

**BLUFFVIEW MONTESSORI SCHOOL
POLICY 103
COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS**

I. PURPOSE

Bluffview Montessori School takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of Bluffview Montessori School, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees, or other persons may report concerns or complaints to Bluffview Montessori School. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the Assistant Head of School or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the Assistant Head of School. A person may file a complaint with any Bluffview Montessori School administrator, such as Head of School, Assistant Head of School, HR Coordinator, School Board Director, or Charter Authorizer.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the Assistant Head of School, who shall determine whether an internal or external investigation should be conducted. In either case, the Assistant Head of School shall determine the nature and scope of the investigation and designate the person responsible for investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the investigation.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow up, including

any appropriate action or corrective measure that was taken. The Assistant Head of School shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References:MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)