

# Saint Helens School District 502

Code: **LGA-AR(1)**  
Adopted: 9/21/98  
Readopted: 9/24/07  
Orig. Code(s): LGA-AR1

## **Public Appeals and Complaints about Alleged Violations of Standards**

The district 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 student 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 building 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 classroom 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 shall be supplied with a printed form, "Request for Investigation 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.
4. The standard which is the subject of the complaint shall not be altered pending final action by the Board.
5. The curriculum director in charge of standards will arrange for a review committee of six, consisting of the superintendent, an administrator, a school board member, a lay person, the appropriate content area specialist, coordinator of director and the director of instruction in charge of standards.
  - a. The lay person and Board member shall be appointed by the chair of the Board.
  - b. The committee shall meet as soon as possible and return a written report of its findings to the director of Instruction within three weeks of its appointment.
  - c. The committee may recommend that the alleged violation be:
    - (1) In total compliance;
    - (2) In partial compliance (specification shall be stated for total compliance);
    - (3) In non-compliance.
  - d. The director of instruction shall immediately 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 director of instruction in charge of standards, to the appropriate professional personnel and to the complainant.

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

**EXHIBIT A**

**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 on \_\_\_\_\_  
Date