Public Complaints

A student, staff member, parent or guardian of a student attending a school in the district or a person who resides in the district who wishes to express a concern should discuss the matter with the school employee involved. It is the intent of the district to solve problems and address all complaints as close as possible to their origination.

A concern against a coach may be addressed to the athletic director or coach.

The Administrator: Step One

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator within five days of receiving the response from the employee in Step One. The administrator shall evaluate the complaint and render a decision within 10 working days after receiving the complaint. (A form is available, but is not required.)

The Superintendent: Step Two

If Step One does not resolve the complaint, within five working days of the response from the administrator, the complainant shall file a written, signed complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. (A form is available, but is not required.)

The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, prepare a report of their findings and conclusion, and provide the report in writing or in an electronic form to the complainant within 15 working days after receiving the written complaint.

The Board: Step Three

If the complainant is dissatisfied with the superintendent’s or designee’s findings and conclusion, the complainant may appeal the decision to the Board within 5 working days of receiving the superintendent’s decision. The Board will review the findings and conclusion of the superintendent in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent’s decision as the district’s final decision. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues.

If the Board chooses not to hear the complaint, the superintendent’s decision in Step Two is final. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law. The complainant shall be informed in writing or in electronic form of the Board’s decision within 20 days from the hearing of the appeal by the Board. The Board’s decision will address each allegation in the complaint and contain reasons for the district’s decision. The Board’s decision will be final. The timelines may be extended upon written agreement between the district and the complainant.
The district’s final decision for a complaint processed under this administrative regulation that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 to 339.303 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district’s decision. If the complainant is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and this complaint is not resolved through the complaint process, the complainant may appeal the district’s final decision to the Deputy Superintendent of Public Instruction under OAR 581-002-0001 – 581-002-0023.

Complaints against the principal should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide, within 15 days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 15 days. The written decision of the Board will address each allegation in the complaint and reasons for the district’s decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board within 30 days of receiving the complaint in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board may use executive session if the subject matter qualifies under Oregon law. A final written decision regarding the complaint shall be issued by the Board within 15 days. The written decision of the Board will address each allegation in the complaint and reasons for the district’s decision.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board within 30 days of receiving the complaint in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, within 20 days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 15 days. The written decision of the Board will address each allegation in the complaint and reasons for the district’s decision.

Complaints against the Board chair may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board within 30 days of receiving the complaint. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, within 20 days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 15 days. The written decision of the Board will address each allegation in the complaint and reasons for the district’s decision.
La Grande School District

COMPLAINT FORM

To:  □ Employee*  □ Administrator/Supervisor*  □ Superintendent  □ Board chair  □ Board vice chair  * Form available but is not required.

Person Making Complaint: ________________________________________________________________

Phone Number: ____________________________ Email: ________________________________

Nature of Complaint: __________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Who should we talk to and what evidence should we consider? ______________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Suggested solution/resolution/outcome: __________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Signature of Complainant: ____________________________ Date: ______________
____________________________________________________________________________________

Office Use

Disposition of Complaint: _____________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Signature: ____________________________ Date: ______________

cc: District Office