

Seaside School District 10

Code: **LGA-AR**
Adopted: 7/26/07

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.

Any complainant who resides in the school or any parent or guardian of children attending school in the District qualifies to participate in the procedure described below.

1. All complaints to school personnel will be reported immediately to the building principal involved, whether these come by telephone, letter, or by personal conference.
2. The principal will encourage the complainant to discuss the nature of the alleged classroom violation and the complainant will be given the opportunity to talk to the instructor involved.
3. If the complainant wishes to pursue the matter further, he/she will be supplied with a printed form, "Request For Investigation of Standard" which must be filled out and submitted to the District's curriculum director in charge of standards before formal consideration will be given to the complaint.
4. The standard which is the subject of the complaint will not be altered pending final action by the Board.
5. The curriculum director will arrange for a review committee of seven, 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 will be appointed by the chair of the Board.
 - b. The committee will 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 alleged violation be:
 - (1) In total compliance;
 - (2) In partial compliance (specification will be stated for total compliance);
 - (3) In noncompliance;
 - (4) The curriculum director will immediately report the recommendation of the review committee to the Board, whose decision will be final;
 - (5) The decision of the Board will be transmitted to the curriculum director, 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.

REQUEST FOR INVESTIGATION OF A STANDARD

Date: _____

Request initiated by: _____

Name of Group or Person Making Request: _____

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 curriculum director on _____
Date