

# Northwest Regional ESD

Code: KL-AR[(1)]  
Revised/Reviewed:

## Public Complaint Procedure (Version 2)

<sup>1</sup> A parent or guardian of a student attending a school operated by the ESD or is receiving services from the ESD or a person who resides in the ESD's service area, staff member, or a student who wishes to express a concern should discuss the matter with the school employee involved.

### The 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 supervisor within ten working days of the employee's response. The supervisor shall evaluate the complaint and render a decision within ten 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 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 <sup>2</sup> in writing and 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 or designee's findings and conclusion, the complainant may appeal the decision to the Board within ten 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

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<sup>1</sup> [For ESD information. The ESD's timeline established by each step of the ESD's complaint procedure for alleging a violation found in OAR 581-002-0003, beginning here, must be within 30 days of the submission of the complaint at any step, unless the ESD and complainant have agreed in writing to a longer time period for that step. However, the ESD's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the ESD and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)]

<sup>2</sup> [If the Board chooses to accept the superintendent's decision as the ESD's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).]

the ESD's final decision. All parties involved, including the school administration, may be asked to attend such hearings 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<sup>3</sup>].

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 working days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain the reasons for the ESD's decision. The Board's decision will be final.

The timelines may be extended upon written agreement between the ESD and the complainant.

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 20 working days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 10 working days. The written decision of the Board will address each allegation in the complaint and reasons for the ESD'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, within 20 working 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 10 working days. The written decision of the Board will address each allegation in the complaint and reasons for the ESD'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, within 20 working days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 10 working days. The written decision of the Board will address each allegation in the complaint and reasons for the ESD's decision.

Complaints against the Board chair may be referred directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. If the Board decides an

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<sup>3</sup> [If the Board chooses to accept the superintendent's decision as the ESD's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).]

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 working days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 20 working days. The written decision of the Board will address each allegation in the complaint and reasons for the ESD's decision.

The ESD'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 ESD's decision. If the complainant, who is a parent or guardian of a student attending school in the ESD or is receiving services from the ESD, a student, or a person that resides in the ESD, and this complaint is not resolved through the complaint process, the complainant may appeal<sup>4</sup> with the ESD's final decision to the Deputy Superintendent of Public Instruction under OAR 581-002-0001 – 581-002-0023.

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<sup>4</sup> An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

**[Name of ESD]**

**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: ESD Office

