

WHITE BEAR LAKE AREA SCHOOLS DISCIPLINE COMPLAINT PROCEDURES

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, or the implementation of the behavior and discipline policies are not being implemented appropriately or are being discriminately applied.

The process is initiated by submission of a complaint in writing to the Assistant Superintendent for Teaching and Learning, Dr. Alison Gillespie. The complaint must be submitted in writing and dated by the person making the complaint.

A Discipline Complaint form is on the District website and available in administration offices.

The process is initiated by filling in the form and submitting the form to the Assistant Superintendent for Teaching and Learning.

1. Upon receipt of the complaint, district representatives will investigate the complaint. The investigation will commence within three school days of receipt of the complaint. The Assistant Superintendent for Teaching and Learning will direct the investigation. The District may use outside counsel as it sees fit. The Assistant Superintendent for Teaching and Learning may designate staff responsible for any aspect of the process.
2. Upon completion of the investigation, written determination will be provided to the complainant addressing each allegation. The determination will contain findings and conclusions, with appropriate application of the Minnesota Government Data Practices Act.
3. If the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, the Assistant Superintendent for Teaching and Learning will 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.
4. Reprisals or retaliation against any person who asserts, alleges, or reports a complaint is prohibited. District administration will apply appropriate consequences for a person who engages in reprisal or retaliation.

**WHITE BEAR LAKE AREA SCHOOLS
DISCIPLINE COMPLAINT FORM**

Date of Complaint: _____

Name of Person Completing Form: _____

Email Address: _____ Cell Phone: _____

Student Name: _____ Grade: _____

Applicable Governing Discipline Documents

- Pupil Fair Dismissal Act
- School District Discipline Policy

Describe your complaint(s) and/or allegation(s) regarding improper implementation of the Minnesota Pupil Fair Dismissal Act and/or the school discipline policy 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: _____