



---

COMPLAINT FORM INVOLVING THE PRINCIPAL  
(PROCEDURE 4.1: THE PRINCIPAL)

---

This Complaint Form shall be used when addressing a complaint to the Principal as set forth in the Conflict Resolution Policy. **This Complaint Form must be completed to formally initiate Ben Franklin Academy's conflict resolution process.** Attach appendices or other documentation as needed.

Nature of Complaint:

Date you met with the Principal:

Attach the written plan of action, identifying action items and timelines, you presented to the Principal after the meeting identified above.

SUPPLEMENTAL COMPLAINT FORM  
(PROCEDURE 4.2: THE BOARD)

---

This Supplemental Complaint Form shall be used when addressing a complaint with the Principal to the Ben Franklin Academy Board of Directors as outlined in the Conflict Resolution Policy. Pursuant to the Conflict Resolution Policy, you must have documentation of compliance with Procedures 4.1, including a written Complaint Form, prior to submitting this Supplemental Complaint Form. Attach appendices or other documentation as needed.

**To Be Completed by Complaining Party:**

Summary of Status of Complaint and Efforts to Resolve the Same:

**To Be Completed by Board President:**

Date submitted to the Board President:

Date and identification of assigned Board liaison:

Date of next regularly-scheduled Board Meeting:

**To Be Completed by Board liaison:**

Recommendation of the Board:

Recommendation completed by Board on:

SECOND SUPPLEMENTAL COMPLAINT FORM  
(PROCEDURE 4.3: THE DISTRICT)

---

This Second Supplemental Complaint Form shall be used when addressing a complaint with the Principal to the Douglas County Board of Education as outlined in the Conflict Resolution Policy. Pursuant to the Conflict Resolution Policy, you must have documentation of compliance with Procedures 4.1 and 4.2, including a written Complaint Form and Supplemental Complaint Forms, prior to submitting this Second Supplemental Complaint Form. Attach appendices or other documentation as needed.

**To Be Completed by Complaining Party:**

Summary of Status of Complaint and Efforts to Resolve the Same:

Date submitted to the Douglas County Board of Education:

For an accessible version please email [info@bfacademy.org](mailto:info@bfacademy.org)