

## **ISD 318 Discipline Complaint Procedure**

Students, parents and other guardians, and school staff (Complainant) may file a complaint and seek corrective action when they believe the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the behavior and discipline policies are not being implemented appropriately or are being discriminately applied. (Minnesota Statutes, section 121A.4)

To initiate a complaint, a Complainant shall complete and submit a Discipline Complaint Form to the school district superintendent within 10 school days of the decision in question. A Discipline Complaint Form is available on the school district website under policy 506 Student Discipline and in administrative offices.

Investigation of the complaint will commence within three school days of receipt of the complaint. The superintendent will direct the investigation and will designate and identify the school district personnel who will manage the investigation and who are responsible for keeping and regulating access to any resulting record. The school district may use outside counsel as it sees fit.

Upon completion of the investigation, a Written Determination will be issued addressing each allegation and containing findings and conclusions to the Complainant.

If the investigation finds the requirements of the Minnesota Pupil Fair Dismissal Act (Minnesota Statutes, sections 121A.40 to 121A.61) or any local policies were not implemented appropriately, the superintendent or the superintendent's designee will take necessary measures to correct the student's records as appropriate and provide relevant school district staff with training, coaching, or other accountability practices as necessary.

Reprisal or retaliation against any person who asserts, alleges, or reports a complaint is prohibited. The school district will take appropriate action consistent with Minnesota law and school district policies in the event that an individual or individuals are found to have engaged in reprisal or retaliation.

**ISD #318**  
**Discipline Complaint Form**

*This form must be submitted to the Superintendent's office within 10 school days of the decision in question.*

Date of Complaint \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's School \_\_\_\_\_

***Applicable Governing Discipline Documents***

- Minnesota Pupil Fair Dismissal Act
- School District Student Discipline Policy #506

Describe how you believe improper implementation of the Minnesota Pupil Fair Dismissal Act and/or the school district student discipline policy #506 occurred, or how the procedures in these two documents are being discriminately applied.

Describe what attempts have been made to resolve the issue with the principal prior to submitting this form.

(over)

Provide additional information you request the school district to consider:

Involved persons may submit additional information related to this complaint.

A Complainant may appeal the school district's Written Decision by submitting a written notice of appeal to the superintendent within three (3) school days of the date that the Written Decision is provided to the Complainant. The notice shall set forth the grounds upon which the Complainant appeals the Written Decision.

Signature: \_\_\_\_\_Date: \_\_\_\_\_

**For Superintendent/Administrative Use:**

Date Received: \_\_\_\_\_

Assignment of Investigator: \_\_\_\_\_

Date Investigation Complete: \_\_\_\_\_

Written Decision Sent to Complainant: \_\_\_\_\_

Corrective Action Required: \_\_\_\_\_

Corrective Action Taken: \_\_\_\_\_

Notice of Right to Appeal: \_\_\_\_\_

Matter Closed: \_\_\_\_\_

Data Practices Act Compliance Conducted: \_\_\_\_\_