St. Anthony New Brighton
INDEPENDENT SCHOOL DISTRICT 282

Policy 103 Complaint Form

Purpose

The school district takes all serious complaints by students, employees, parents/guardians or other persons. Students, parents/guardians, employees or other persons, may report concerns or complaints to the school district.

While written reports are encouraged, a complaint may be made orally. If you make an oral complaint, a staff member will contact you to complete this written form with you.

All aspects of this form follow regulations included in Policy 103. This Form should be used to complete a written complaint.

Things to Note:

- Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint.
- The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent.
- A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- Students, parents/guardians, employees or other persons, may report concerns or complaints regarding the Superintendent to the School Board Chair.
- There is also another form if the following complaint is regarding harassment and/or violence.You can find that form here: Policy 413.
- Anonymous complaints will not be investigated.

Please fill out this form:

Complainant: _____

Home Address: _____

Home Phone: _____

Cell Phone: _____

St. Anthony New Brighton
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Date of Alleged Incident(s):

_____

Name of person with which you have a complaint:

_____

If the alleged complaint was toward another person or group, identify that person or group:

_____

Describe the incident(s) as clearly as possible, including things such as:

- What policy or policies you believe were violated
- If your complaint is not directly policy-related, please describe the situation you have concerns about.
- If harassment or violence was involved, please use Policy 413 form that can be found here.

Attach additional pages if necessary and please write out in detail your complaint.

It is essential to provide as much evidence of the concerns you are reporting in your complaint.

_____

_____

Where and when did the incident(s) occur?

_____

List any witnesses that were present

_____

This complaint is filed based on my honest belief that _____ behavior is egregious enough to issue a formal complaint. And I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

_____

(Date): _____

Received by: _____

(Date): _____

Notes:
SANB is committed to creating a safe learning and work environment. We take all allegations seriously and will not engage in reprisal or retaliation. It is against district policy (Policy 413) to issue or practice any sort of reprisal or retaliation. Please note anything you report or submit will be investigated. If you do experience any form of reprisal or retaliation please connect with the person's direct supervisor.

While SANB is committed to transparency, It is against policy (Policy 406) and statute to discuss the outcome of an investigation - you may not receive final information regarding disciplinary action.

Although we cannot investigate anonymous reports, we are committed to protecting your privacy during any investigations we may conduct. Although we cannot practice anonymity, we do practice confidentiality.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References:

MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 514 (Bullying Prohibition)

MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 722 (Public Data Requests)

MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)

MSBA/MASA Model Policy 406 (Public & Private Personnel Data)

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.03 (Access to Government Data)

Minn. Stat. § 13.05 (Duties of Responsible Authority)

Minn. Stat. § 13.37 (General Nonpublic Data)

Minn. Stat. § 13.39 (Civil Investigation Data)

Minn. Stat. § 13.41 (Licensing Data – Public Data)

Minn. Stat. § 13.43 (Personnel Data)

Minn. Stat. § 13.601, subd. 3 (Applicants for Employment)

Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)

Minn. Stat. § 122A.20, subd. 2 (Mandatory Reporting)

Minn. Stat. § 122A.40, subds. 13 and 16 (Employment; Contracts; Termination)

Minn. Stat. § 123B.03 (Background Check)

Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)

Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)

Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)

Minn. Stat. § 253B.07(Judicial Commitment: Preliminary Procedures)

Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Minn. Stat. Ch. 268 (Unemployment Insurance)

Minn. R. Pt. 1205 (Data Practices)

P.L. 104-191 (HIPAA)

45 C.F.R. Parts 160, 162 and 164 (HIPAA Regulations)