

Public Appeals and Complaints about Alleged Violations 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 (ODE).

Standards include all those areas as outlined in the *Standards for Public Schools* provided by ODE.

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 personal conference;
2. The principal shall encourage the complainant to discuss the nature of the alleged violation and the complainant shall be given the opportunity to talk to the instructor involved;
3. If the complainant wishes to pursue the matter further, he/she shall be supplied with a printed form, "Request For Investigation of a Standard" (Exhibit A), which must be filled out and submitted to the superintendent 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 will arrange for a review committee of six, consisting of the superintendent, an administrator, a Board member, a lay person, the appropriate content area specialist, coordinator or director and the curriculum director:
 - 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 curriculum director 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 noncompliance;
 - d. The superintendent shall report the recommendation of the review committee to the Board, whose decision shall be final;

- e. The decision of the Board shall be transmitted to the superintendent, to the appropriate professional personnel and to the complainant.

EXHIBIT A

REQUEST FOR INVESTIGATION OF A STANDARD

DATE: _____

REQUEST INITIATED BY:

Self Group

Print Name of Self or Group: _____

1. What is the standard?

2. What is the alleged violation?

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

Date

Signature

Received by superintendent on _____ (date)