

# EagleRidge High School

COMMUNITY RELATIONS 800.4b

## **Appeal to the Deputy Superintendent of Public Instruction Procedure**

For complaints that allege violation of Oregon Division 22 Standards, restraint and seclusion or retaliation as defined in Oregon Revised Statute (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. EHS failed to render a written decision within 30 days of the submission of the complaint at each step identified in EHS's complaint process; or
2. EHS failed to resolve the complaint within 90 days of the initial filing of the written complaint with EHS, unless EHS 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 EHS or if EHS fails to issue a final decision, no later than two years after the date the complainant first filed the underlying complaint with EHS.

1. The complaint upon which the appeal is based, must have been filed with EHS by the later of the 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 EHS.
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 EHS 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 EHS, or will accept the appeal and notify the complainant and EHS that the appeal has been accepted.

4. If the Deputy Superintendent has accepted an appeal and made notification to the complainant and EHS as described in OAR 581-002-0040, EHS 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 EHS 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 EHS.
6. Upon receipt of EHS's report, the Deputy Superintendent will conduct an investigation that will include a review of the written materials submitted by the complainant and EHS and may also include, but no 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 EHS is deficient. The final order will be issued within 90 days of the date the Deputy Superintendent receives EHS's report,<sup>1</sup> or the Deputy Superintendent may extend the time period for issuing a final order pursuant to OAR 5841-002-0040(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 EHS as well as any documentation to be supplied by EHS 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.

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<sup>1</sup> If the 90-day period for issuing the final order would conclude during the time when EHS is closed for the summer, the final order will be issued within 90 days of the date the Deputy Superintendent received EHS's report exclusive of the time the school is 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 EHS within two week of receiving EHS's report.