

## **103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS**

### **I. PURPOSE**

Birch Grove Community School takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the Birch Grove Community School, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

### **II. GENERAL STATEMENT OF POLICY**

- A. Students, parents, employees or other persons, may report concerns or complaints to Birch Grove Community School. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the school administration of the receipt of the complaint. The administration shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the School Board. A person may file a complaint at any level of the school district.
- B. Depending upon the nature and seriousness of the complaint, administration shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly handled by Birch Grove Community School administration, who shall determine whether an internal or external investigation should be conducted. In either case Birch Grove Community School administration shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. Birch Grove Community School administration shall notify board members of complaints when deemed necessary. The designated investigator shall ascertain details concerning the complaint and respond promptly to Birch Grove Community School administration, concerning the status or outcome of the matter.
- C. Birch Grove Community School administration shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

***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)