



COMPLAINT FORM INVOLVING A TEACHER OR STAFF MEMBER
(PROCEDURE 3.1: THE TEACHER/STAFF MEMBER)

This Complaint Form shall be used when addressing a complaint to a teacher/staff member as set forth in the Conflict Resolution Policy. **This Complaint Form must be completed to formally initiate Ben Franklin Academy's conflict resolution process.** Attach appendices or other documentation as needed.

Nature of Complaint:

Date you met with the teacher/staff member:

Attach the written plan of action, identifying action items and timelines, you presented to the teacher/staff member after the meeting identified above.

SUPPLEMENTAL COMPLAINT FORM
(PROCEDURE 3.2: THE PRINCIPAL)

This Supplemental Complaint Form must be used when addressing a complaint with a teacher/staff member to the Principal as outlined in the Conflict Resolution Policy. Pursuant to the Conflict Resolution Policy, you must have documentation of compliance with Procedure 3.1, including a written Complaint Form and written plan of action, prior to submitting this Supplemental Complaint Form. Attach appendices or other documentation as needed.

Summary of Status of Complaint and Efforts to Resolve the Same:

Additional dates of meetings/correspondence:

Date you met with the Principal:

SECOND SUPPLEMENTAL COMPLAINT FORM
(PROCEDURE 3.3: THE BOARD)

This Second Supplemental Complaint Form shall be used when addressing a complaint with a teacher/staff member to the Ben Franklin Academy Board of Directors as outlined in the Conflict Resolution Policy. Pursuant to the Conflict Resolution Policy, you must have documentation of compliance with Procedures 3.1 and 3.2, including a written Complaint Form and Supplemental Complaint Form, prior to submitting this Second Supplemental Complaint Form. Attach appendices or other documentation as needed.

To Be Completed by Complaining Party:

Summary of Status of Complaint and Efforts to Resolve the Same:

To Be Completed by Board President:

Date submitted to the Board President:

Date and identification of 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:

To Be Completed by Panel:

Panel recommendation to the Board:

Panel recommendation submitted to the Board on:

THIRD SUPPLEMENTAL COMPLAINT FORM
(PROCEDURE 3.3: THE DISTRICT)

This Third Supplemental Complaint Form shall be used when addressing a complaint with a teacher/staff member to the Douglas County Board of Education as outlined in the Conflict Resolution Policy. Pursuant to the Conflict Resolution Policy, you must have documentation of compliance with Procedures 3.1, 3.2 and 3.3, including a written Complaint Form and Supplemental Complaint Forms, prior to submitting this Third Supplemental Complaint Form. Attach appendices or other documentation as needed.

To Be Completed by Complaining Party:

Summary of Status of Complaint and Efforts to Resolve the Same:

Date submitted to the Douglas County Board of Education: