

COMPLAINT/CONCERN REGARDING VAN BUREN SCHOOL EMPLOYEE

LEVEL 1

To be used at the base level of the complaint/concern where appropriate.

A CONFERENCE WAS HELD ON _____, AT _____,
(DATE) (TIME)

AND MATTERS PERTAINING TO THE FOLLOWING ALLEGED COMPLAINT/CONCERN WERE DISCUSSED.

BRIEF DESCRIPTION ON FHT ALLEGED COMPLAINT/CONCERN

DISPOSITION OF THE ALLEGED COMPLAINT/CONCERN:

STAFF MEMBER

DATE

.....

IF YOU WISH TO APPEAL THIS DECISION TO THE EMPLOYEE'S IMMEDIATE SUPERVISOR, SIGN BELOW AND DELIVER TO THE SUPERVISOR'S OFFICE.

COMPLAINANT

DATE

SUPERVISOR

DATE RECEIVED

COMPLAINT/CONCERN REGARDING VAN BUREN SCHOOL EMPLOYEE

LEVEL 3

To be used to appeal a disposition from the appropriate previous level or if this is the appropriate level to introduce the complaint/concern.

A CONFERENCE WAS HELD ON _____, AT _____,
(DATE) (TIME)

AND MATTERS PERTAINING TO THE FOLLOWING ALLEGED COMPLAINT/CONCERN WERE DISCUSSED.

BRIEF DESCRIPTION ON FHT ALLEGED COMPLAINT/CONCERN (If initial level of the complaint/concern).

DISPOSITION OF THE ALLEGED COMPLAINT/CONCERN:

PRINCIPAL

DATE



IF YOU WISH TO APPEAL THIS DECISION TO THE SUPERINTENDENT, SIGN BELOW AND DELIVER TO THE SUPERINTENDENT'S OFFICE.

COMPLAINANT DATE

SUPERINTENDENT DATE RECEIVED

COMPLAINT/CONCERN REGARDING VAN BUREN SCHOOL EMPLOYEE

LEVEL 4

To be used to appeal a disposition from the appropriate previous level or if this is the appropriate level to introduce the complaint/concern.

A CONFERENCE WAS HELD ON _____, AT _____,
(DATE) (TIME)

AND MATTERS PERTAINING TO THE FOLLOWING ALLEGED COMPLAINT/CONCERN WERE DISCUSSED.

BRIEF DESCRIPTION ON FHT ALLEGED COMPLAINT/CONCERN (If initial level of the complaint/concern).

DISPOSITION OF THE ALLEGED COMPLAINT/CONCERN:

SUPERINTENDENT

DATE



IF YOU WISH TO APPEAL THIS DECISION TO THE BOARD OF EDUCATION, SIGN BELOW AND DELIVER TO THE TREASURER'S OFFICE.

COMPLAINANT DATE

TREASURER

DATE RECEIVED

COMPLAINT/CONCERN REGARDING VAN BUREN SCHOOL EMPLOYEE

LEVEL

To be used to appeal a level 4 disposition or if this is the appropriate level to introduce the complaint/concern.

A CONFERENCE WAS HELD ON _____, AT _____,
(DATE) (TIME)

AND MATTERS PERTAINING TO THE FOLLOWING ALLEGED COMPLAINT/CONCERN WERE DISCUSSED.

BRIEF DESCRIPTION ON FHT ALLEGED COMPLAINT/CONCERN (If initial level of the complaint/concern).

DISPOSITION OF THE ALLEGED COMPLAINT/CONCERN:

PRESIDENT OF THE BOARD OF EDUCATION

DATE

