

MITCHELL UNIFIED SCHOOL DISTRICT No. 55

P.O. Box 247 Mitchell, Oregon 97750

Phone (541) 462-3311 • Fax (541) 462-3849

www.mitchell.k12.or.us

Nancy Moon
Superintendent
Sandy Goodson
Executive Assistant

Kim Domenighini
Deputy Clerk



Board of Directors

Miesha Bennett, Chair
Jim Bob Collins
Peggy Ladquist
Ross Ryno
Adam Temple

Complaint Procedure:

The district will implement effective means of resolving concerns voiced by employees, students, parents/guardians and the public in order to reduce potential areas of complaints, and to establish and maintain recognized channels of communication.

A complaint is a concern, problem or difficulty related to district educational process services, personnel and/or operational actions and/or decisions presented to the district by an employee, student, parent/guardian or member of the public. Complaints must relate to concerns and/or events that have occurred within the past 12 months or the current school year.

An individual properly presenting a concern or complaint shall be assured the opportunity for a orderly and timely review of the concern or complaint without reprisal.

Although no community member will be denied the right to petition the Board for redress of a complaint, complaints will be referred through the proper administrative channels for resolution before investigation or action by the Board. Complaints that concern Board actions or Board operations shall be presented to the superintendent. Complaints that concern employees must be processed according to any applicable agreement between the district and either employee association.

Board members shall refer the public to the proper channel of communication for complaints involving instruction, discipline, learning materials, and/or services such as transportation, food service, etc. Any complaint about school personnel that cannot be resolved informally between the complainant and the district employee shall be submitted in writing to the employee's supervisor and will be investigated by the administration before consideration and action by the Board.

Complaints will be handled and resolved as close to their origin as possible:

The channel of communication for complaints (with the exception of athletics) is as follows:

1. Teacher or employee;
2. Principal or direct supervisor;
3. Appropriate district level or central office administrator;
4. Assistant superintendent or educational programs or operations
5. Superintendent;
6. School board

The board will not hear complaints against employees in open session unless an employee request an open session.

The mission of the Mitchell School District is to empower students as effective problem solvers, lifelong learners and productive members in a global society.

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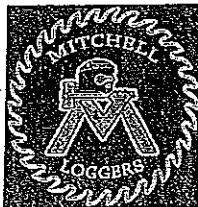
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The proper channeling of complaints regarding athletic issues is as follows:

1. Coach/Head coach (as appropriate);
2. Athletic director;
3. Principal

Any complaint regarding athletics must follow the established channel of communication for complaints and will be resolved at the school level. Decisions regarding athletic complaints will be made by the principal.

While speakers may offer objective criticism of operations and programs, the Board will not hear personal complaints concerning district personnel nor against any person connected to the school system. To do so could expose the Board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The Board chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.