

Oregon Trail School District 46

Code: **KL**
Adopted: 5/12/97, 9/13/04
Readopted: 11/10/14
Orig. Code(s): KL

Public Complaints

Complaints will be handled and resolved as close to their origin as possible.

Although no community member will be denied the right to petition the Board for redress of a grievance, complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern superintendent or Board actions or Board operations.

The Board advises the public that the proper channeling of complaints involving instruction, discipline or learning materials is as follows:

1. Teacher;
2. Building administrator/Principal;
3. Superintendent;
4. Board.

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear charges against employees or public agents in open session unless an employee requests an open session.

While speakers may offer objective criticism of district operations and programs, the Board will not hear personal complaints concerning district personnel nor against any person connected with the school system. To do so could expose the Board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The Board chairman will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

END OF POLICY

Legal Reference(s):

[ORS 192.610-192.690](#)

[ORS 332.107](#)

[OAR 581-022-1940](#)

[OAR 581-022-1941](#)

[HB 3371 \(2015\)](#)

Anderson v. Central Point School District No. 6, 554 F. Supp. 600 (D. Oregon 1982); aff'd in part, 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

Oregon Trail School District 46

Code: KL-AR
Revised/Reviewed: 6/13/16
Orig. Code: KL-AR

Public Complaint Procedure

Initiating a Complaint: Step One

Any member of the public who wishes to express a complaint is encouraged discuss the matter with the school employee involved (teacher, counselor, assistant principal, secretary, etc.) It is the intent of the district to solve problems and address all complaints as close as possible to their origin.

The Building Administrator: Step Two

If unable to resolve a problem or concern at step one within 5 working days of meeting with the employee, then the complainant may file a written, signed complaint with the building principal. The principal shall evaluate the evidence and render a decision within 5 working days of receiving the complaint.

The Superintendent: Step Three

If such a discussion at the building level does not resolve the complaint within 10 working days of meeting with the principal, or if such discussion is not practical under the circumstances, 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 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 5 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 and to take such 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.

[] SCHOOL DISTRICT

COMPLAINT FORM

To: _____ Name of School: _____

Person Making Complaint _____

Telephone Number _____ Date _____

Nature of Complaint _____

Suggested Correction _____

Office Use: Disposition of Complaint: _____

Signature: _____ Date: _____

cc: District Office