

Morgan School District Parental Complaint Process

The Morgan Board of Education provides a forum for “Public Comment” at its monthly meetings. General topics may include curriculum, taxes, policies, safety, transportation, and technology. Complaints regarding specific district personnel are not allowed in open, public meetings and should instead be reported to the district HOTLINE at www.morgansd.org.

Three Step Process for Parent Complaints

The Morgan School Board delegates the facilitation of parent complaints to its hired professionals. The Board encourages discussion of specific parent concerns and complaints through communication with the student’s teacher, coach, and advisor in the following manner:

Step 1

Teacher, Coach, Advisor

Parents are encouraged to address concerns where they take place – directly with the teacher, the coach or advisor. If communication regarding a complaint fails to reach a satisfactory outcome, the parent may appeal, in writing, to the school principal.

Step 2

Principal

The principal will acknowledge receipt of the complaint within one school day and then address the complaint following district policies and best practices. The principal will follow up with the parent within five school days.

Step 3

Superintendent

If a formal written complaint fails to reach a satisfactory outcome with the principal, the parent may appeal to the Superintendent. The Superintendent will acknowledge receipt of the written appeal within one school day and will determine whether or not to uphold the principal’s decision. The Superintendent will follow up with the parent within five school days.

Morgan School District Parent Complaint Form

Student's Name _____ Grade _____ School _____

Parent's Name _____ Phone _____

Issue _____

Date of Incident _____ Location of Incident _____

Was a conference held with the teacher, coach, advisor, other?

Yes (Date) _____

No (please state reason) _____

Date of Conference _____

Names of those attending the conference _____

Please write a brief description of the problem:

What remedy do you seek?

Printed Name

Signature

Date