

Public Appeals and Complaints About Alleged Violations of State Standards

The Board recognizes a need to implement a procedure for the prompt resolution of complaints alleging violations of standards as outlined by the Oregon Department of Education.

Any complainant who resides in the district or any parent of students attending school in the district qualifies to participate in the procedure described below:

1. All complaints to school personnel shall be reported immediately to the principal involved, whether these come by telephone, letter or by personal conference;
2. The principal shall encourage the complainant to discuss the nature of the alleged standards violation and the complainant shall be given the opportunity to talk to any appropriate district employee;
3. If the complainant wishes to pursue the matter further, he/she shall be supplied with a printed "Request For Investigation of Standard" form which must be filled out and submitted to the superintendent or designee before formal consideration shall be given to the complaint;
4. The standard which is the subject of the complaint shall not be altered pending final action by the Board;
5. The superintendent or designee will arrange for a review committee consisting of an administrator, a Board member, a lay person, an appropriate content area specialist, coordinator or director (if appropriate) and the curriculum director (if appropriate):
 - a. The lay person and Board member shall be appointed by the Board chair;
 - b. The committee shall meet as soon as possible and return a written report of its findings to the superintendent or designee within three weeks of its appointment;
 - c. The committee may recommend that the matter be determined to be:
 - (1) In total compliance;
 - (2) In partial compliance (specification shall be stated for total compliance);
 - (3) In non-compliance;
 - (4) The superintendent shall immediately report the recommendation of the review committee to the Board, who shall determine any necessary action.

Standards include all those areas as outlined in the Standards for Public Schools provided by the Oregon Department of Education.

Request for Investigation of a Standard

Date: _____

Request Initiated by: _____

Person Making Request Represents: _____

Self: _____

Group: _____

Name of Group: _____

1. What is the standard? _____

2. What is the alleged violation? _____

3. What is the recommendation(s) to rectify the alleged violation? _____

Signature

Date

Received by superintendent or designee:

Name

Position

Signature

Date