



P.O. Box 1346  
 Boulder, Montana 59632  
 Phone Number 225-3316  
 Fax Number 225-9218  
<http://bouldersd.schoolwires.com>

## Complaint/Grievance Process

Complaints by parents/guardians or students involving school employees may follow this procedure:

- a) go to employee first
- b) go to the building principal next if not resolved
- c) go to the superintendent next if not resolved
- d) go to the trustees next if not resolved

Anytime a person has a complaint with personnel, that is brought before the principals or superintendent, a written record of the complaint will be made and kept in the personnel file. Documentation will include the action taken, employee's signature along with the employee's written response to the complaint. The issue will be discussed with the parties involved prior to any written documentation entering the file.

Retaliation against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry is prohibited. Any retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Complainant's Name:	Mailing Address:	Phone Number:

Status in Relation to the School: (Please check one of the following)

Student	Parent	Faculty	Other
---------	--------	---------	-------

Complaint Information:

- A. State the nature of the complaint (1 or 2 sentences or less)

---



---

- B. Briefly describe the details of the complaint (Attach additional sheets if necessary)

---



---



---



---

- C. Describe steps taken to exhaust the school's complaint process:

---



---



---

For review of this complaint, all boxes must be checked below:

- I have read Boulder Elementary's complaint process and agree this form constitutes my formal complaint.
- I understand that my complaint and/or any document(s) concerning my complaint will be shared with the person the complaint is filed against.
- I certify that all of the information I have given above is true and complete to the best of my knowledge.

Complainant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Complaint received by administration: \_\_\_\_\_

Administration Signature: \_\_\_\_\_

Signature of Person Complaint is filed against: \_\_\_\_\_

Copy: Personnel File