



**Bdote Learning Center**

**Official Written Complaint Form**

This form must be filled out completely by the staff member who wishes to lodge a written complaint. This should be done after the complainant, if possible, has spoken to the person in question, and, after an oral report of concerns has been made. This form is completely confidential between the staff member bringing forth the concern, and the supervisor, Director, Dr. Cindy Ward-Thompson. It may be filled out anonymously, and placed in a sealed envelope in the director's mailbox or on the director's desk. However please note that this may limit certain avenues of recourse and prevent further discussion between the supervisor and employee wishing to report the complaint. In the event that the complaint is in reference the Director, this form should be sent directly to the Personnel Committee. To contact the Personnel Committee, please email Joe Rice at Joe Rice at jrice@centerschool.org.

**Please Check One:** Student\_\_\_\_\_ Parent/Guardian\_\_\_\_\_ Staff\_\_\_\_\_ Other\_\_\_\_\_

**Name of Reporting Individual:** \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_

**Description of Incident (attach other pages if necessary):**

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**Other Information:** \_\_\_\_\_

**Has this incident been reported to anyone else? If so, please list name/s and position/s:**

**If you believe this incident was based on discriminatory or harassing behavior, please check all that apply:**

Sex \_\_\_\_ Age \_\_\_\_ Color \_\_\_\_ Creed \_\_\_\_ National Origin \_\_\_\_ Race \_\_\_\_  
Religion \_\_\_\_ Marital Status \_\_\_\_ Sexual Orientation \_\_\_\_ Gender Identity \_\_\_\_  
Disability \_\_\_\_ Political Belief \_\_\_\_ Physical Attributes \_\_\_\_ Ancestry \_\_\_\_  
Familial Status \_\_\_\_ Political Party Preference \_\_\_\_ Socioeconomic Status \_\_\_\_

**By signing this form, I agree that all of the information on this form is accurate and true to the best of my knowledge.**

**Name of Reporting Individual:** \_\_\_\_\_

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

**Today's Date:** \_\_\_\_\_

## **District Policy and Regulations**

The procedure for lodging concerns and complaints regarding individuals associated with or employed by Bdote Learning Center is governed by Board Policy 103, Entitled, Grievance - Students, Employees, Parents, Other Persons. Policies and Regulations may be viewed at the Operations Manager's office at 3216 East 29<sup>th</sup> Street, Minneapolis MN 55406. You may also access this information through our web site at [www.Bdote.org](http://www.Bdote.org).

## **The Process and Appeal Rights**

The supervisor of the person named in the complaint will attempt to resolve your complaint by talking to you and the employee/individual in question and determine the best course of action. If you disagree with the supervisor's decision, you have a right to appeal to the next highest supervisor, and so on. If you are still unsatisfied, you may appeal to the Board.

## **Questions to Answer**

During the review process, the supervisor may ask you to answer the following types of questions:

- What is the problem?
- Is it focusing on a person?
- Or is it focusing on an action by a person?
- What is the history of the problem?
- How long have you had this concern or complaint?
- Has the action occurred once or many times?
- Has the action come from more than one person?
- Have you approached the person about whom you are complaining?
- What change or remedy are you seeking?
- What do you request the district consider as a possible solution?

## **The Next Step**

The supervisor will explain what he or she expects to do with your complaint. For example:

- How the employee against whom you are complaining will be contacted.
- If there will be another meeting involving you.
- When and how you can expect to hear back from the supervisor.

### **Resolution**

The employee's supervisor will make every effort to resolve any problems you may have raised with your complaint. However, if you are unsatisfied with that resolution, you may appeal. The employee's supervisor will provide you with the name of the next supervisor in line to whom your complaint should be referred.

### **Complaint Forms**

Official Written Complaint Forms are available at the front office of Bdote Learning Center, through the Operations Manager and Operations Assistant, as well as made available in the staff lounge. Copies will also be made available on the Bdote website.

### **Bdote Learning Center Non-Discrimination Statement**

Bdote Learning Center (BLC) provides equal educational and employment opportunities and will not illegally discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, ancestry, or actual or potential parental, familial, or marital status. For further information, please refer to BLC policy 402, titled, Disability Nondiscrimination Policy, available in the office of the Operations Manager. 3216 East 29<sup>th</sup> Street, Minneapolis MN 55406.

Inquiries related to this policy may be directed to the Board of Bdote Learning Center. Inquiries may also be directed to the Minnesota Department of Human Rights, the United States Equal Employment Opportunities Commission, or the Minnesota or United States Departments of Education.