

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 the ODE.

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

1. All complaints received by school personnel shall be reported immediately to the principal.
2. Within five days of receipt of the complaint, the principal shall encourage the complainant to discuss the nature of the alleged standard violation and the complainant shall be given the opportunity to talk to the instructor involved.
3. After the conference with the instructor involved, if the complainant wishes to pursue the matter further, he/she may request and shall be supplied with a printed form, Request for Investigation of a Standard (Exhibit A), that must be filled out and submitted in writing (including all supporting statements and evidence) by the complainant within ten school days of the conference with the involved instructor to the district's administrator in charge of standards. The written complaint will be forwarded, within five school days of receipt, to the superintendent. The standard that is the subject of the complaint shall not be altered pending final action by the Board.
4. Upon receipt of the complaint by the superintendent, and within five days of receipt of the complaint, the superintendent or designee shall investigate the complaint and make a recommendation to the Board.
5. The Board shall review the superintendent's recommendation at the Board's next regularly scheduled board meeting. Following review of the superintendent's recommendation by the Board, the Board shall make a decision. The decision of the Board shall be transmitted to the superintendent and to the complainant within 20 working days of the final decision, in writing. The decision will clearly establish the legal basis for the decision, findings of fact, and conclusions of the law. The district's final decision may be appealed to the State Superintendent of Public Instruction.

Time

The number of days given at each level shall be regarded as a maximum and every effort will be made to expedite the process, unless extenuating circumstances require the superintendent to extend the length of the investigation.

Withdrawal

A complaint may be withdrawn by the complainant at any level or at any time without prejudice or reprisal.

REQUEST FOR INVESTIGATION OF A STANDARD
EXHIBIT A

Request Initiated By: _____ (Print Name)

Mailing Address: _____

Email Address: _____ Phone: _____

Resident of: _____ (Print name of school district)

To: Corvallis School District, 1555 SW 35th Street, Corvallis, Oregon

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 on _____
Date