BEN FRANKLIN
ACADEMY
The Core Knowledge STEAM School of Choice

COMPLAINT FORM INVOLVING THE PRINCIPAL (PROCEDURE 4.1: THE PRINCIPAL)

This Complaint Form shall be used when addressing a complaint to the Principal 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 Principal:

Attach the written plan of action, identifying action items and timelines, you presented to the Principal after the meeting identified above.

BEN FRANKLIN
ACADEMY

SUPPLEMENTAL COMPLAINT FORM
(PROCEDURE 4.2: THE BOARD)

This Supplemental Complaint Form shall be used when addressing a complaint with the Principal 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 4.1, including a written Complaint Form, prior to submitting this 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: