

**KELLIHER PUBLIC SCHOOL - PROCEDURES FOR COMPLAINTS**

In accordance with District Policy 103, complaints by students, employees, parents or other individuals are taken seriously. Complaints may be made orally or in writing. The following procedure will be followed:

- 1) Personally contact the person directly involved.
- 2) If you are unable to resolve the problem by contacting the person directly involved, contact the principal or supervisor. Present the complaint in written form. The principal or supervisor will make a written report within 5 school days.
- 3) If you feel the problem still has not been resolved you may appeal the report to the superintendent of schools within 5 days of receipt from the principal or supervisor. The superintendent will set a time to meet within 10 days of the receipt of the request. Within 5 days after the meeting, the superintendent shall issue a decision in writing.
- 4) If you feel the problem still has not been resolved, you may appeal to the School Board within 5 days of the receipt of the decision in step 3. ~~The school board shall~~ set a time to hear the appeal within 10 days . The school board may designate a committee or representative(s) of the board to hear the appeal and report to the full board. The school board will render its decision within 10 days after the meeting. Failure to file any appeal within the time periods provided will constitute a waiver of the complaint.

**COMPLAINT FORM**

**NATURE OF COMPLAINT (Be specific)**

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**DATE THIS HAPPENED:** \_\_\_\_\_

**WITNESSES:** \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**RECEIVED BY** \_\_\_\_\_

**ACTION TAKEN:**