

Community RelationsParent/Patron Comment or Complaint Forms:

Parents and patrons may file a comment or complaint with the Superintendent. Comment or Complaint forms are available in the office of each building. These forms are intended to help resolve issues, arbitrate disputes, facilitate understanding, recognize achievements, and commend success.

Comment or Complaint forms which have been properly filed with the Superintendent which directly involve a staff member shall be forwarded to the staff member's immediate supervisor for analysis, discussion, and resolution. To facilitate a resolution concerning a complaint, the immediate supervisor will arrange a meeting with the parent/patron and staff member in the immediate supervisor's office. The forms shall be retained in a separate confidential file in the office of the staff member's immediate supervisor for a period of three years. At the end of the three year period they may be discarded. Comment or Complaint forms shall not be placed in the staff member's personnel files unless deemed appropriate by the Superintendent or immediate supervisor.

Date of Adoption: June 10th, 2019
Date of Update: September 13th, 2021
Date of Review: February 10th, 2025