SODUS TOWNSHIP #5 SCHOOL DISTRICT
FORMAL COMPLAINT PROCEDURE FOR
PARENTS, GUARDIANS & RESIDENTS

This form and process is available to any Sodus Township #5 School District parent, guardian or resident who wishes to initiate a formal complaint against any River School policy, practice, procedure or employee.

To resolve matters, a good faith effort must be made by all parties to resolve any issues. Complaints documenting these efforts must follow the process through each level before it may be addressed at the next level. For example, concerns regarding a classroom would be addressed by the classroom teacher, then the building principal, and finally the Board of Education. A copy of this completed form must be submitted to move consideration of the complaint from one level to the next.

Level of Complaint:

Classroom_____ Building _____ Board of Education _____

Name of person completing this form: _____

Address: _____

Telephone: _____E-mail: _____

Student's Name: _____

Grade: _____

Relationship to Student: _____

Date: _____

1.   Who or what is your complaint against?

      _____

2.   If the complaint is against a person, has this been discussed with him/her?

      Yes ____   Date(s): _____

      No ____

3.   Description of Complaint: Please include all important information, names, dates, who was present and to whom it was reported.

      _____

      _____

      _____

      _____

_____

_____

4.   What remedy or action do you suggest?

_____

_____

_____

_____

_____

_____

I certify that the information I have given is true and correct.

Signature: _____ Date:_____

This complaint will be submitted to the Building Principal. The Principal will forward the complaint to the appropriate level for resolution.

*Complaints at the Building Level – a copy will be provided to the Building Principal.
*Complaints at the Classroom Level – a copy will be provided to the Building Principal and the Teacher(s) involved.
*Complaints at the School Board Level – a copy will be provided to the Board of Education President.

A response from the Building Principal will be provided within five (5) business days. Additional information may be required for resolution.
_____

FOR OFFICE USE ONLY

Date Complaint Received: _____

Date(s) Complainant Contacted: _____

Complaint forwarded to: _____

Date Complaint Closed: _____
_____