



Oregon

Kate Brown, Governor

TEACHER STANDARDS AND PRACTICES COMMISSION

250 Division Street N.E. Salem, OR 97301

Phone: (503) 378-3586

Fax: (503) 378-3758

www.oregon.gov/TSPC

Public Complaint Guide

The purpose of the Teacher Standards and Practices Commission is to authorize the practice of professional educators through licensure, registration of educators, and certification of school nurses. Licensure provides a safeguard to the public to indicate the educator has met a certain standard of criminal and other conduct background checks and an established level of professional educator preparation.

The Commission is only authorized to take action against an educator's license or registration or a school nurse's certificate. *The Commission is not empowered to change an educator's employment status or to force the district to take certain employment-related disciplinary action against a licensed or registered educator or certified school nurse.*

The Commission accepts complaints from patrons (members of the public) and reports of misconduct from school districts. Oregon Administrative Rule (OAR 584-020-0041) requires chief administrators from school districts, charter schools and education service districts to report serious misconduct to the Commission. **We encourage you to check with the school district regarding whether they have already reported similar misconduct to the Commission.**

Commission discipline authority is limited to the following areas:

Findings of gross neglect of duty requires: "**Serious** and **material** inattention to or breach of professional responsibilities." If the conduct is not serious and material, it does not require reporting.

Findings of gross unfitness requires: "Conduct which renders an educator **unqualified** to perform his or her professional responsibilities." If the conduct does not reach this standard, it does not require reporting.

The Commission is a **licensing** board and does not control employment actions made by school district employers. You may be able to best resolve your complaint by contacting the school principal, district superintendent, or local school board.

IMPORTANT INFORMATION – PLEASE REVIEW

- First-hand information is the best evidence. Second-hand information is very difficult to verify or prove. Whenever possible, provide first-hand accounts, with names and contact information of witnesses.
- The Commission may rely on the person filing a complaint to testify in any administrative hearings proceeding, as required.
- Complaints should only be submitted in writing, on the official Public Complaint form, and each section of the report form should be completed. Please limit your initial complaint to not more than two additional pages following completion of the complaint form. If you have other evidence you would like to submit, indicate this on the additional page. The investigator may contact you regarding this additional information.
- While the Commission may investigate an anonymous complaint, this may seriously hinder the investigative and disciplinary process. Witnesses and ability to verify misconduct are important factors when proving misconduct. Anonymous complaints limit the investigator's ability to research the actual misconduct since we cannot talk with the actual victim or complainant.
- Investigations are confidential by law, but the subject of a complaint may be notified of the allegation(s), the complaining party's identity, and may be provided copies of the complaint and any attachments as part of the educator's due process rights.
- Please use the TSPC [Public Complaint Form](#) and complete it as fully as possible.