

## Discipline Complaint Procedure

Governing Statute:

### Subd. 4. Discipline complaint procedure.

The discipline policy must contain procedures for students, parents and other guardians, and school staff to file a complaint and seek corrective action when the requirements of sections 121A.40 to 121A.61, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. Each district and school policy implemented under this section must, at a minimum:

(1) provide procedures for communicating this policy including the ability for a parent to appeal a decision under section 121A.49 that contains explicit instructions for filing the complaint;

(2) provide an opportunity for involved parties to submit additional information related to the complaint;

(3) provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;

(4) provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;

(5) if the investigation finds the requirements of sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and

(6) prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

## Discipline Complaint Procedure (DCP)

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, or the implementation of the behavior and discipline policies are not being implemented appropriately or are being discriminately applied.

The process is initiated by submission of a complaint in writing to the Superintendent or the superintendent's designee. The complaint must be submitted in writing and dated by the person making the complaint.

**A Discipline Complaint form is on the District website and available in administration offices. The process is initiated by filling in the form and submitting the form to the superintendent of school.**

1. Upon receipt of the complaint, district representatives will investigate the complaint. The investigation will commence within three school days of receipt of the complaint. The Superintendent will direct the investigation. The District may use outside counsel as it sees fit. The superintendent may designate staff responsible for any aspect of the process.
2. Upon completion of the investigation, written determination will be provided to the complainant addressing each allegation. The determination will contain findings and conclusions, with appropriate application of the Minnesota Government Data Practices Act.
3. If the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, the Superintendent will require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future.
4. Reprisals or retaliation against any person who asserts, alleges, or reports a complaint is prohibited. District administration will apply appropriate consequences for a person who engages in reprisal or retaliation.



# Aitkin Public Schools

306 SECOND STREET N.W. • AITKIN, MN 56431 • 218-927-2115  
Daniel Stifter                      Lisa Demars                      Andrew Dokken                      Jim Henrickson  
Superintendent                      H.S. Principal                      Elementary Principal                      7-12 Dean of Students

## POLICY 103 - COMPLAINT/CONCERN FORM

Please fill out this form completely and submit the form to the superintendent or the school principal.

Today's date: \_\_\_\_\_

Name of person filing complaint: \_\_\_\_\_

Subject of Complaint/Concern (who or what): \_\_\_\_\_

What is the type/nature of the complaint (bullying, harassment, building/safety issue, etc.)?

\_\_\_\_\_

Please state specific facts which you are aware of to support your complaint. Include all relevant dates, places, events, etc. pertaining to the complaint. Attached relevant documentation, if available.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name(s) of witness(es), if applicable: \_\_\_\_\_

Signature of person filing complaint: \_\_\_\_\_

*Office Use:*

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

*Complaint Received by (print):* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Documentation Attached (list):* \_\_\_\_\_



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Superintendent

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Elementary Principal

Jim Henrickson  
7-12 Dean of Students

Please fill out this form identifying the steps taken as a complaint/concern is reviewed and investigated.

Today's date \_\_\_\_\_

Person completing this form: \_\_\_\_\_

Name of person filing complaint: \_\_\_\_\_

Contact information of complainant if available: \_\_\_\_\_

Subject of Complaint/Concern (who or what): \_\_\_\_\_

What is the type/nature of the complaint (bullying, harassment, building/safety issue, etc.)?

\_\_\_\_\_

Administration follow up, steps taken to address the concerns/complaint:

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Use

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

Complaint Received by (print): \_\_\_\_\_

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

Documentation Attached (list): \_\_\_\_\_