

Greater Albany SD 8J Administrative Regulation

Code: LGA-AR(1)
Adopted: 3/12/01
Revised: 8/13/07

Public Appeals and Complaints about Alleged Violation of 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.

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

Any complainant who resides in the district or any parent or guardian¹ of students attending school in the district qualifies to participate in the procedure described below:

- A. All complaints to school personnel shall be reported immediately to the principal involved, whether these come by telephone, letter or by personal conference;
- B. The principal shall encourage the complainant to discuss the nature of the alleged classroom violation and the complainant shall be given the opportunity to talk to the instructor involved;
- C. If the complainant wishes to pursue the matter further, he/she shall be supplied with a printed form, "Request For Investigation of an Alleged Violation of Standard" (Exhibit A), which must be filled out and submitted to the district's curriculum director in charge of standards before formal consideration shall be given to the complaint;
- D. The district may choose to maintain the condition which is the subject of the complaint pending final action by the Board;
- E. The curriculum director in charge of standards will arrange for a review committee of six, consisting of the superintendent or designee, an administrator, a Board member, a lay person, the appropriate content area specialist, coordinator or director, and the curriculum director in charge of standards:
 1. The lay person and Board member shall be appointed by the Board chairman;
 2. The committee shall meet as soon as possible and return a written report of its findings to the curriculum director within three weeks of its appointment;
 3. The committee may recommend that the matter be determined to be:
 - (a) In total compliance;
 - (b) In partial compliance (specification shall be stated for total compliance);
 - (c) In noncompliance.
 4. The curriculum director shall immediately report the recommendation of the review committee to the Board, whose decision shall be final;
 5. The decision of the Board shall be transmitted to the curriculum director in charge of standards, to the appropriate professional personnel and to the complainant.

¹As used in this document, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of those factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581.015-0005(18).

EXHIBIT A

Request for Investigation of an Alleged Violation of 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 curriculum director on _____ (Date)