

REGULATION

FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code: 1312

COMMUNITY INQUIRIES AND COMPLAINTS FORM

Franklin Township School

I, the undersigned, a patron of the Franklin Township School District, do hereby make complaint and advise the administration and/or board of education that I understand and believe that:

a teacher, employee, or policy of said district, on or about the _____ day of _____

20____, at _____ did:

(Please describe the incident or act complained of)

I believe this incident, act, or policy adversely affects the performance of said teacher, employee, or district as follows: (Please describe how you believe the action complained of has an adverse effect.)

Prior to signing this complaint, I have taken the following action to verify the occurrence and remedy or clarify the problem complained of: (This must include discussing the incident with: 1-the teacher, 2-the guidance counselor and/or school supervisor, and 3-the superintendent)

I suggest the following action on behalf of the administration and/or board:

If this matter proceeds to a formal or informal hearing, I will appear and testify as to my knowledge of the matter.

Complainant signature: _____ Date: _____

Administrator signature: _____ Date: _____

Date Adopted: 3/12/12
Date Reviewed: 4/27/15