



TEACHER/STAFF
(PROCEDURE 3.1)

This complaint and grievance form shall be used when addressing a grievance to a teacher or the staff as outlined in the Grievance Policy. The most up to date version of the Grievance Policy and this form can be found at the Ben Franklin Academy website. Use this page and the next if you have a grievance with a teacher. Feel free to attach appendices or other documentation as needed.

Nature of Grievance:

Date you met with the teacher: _____

Please list the action items, timelines, or resolutions you discussed with the teacher:

PRINCIPAL
(PROCEDURE 3.2)

This complaint and grievance form shall be used when addressing a grievance to the principal as outlined in the Grievance Policy. The most up to date version of the Grievance Policy and this form can be found at the Ben Franklin Academy website. Use this page and the previous if you have a grievance with a teacher. Use just this form if you have a grievance with the Principal. Feel free to attach appendices or other documentation as needed.

Nature of Grievance:

Date you met with the teacher: _____

Please list the action items, timelines, or resolutions you discussed with the teacher:

BOARD
(PROCEDURE 3.3)

This complaint and grievance form shall be used when addressing a grievance to the Ben Franklin Academy Board of Directors as outlined in the Grievance Policy. The most up to date version of the Grievance Policy and this form can be found at the Ben Franklin Academy website. Use this page and the previous pages if you have a grievance with a teacher. Use this page and the previous if you have a grievance with the Principal. Feel free to attach appendices or other documentation as needed.

Date submitted to the board president: _____

Assigned board liaison: _____

Date a three party panel will be organized if the complaint is unresolved: _____

Date the three party panel was organized if necessary: _____

Panel members: _____

Panel recommendation to the board: