Patron Complaint Form

PATRON COMPLAINT PROCEDURE

The Board of Education has approved a Patron Complaint Procedure:

In the event of a patron complaint, the patron should initially attempt to resolve the difficulty by meeting with the employee. In the event that the matter cannot be resolved by a patron-employee conference, then the following steps, in this order, shall be used to resolve the matter:

- A. Patron-employee-building principal
- B. Patron-employee-building principal-superintendent
- C. Patron-employee-building principal-Board of Education

The substance of any patron complaint conveyed to an administrator shall be conveyed to the employee in a timely fashion. No disciplinary action shall be initiated by the Board or Administration toward a professional employee concerning any complaint made by a patron unless the employee has been notified of the complaint, its substance, the identity of the patron and the complainant has followed the steps above.

Patron Complaint Form

Teacher's Name:
Student's Name:
Student's Grade:
Please briefly explain the nature of your complaint in the space below. To the extent relevant, include in your description: the date and time of day when the incident occurred, the location in which the incident occurred, the full names of any person's involved, and the nature of their involvement, any previous efforts made to resolve the complaint, and any other significant information regarding the complaint.
Patron Signature:
Patron Name (PRINTED):
Date:
To be completed by School District upon receipt of completed form:
Administrator:
Date Complaint Received:
By:

NOTE: The administrator named above after receiving the following complaint will forward the complaint in its entirety to the teacher as specified in section 2-2 of the labor agreement.