Morgan School District Complaint Process

The Morgan School District encourages discussion and resolution of concerns and complaints through conferences with the appropriate teacher, principal, or other employee. Concerns should be expressed as soon as possible to allow early resolution. All parties are encouraged to resolve issues. A complainant may withdraw a complaint at any time. It is important to follow levels to safeguard rights of due process.

Complaints involving allegations of criminal activity should be reported to law enforcement and school administration and would begin the complaint process at level two.

→ Level One – Teacher, Counselor, Coach, Advisor, Other

If an informal conference regarding a complaint fails to reach a satisfactory outcome, the complainant may reengage the process by filing a written complaint form at the next level.

→ Level Two - Principal

The principal will initiate an investigation of the information/evidence and gather additional information/evidence if necessary and make a determination. If a formal written complaint fails to reach a satisfactory outcome, the complainant may appeal by filing a written complaint at the next level.

→ Level Three - Superintendent

The superintendent will consider all information/evidence and either uphold the principal’s decision or make another determination. If a formal written complaint fails to reach a satisfactory outcome at this level, the complainant may appeal the decision of the Superintendent to the Morgan Board of Education by filing a written complaint.

→ Final Level - Board of Education

The School Board will review the Superintendent’s decision and all information/evidence. A hearing may be held. The Board will uphold the superintendent’s decision or make another determination. All decisions of the Board of Education are final.
COMPLAINT FORM
LEVEL TWO - PRINCIPAL

This form should be filled out completely within 15 days of the date of the decision or result giving rise to the complaint or grievance and giving it to the principal.

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 incident
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

What remedy do you seek?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

__________________________________________________
Printed Name       Signature       Date
APPEAL FORM
LEVEL THREE - SUPERINTENDENT
This form should be filled out completely when appealing a Level Two decision to the Superintendent.

Student’s Name ___________________________ Grade _____ Campus _______________________

Parent’s Name ___________________________________________ Phone __________________________

To whom did you present this complaint? _____________________________________________

Please write a brief description of the incident and the results that have led to this appeal
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Did you meet with the principal?

☐ Yes
☐ No

What remedy do you seek to this complaint?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

Printed Name ___________________________ Signature ___________________________ Date ________
APPEAL FORM
BOARD OF EDUCATION
This form must be filled out completely when appealing a Level Three decision to the Board,

Student’s Name ___________________________ Grade _____ Campus __________________

Parent’s Name ___________________________________________ Phone ______________

To whom did you present this complaint? __________________________________________

Please write a brief description of the incident and the results that have led to this appeal
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Did you meet with the Superintendent?

☐ Yes
☐ No

What remedy do you seek to this complaint?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

______________________________  ______________________________  _______
Printed Name                              Signature                             Date