

UNIFORM COMPLAINT FORM

HARLEM SCHOOL DISTRICT PERSONNEL

**Harlem School District
Complaint form**

**Original: Building Principal
Copy to: Superintendent**

From: _____ Title: _____

Address: _____ Date: _____

When a complaint has not been or cannot be resolved at Level 1, an individual must file this complaint form and it must be signed and dated with the signature of the person receiving the complaint form prior to being processed.

LEVEL 1 – *Informal meeting- when did this occur and what action was taken?*

LEVEL 2 – Building Administrator - *This written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident.*

Signature of Grievant _____ date _____

Signature of Person Receiving Grievance _____ date _____

If either the complainant or the person against whom the complaint is filed is dissatisfied with the administrator’s decision, either may request, in writing, that the Superintendent review the administrator’s decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator’s decision.

Fill in all the information for this complaint.

- Nature of the complaint – all facts, witnesses, and actions that are of concern on this issue.

- Description of the event or incident giving rise to the complaint (include all personnel involved)
- Additional information that could have an effect on this decision.

Suggested Remedy: Please describe any corrective action you wish to see taken.

Investigation information Level 2:

Action on this complaint:

Sent to complainant: _____ date

If either the complainant or the person against whom the complaint is filed appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

Level 3 Superintendent

Steps taken at this level:

Action by Superintendent:

If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 4: Board

Date of receipt of written appeal _____

Action of the Board Chairperson _____

Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board.

The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

Policy History

Adopted on: April 15, 2009

Revised on: