

Adopted: June 2019

MSBA/MASA Model Policy 103

Orig. 1995

Revised: May 2021

Rev. 2005

POLICY 103-COMPLAINTS-STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

PURPOSE: The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.

Name of Complainant _____ Date of Complaint _____

Name of Student (where applicable) _____ Grade Level _____

School Building _____

Explanation of Complaint _____

(use additional paper if needed)

Signature _____ Date _____

- Complaint should be filed with the school building principal or where applicable, with the office of the Superintendent. See Policy 103 on the HLWW School website www.hlww.k12.mn.us