will attempt to resolve the issue through a conference with the community member 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 community member 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 will respond to the superintendent in writing or in person; and
- C. The superintendent will then attempt to resolve the matter through a conference with the citizen, staff member, and principal.

If the matter is still not resolved, the superintendent will present the issue to the board. If the complaint is against a staff member, the board may discuss the complaint. The staff member may request that the board discuss the issue in an open meeting.

The board will attempt to make a final resolution of the matter. Any formal actions by the board must take place in an open meeting. If such action may adversely affect the contract status of the staff member, the board will give written notice to the staff member of his/her rights to a hearing.

To learn more about citizen complaints against a school district or other school service provider in the State of Washington, please click on the following links:

### **Citizen Complaint Against a School District, Educational Service District (ESD) or Other School Service Provider**

The links below outline the 5-step process through which a citizen can file a complaint against a school district or other school service provider.

<http://www.k12.wa.us/TitleI/FamilyInvolvement/pubdocs/HandoutCitizenComplaintSchoolDistrictESDSUbrantee.pdf>

<http://www.k12.wa.us/TitleI/pubdocs/ComplaintProcess/SPANISHCitizenComplaintSD-ESD.pdf>

### **Citizen Complaint Against OSPI**

The links below outline the 4-step process through which a citizen can file a complaint against OSPI.

<http://www.k12.wa.us/TitleI/pubdocs/ComplaintProcess/HandoutCitizenComplaintOSPI.PDF>

<http://www.k12.wa.us/TitleI/pubdocs/ComplaintProcess/HandoutCitizenComplaint-OSPI-SPAN.pdf>