Alsea Work Session

Tuesday, November 5, 2024 6:00 PM
Alsea School Library, 301 S 3rd St, Alsea, OR 97324

1. **Call to Order**
   a. Flag Salute
2. **Approval of Agenda**
3. **KL Policy Review**
   a. KL-AR Policy Review

Alsea School District 7J

Code: **KL-AR**
Revised/Reviewed: 6/13/17; 4/13/23
Orig. Code(s): KL-AR

Public Complaint Procedure

Initiating a Complaint: Step One

Any member of the public who wishes to express a complaint should discuss the matter with the school employee involved.

The Administrator: Step Two

If the complainant is unable to resolve a problem or concern at step one, within five working days of the meeting with the employee, the complainant may file a written, signed complaint with the principal. The principal shall evaluate the evidence complaint and render a decision within five working days after receiving the complaint.

The Superintendent: Step Three

If such a discussion with the principal Step 2 does not resolve the complaint, within 10 working days of the meeting with the principal, the complainant, if he/she wishes to pursue the action, shall file a signed, written complaint with the superintendent clearly stating the nature of the complaint and a suggested remedy. (A form is available, but is not required.)

The superintendent shall investigate the complaint, confer with the complainant and the parties involved and prepare a written report of his/her findings and his/her conclusion and provide the written report to the complainant within 10 working days after receiving the written complaint.

The Board: Step Four

If the complainant is dissatisfied with the superintendent's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complainant complaint and to hear and evaluate such any other evidence as it deems appropriate. Generally all parties involved, including the school administration, will be asked to attend such meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues.

The Board may elect to hold the hearing in executive session if the subject matter qualifies under Oregon Revised Statutes.

The complainant shall be informed of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision will be final.

The complaint procedure set out above will not be longer than 90 days from the filing date of the original complaint with the principal.

Complaints against the principal may be filed with the superintendent.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board may refer the investigation to a third party. The Board chair shall present the complaint to the Board. 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. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair and may be referred to district counsel on behalf of the Board. The Board chair shall present the complaint to the Board. 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. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

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. 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. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

If a complaint alleges a violation of state standards or a violation of other statutory or administrative rule that the for which the State Superintendent of Public Instruction has appeal responsibilities, and the complaint is not resolved at the Board level, the district will supply the complainant with appropriate information in order to file a direct appeal to the State Superintendent as outlined in Oregon Administrative Rule (OAR) 581-022-1940.

ALSEA SCHOOL DISTRICT
COMPLAINT FORM

TO: ☐ District Office ☐ _____ (Name of School)

Person Making Complaint _____

Telephone Number _____ Date _____

Nature of Complaint _____
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Who should we talk to and what evidence should we consider? _____
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Suggested solution/resolution/outcome: _____
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Office Use: Disposition of Complaint: _____
_____

Signature: _____ Date: _____

cc: District Office

Greater Albany School District 8J

Code: KL-AR(1)
Adopted: 1/11/21
Revised/Readopted: 6/20/22; 3/11/24
Orig. Code: KL-AR(1)

Concern and Complaint Procedure

Concerns and complaints will follow the process outlined below. Complaints outlined in Board Policy KL-Complaints will be processed using the specific policies and administrative regulation procedures. Complaints related to instructional materials challenges must use the form in the administrative regulation. If assistance is needed (language translation, writing complaint, etc.), please contact the Welcome Center.

Expressing a Concern with the School Employee

A parent or guardian of a student attending a school in the district, or a person who resides in the district, a staff member, or a student who wishes to express a concern should discuss the matter with the school employee involved prior to filing a formal complaint.

Filing a formal complaint

If the concern has not been resolved after discussing with the employee, follow the steps below to file a complaint.

Step One: Supervisor

If the individual is unable to resolve a concern with the employee, the individual must file a written, signed complaint with the supervisor within five working days of the employee's response. Complaints must be filed using the KL-AR(2) Public Complaint Form or the information on the form provided by email or in writing. The supervisor 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 10 working days after receiving the written complaint.

Complaints against the employee should be filed with the principal or administrator. Complaints against the principal should be filed with the level director. Complaints against a level director should be filed with the Assistant Superintendent. Complaints against a department director should be filed with the department district leadership team administrator. Complaints against a district leadership team administrator should be filed with the Superintendent.

Step Two: District Administrators

If Step One does not resolve the complaint, within five working days of the written response from the supervisor, the complainant must file an appeal with district administrators (level director, department director or district leadership team administrator). The appeal must be filed using KL-AR(3) Public Complaint Appeal Form or the information on the form provided by email or in writing.

The district administrator shall investigate the appeal, 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 10 working days after receiving the written appeal.

An appeal of the level director findings may be filed with the Assistant Superintendent. An appeal of the department director findings may be filed with the district leadership team administrator. The appeal must be filed using KL-AR(4) Public Complaint Appeal Form or the information on the form provided by email or in writing.

Step Three: Superintendent

If Step Two does not resolve the complaint, within five working days of the written response from the district administrator, the complainant must file an appeal with the superintendent. The appeal must be filed using KL-AR(3) Public Complaint Appeal Form or the information on the form provided by email or in writing.

The superintendent shall investigate the appeal, 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 10 working days after receiving the written appeal.

Step Four: School Board

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant must appeal the decision to the Board within five working days of receiving the superintendent's decision. The appeal must be filed using KL-AR(3) Public Complaint Appeal Form or the information on the form provided by email or in writing.

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 Three is final[1].

The complainant shall be informed in writing or in electronic form of the Board's decision within 20 working days from the receipt 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 - 339.303 or OAR 581-021-0550 - 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

[1] If the Board choose to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).

the complaint and contain reasons for the district's decision. If the complainant, who 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[2] the district's final decision to the Deputy Superintendent of Public Instruction under Oregon OARs 581-002-0001 – 581-002-0023.

Complaints against the Superintendent

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. Complaints must be filed using the KL-AR(2) Public Complaint Form or the information on the form provided by email or in writing. The Board chair shall present the complaint to the Board 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 30 working days of receipt of the complaint. 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 individual Board member

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. Complaints must be filed using the KL-AR(2) Public Complaint Form or the information on the form provided by email or in writing. The Board chair shall present the complaint to the Board 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 30 working days of receipt of the complaint. 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

Complaints against the Board chair may be referred directly to the Board vice chair on behalf of the Board. Complaints must be filed using the KL-AR(2) Public Complaint Form or the information on the form provided by email or in writing. The Board vice chair shall present the complaint to the Board 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 30 working days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

[2] An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

Eddyville Charter School

Code: KL-AR
Revised/Reviewed: 9/21/17

Public Complaint Procedure

Initiating a Complaint: Step One

Any member of the public who wishes to express a complaint should discuss the matter with the public charter school employee involved.

The Superintendent: Step Two:

If Step 1 does not resolve the complaint the complainant may file a signed, written complaint within five working days of the meeting with the employee, with the superintendent clearly stating the nature of the complaint and a suggested remedy. (A form is available, but is not required.)

The superintendent shall investigate the complaint, confer with the complainant and the parties involved and prepare a written report of his or her findings and conclusion within five working days of receipt of the written complaint.

The Board: Step Three

If the complainant is dissatisfied with the superintendent findings and conclusion, the complainant may appeal the decision to the public charter school board within five working days of receiving the superintendent decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complaint and to hear and evaluate any other evidence as it deems appropriate. Generally all parties involved will be asked to attend such meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues.

The Board may elect to hold the hearing in executive session if the subject matter qualifies under Oregon Revised Statutes.

The complainant shall be informed of the Board's decision within 20 working days from the hearing of the appeal to the Board.[1]

Complaints against the superintendent may be filed with the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. 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. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

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. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the

[1] Timelines may be extended upon written agreement between both parties.

investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action if any, is warranted.

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. 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. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

If a complaint alleges a violation of state standards or a violation of other statutory or administrative rule for which State Superintendent of Public Instruction has appeal responsibilities, and the complaint is not resolved at the Board level, then the public charter school will supply the complainant with appropriate information to file a direct appeal to the State Superintendent as outlined in Oregon Administrative Rule (OAR) 581-022-1940.

Eddyville Charter School

COMPLAINT FORM

To: _____ (Name of school)

Person Making Complaint _____

Phone Number _____ Date _____

Nature of Complaint _____

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Who should we talk to and what evidence should we consider? _____

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Suggested solution/resolution/outcome: _____

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Office Use: Disposition of Complaint: _____

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Signature: _____ Date: _____

Lincoln County School District

Code: KL-AR(1)
Revised/Reviewed: 4/22/14; 6/14/16 (Effective 7/01/16); 5/08/18; 2/1/19; 8/29/19
Orig. Code: KL-AR

Public Complaint Procedure

Initiating a Concern: Step One

Any member of the public who wishes to express a concern should discuss the matter with the school employee involved. The employee shall respond within 5 working days.

The Building Principal/Site Supervisor: Step Two

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the building principal/site supervisor. The principal/site supervisor shall evaluate the complaint and render a written decision within 10 working days after receiving the complaint.

The Superintendent or Designee: Step Three

If Step 2 does not resolve the complaint, within 5 working days of the decision from the principal, the complainant, if he/she wishes to pursue the action, shall file a signed, written 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 and prepare a report of his/her findings and conclusion and provide the written report in writing to the complainant within 10 working days after receiving the written complaint.

The Board Chair: Step Four

If the complainant is dissatisfied with the superintendent or designee's findings and conclusion, the complainant may appeal the decision to the Board chair in writing within 5 working days of receiving the superintendent or designee's decision. The Board chair, on behalf of the School Board, will review the complainant’s appeal, the superintendent’s or designee’s findings and conclusion, and any other evidence deemed appropriate before rendering a written or electronic decision within 10 working days after receiving the appeal. The Board Chair may consult with the Board Vice Chair regarding the complaint. Once a decision has been determined by the Board Chair, the Board Chair will email that written decision to the Board's Administrative Assistant to send to the complainant as the Board's response, copying the whole Board as an FYI Only. The Superintendent should also be copied.

The Board may review the record in executive session if the subject matter qualifies under Oregon law.

The Board chair’s decision will address each allegation in the complaint and contain reasons for the district's decision. The Board chair’s decision will be final.

The complaint procedure set out above will not be longer than 90 days from the filing date of the original complaint with the principal.[12]

The final decision for a complaint processed under this administrative regulation that alleges a violation of OAR Chapter 581, Division 22 (Standards), ORS 339.285 to 339.383 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 have appeal rights with the Deputy Superintendent of Public Instruction as outlined in Oregon Administrative Rule (OAR) 581-002-0040.

If the complaint alleges discrimination pursuant to ORS 659.850 (Discrimination) and the complaint is not resolved at the local level through the Board's administrative regulation AC-AR - Discrimination Complaint Procedure, the complaint may meet the criteria to file an appeal with the Deputy Superintendent of Public Instruction as outlined in OAR 581-021-0049.

Complaints against the principal may be filed with the superintendent or designee. The superintendent or designee will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent or designee, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting.

Complaints against the superintendent or designee should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. 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. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted.

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. 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. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted.

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. 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. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted.

[1] The timelines may be extended upon written agreement between both parties.

[2] This also applies to complaints filed against the superintendent or any Board member.

Lincoln County School District

COMPLAINT FORM

TO: □ District Office □ _____ (Name of School)

Person Making Complaint _____

Telephone Number _____ Date _____

Nature of Complaint _____

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Who should we talk to and what evidence should we consider? _____

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Suggested solution/resolution/outcome: _____

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Signature of Complainant: _____ Date: _____

Office Use: Disposition of Complaint:_____

Signature:_____ Date: _____

cc: District Office

Lincoln County
School District

Code: **KL-AR(2)**
Revised/Reviewed: 5/08/18

Appeal to the Deputy Superintendent of Public Instruction

For complaints that allege violation of Oregon Division 22 Standards, restraint and seclusion or retaliation as defined in Oregon Revised State (ORS) 659.852, the complainant may have appeal rights for a complaint with the Deputy Superintendent of Public Instruction, if the complainant has exhausted the local complaint procedures and one of the following occurred:

1. The district failed to render a written decision within 30 days of the submission of the complaint at each step identified in the district's complaint process; or

2. The district failed to resolve the complaint within 90 days of the initial filing of the written complaint with the district, unless the district and the complainant have agreed in writing to a longer time period.

The appeal must be received by the Oregon Department of Education (ODE) no later than one year after the date of the final decision of the district or if the district fails to issue a final decision, no later than two years after the date the complainant first filed the underlying complaint with the district.

1. The complaint upon which the appeal is based, must have filed with the district by the later of the either stated below:

    a. Filed the complaint within two years after the alleged violation or unlawful incident occurred or after the complainant discovered the alleged violation or unlawful incident. If the alleged violation or unlawful incident is of a continuing nature, the right to file an appeal exists so long as the complaint was filed within two years of the most recent incident; or
    b. One year after the affected student has graduated from, moved away from or otherwise left the district.

2. The appeal shall be in writing submitted by mail, in person or electronically, and contain:

    a. The name and address of the person bringing the appeal;
    b. The name and address of the district which is alleged to have violated the statute or administrative rule; and
    c. A statement of the facts on which the appeal is based.

3. Upon receipt of the appeal, the Deputy Superintendent will determine whether the appeal alleges a violation of a statute or administrative rule for which the Deputy Superintendent has jurisdiction and whether the requirements contained in section 2. of OAR 581-002-0040 have been satisfied.

After these determinations, the Deputy Superintendent will either, not accept the appeal and will notify the complainant and the district, or will accept the appeal and notify the complainant and the district that the appeal has been accepted.

4. If the Deputy Superintendent has accepted an appeal and made notification to the complainant and the district involved as described in OAR 581-002-0040, the district shall submit a written report within 30 days of receipt of the notice which shall include:

   a. A statement of facts;
   b. A statement of district action, if any, taken in response to the complaint; if none was taken, the reason(s) why no action was taken;
   c. A stipulation, if one was reached, of the settlement of the complaint; and
   d. A list of any complaints filed with another agency by the party concerning the subject of the appeal.

5. The Deputy Superintendent may for good cause extend the time for the filing of a report by the district.

6. Upon receipt of the district's report, the Deputy Superintendent will conduct an investigation that will include a review of the written materials submitted by the complainant and district and may also include, but not be limited to:

   a. Onsite investigations;
   b. Interviews;
   c. Surveys; and
   d. Reviewing documents.

7. The Deputy Superintendent will issue a written final order that addresses each allegation in the complaint that was accepted for appeal and contains the reasons for the Deputy Superintendent's decision on whether or not the district is deficient. The final order will be issued within 90 days of the date the Deputy Superintendent receives the district's report,[1] or the Deputy Superintendent may extend the time period for issuing a final order pursuant to OAR 581-002-0040(7)(b),(c).

8. If a violation is found, the Deputy Superintendent's final order will include any necessary corrective action to be taken by the district as well as any documentation to be supplied by the district to ensure that the corrective action has occurred.

9. Corrective action ordered by the Deputy Superintendent must be completed within the timelines established in the final order.

[1]If the 90-day period for issuing the final order would conclude during the time when the schools of the district are closed for the summer, the final order will be issued within 90 days of the date the Deputy Superintendent received the district's report exclusive of the time the schools are closed for the summer. The Deputy Superintendent of Public Instruction may extend the time period with agreement from the complainant. The Deputy Superintendent shall prepare a timeline and plan for investigation and provide copies to the complainant and the district within two weeks of receiving the district's report.

Philomath School District 17J

Code: **KL-AR(1)**
Revised/Reviewed: 2/24/20; 5/18/23

Public Complaint Procedure

A parent or guardian of a student attending a school in the district a person who resides in the district, a staff member, or a student who wishes to express a concern should discuss the matter with the school employee involved.

The Administrator or Supervisor: 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 or supervisor within five working days of the employee's response. The administrator or supervisor shall evaluate the complaint and render a decision within five 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 10 working days of the written response from the administrator or supervisor, the complainant may file a written, signed complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy.

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 10 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 five 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[1].

[1] If the Board choose to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).

The complainant shall be informed in writing or in electronic form of the Board's decision within 30 days from the receipt 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 - 339.303 or OAR 581-021-0550 - 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, who 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[2] the district's final decision to the Deputy Superintendent of Public Instruction under Oregon OARs 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. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the request to place the complaint on the Board agenda. 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 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 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 30 days of receipt of the complaint. 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 referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board 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, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

[2] An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

Complaints against the Board chair may be referred directly to the district counsel or Board vice chair on behalf of the Board. The district counsel or Board vice chair shall present the complaint to the Board 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, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Calendar days, would include all 7 days of the week.

School days, would include only days when students were in school, so this would not count summer, winter breaks, etc.

Work days, would include those days when the district office is open; this would possibly include summer and winter breaks depending on the district office's schedule.

Philomath School District 17J
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 _____
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Who should we talk to and what evidence should we consider? _____
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Suggested solution/resolution/outcome: _____
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Signature of Complainant: _____ Date: _____

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Office Use

Disposition of Complaint: _____
_____
_____

Signature: _____ Date: _____

cc: District Office

4. **Adjournment**