

Richfield Public School District #280
Discipline Complaint Form

Date of Complaint: _____

Name of Person Completing Form: _____

Email Address _____ Cell Phone _____

Student _____ Grade _____

Applicable Governing Discipline Documents

- Pupil Fair Dismissal Act
- Policy 541: Student Behavior

Describe your complaint(s) and/or allegation(s) regarding improper implementation of the Minnesota Pupil Fair Dismissal Act and/or Policy 541: Student Behavior or how the procedures in these two documents are being discriminately applied.

List below any other information you would like the District to consider:

Signature _____ Date: _____

For Administrative Use (Notes):

Date Received: _____

Assignment of Investigator: _____

Date Investigation Complete: _____

Notice of Decision sent to Complainant: _____

Data Practices Act Compliance Conducted: _____

Corrective Action Required: _____

Corrective Action Taken: _____

Matter Closed: _____

Data Practices Act Compliance Conducted: _____

V. DISCIPLINE COMPLAINT PROCEDURE (from Policy 541: Student Behavior)

Students, parents/guardians and District staff members may file a complaint and seek corrective action with this policy is not being implemented appropriately or is being discriminately applied.

- A. The District must provide parents/guardians with instructions for filing a complaint.
- B. All parties involved must be allowed to submit additional information related to the complaint.
- C. An investigation into the complaint must begin within three (3) days of receiving the complaint. The principal or designee of the school where the discipline occurred will manage the investigation and keep a record of the relevant information.
- D. The principal or designee will issue a written determination to the complainant that addresses each allegation and contains findings and conclusions.
- E. If the investigation finds that this policy was not implemented appropriately, a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance in the future will be put into place.
- F. Reprisals or retaliation against any person who asserts, alleges, or reports a complaint is prohibited. The District will apply appropriate consequences for any person who engages in reprisal or retaliation.

Discipline Complaint Procedure

Governing Statute:

Subd. 4. **Discipline complaint procedure.**

The discipline policy must contain procedures for students, parents and other guardians, and school staff to file a complaint and seek corrective action when the requirements of sections 121A.40 to 121A.61, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. Each district and school policy implemented under this section must, at a minimum:

(1) provide procedures for communicating this policy including the ability for a parent to appeal a decision under section 121A.49 that contains explicit instructions for filing the complaint;

(2) provide an opportunity for involved parties to submit additional information related to the complaint;

(3) provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;

(4) provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;

(5) if the investigation finds the requirements of sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and

(6) prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.