



BEN FRANKLIN ACADEMY

The Core Knowledge STEAM School of Choice

COMPLAINT FORM (PROCEDURE 3.1)

This Complaint Form shall be used when addressing a complaint to a teacher/staff member as set forth in the Conflict Resolution Policy. The most up to date version of the Conflict Resolution Policy and this form can be found at the Ben Franklin Academy website. **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 teacher/staff member: _____

Attach the written plan of action, identifying action items and timelines, you presented to the teacher/staff member after the meeting identified above.

**SUPPLEMENTAL COMPLAINT
FORM (PROCEDURE 3.2)**

This Supplemental Complaint Form must be used when addressing a complaint with a teacher/staff member to the Principal as outlined in the Conflict Resolution Policy. The most up to date version of the Conflict Resolution Policy and this form can be found at the Ben Franklin Academy website. Pursuant to the Conflict Resolution Policy, you must have documentation of compliance with Procedure 3.1, including a written Complaint Form and written plan of action, prior to submitting this Supplemental Complaint Form. Attach appendices or other documentation as needed.

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

Date you met with the teacher/staff member:

Additional dates of meetings/correspondence:

**SECOND SUPPLEMENTAL COMPLAINT
FORM (PROCEDURE 3.3)**

This Second Supplemental Complaint Form shall be used when addressing a complaint with a teacher/staff member to the Ben Franklin Academy Board of Directors as outlined in the Conflict Resolution Policy. The most up to date version of the Conflict Resolution Policy and this form can be found at the Ben Franklin Academy website. Pursuant to the Conflict Resolution Policy, you must have documentation of compliance with Procedures 3.1 and 3.2, including a written Complaint Form and Supplemental Complaint Form, 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:

To Be Completed by Board President:

Date submitted to the Board President: _____

Date and identification of assigned Board liaison: _____

Date a three-party Panel will be organized, if the complaint is unresolved: _____

Date the three-party Panel was organized, if necessary:

Panel members:

To Be Completed by Panel:

Panel recommendation to the Board: