

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