

**Review of Services of Staff**

**TO: (Parent or Citizen Initiating a Complaint)**

**FROM: (Chair of the Board of Trustees)**

**RE: REVIEW OF SERVICES OF STAFF**

It is usually best to deal with complaints at the school level. Before you file a request to process your complaint, we suggest you meet with the staff member to discuss the issue. In most cases, a problem can be solved through such a meeting. If the problem is not solved at that level, it can then be appealed to the Principal and then the Board if necessary.

We urge you, therefore, to first discuss this with the individuals involved. Then, if you are not satisfied, complete the attached form and return it to me, thereby advancing your complaint to the Board.

It is the District's desire to process public complaints as fairly and expeditiously as possible. The procedure provides the public with a simple and effective way to deal with problems. It also allows for the due process rights of employees to be protected.

If you wish any additional information before initiating this process, we will be glad to assist you.

**Review of Services of Staff Complaint**

This form is to be prepared by any citizen of the District or parent/guardian or a student attending Dayton School to process a concern about an employee of the District.

**I wish to have the District process my concern about the services of:**

\_\_\_\_\_ (Individual)

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Phone) \_\_\_\_\_ (Address)

1. These are my specific concerns: It is my opinion that

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2. I have reviewed/discussed these concerns with the following District employees:

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3. My recommendation for improving the performance of the individual:

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4. I have observed the situation myself: \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Policy History:  
Adopted on: 2008-09  
Revised on: 01/2/19