



## WEST LIBERTY COMMUNITY SCHOOL DISTRICT COMPLAINT FORM

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
State: \_\_\_\_\_  
Phone: \_\_\_\_\_

Today's Date: \_\_\_\_\_  
City: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

Date(s) of Incident: \_\_\_\_\_ Location(s) of Incident: \_\_\_\_\_

Description of what took place (attach extra pages if needed):

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What is your objection to this incident? (attach extra pages if needed):

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Have you reported this incident to a building administrator?

If yes, who: Name: \_\_\_\_\_

\_\_\_\_\_yes \_\_\_\_\_no  
Title: \_\_\_\_\_

What do you request the district to consider as a possible solution to your objection? (attach extra pages, if needed) :

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

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

The West Liberty Community Schools provides equal educational and employment opportunities and will not illegally discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status, disability, or sexual orientation. Inquiries concerning application of this statement should be directed to the Director of Equity for West Liberty Community School District.

### FOR INTERNAL USE ONLY

Date Received \_\_\_\_\_ Directed to \_\_\_\_\_

Complainant:  
\_\_\_\_ Student  
\_\_\_\_ Parent/Guardian  
\_\_\_\_ Patron  
\_\_\_\_ Employee  
\_\_\_\_ Applicant for Employment  
\_\_\_\_ Other

Disposition:  
\_\_\_\_ Complaint Unfounded  
\_\_\_\_ Complaint Founded, No Consequences  
\_\_\_\_ Complaint Founded, Consequences  
Action: \_\_\_\_\_

Nature of discrimination,  
harassment or bullying alleged  
(check all that apply):

\_\_\_\_ Race/Ethnicity/Color  
\_\_\_\_ Gender

\_\_\_\_ National Origin/Language

\_\_\_\_ Religion or Creed

\_\_\_\_ Physical Attributes

\_\_\_\_ Marital/Parental Status

\_\_\_\_ Socio-economic Status

\_\_\_\_ Familial Status

\_\_\_\_ Sexual Orientation/Gender Identity

\_\_\_\_ Political Belief/Party Preference

\_\_\_\_ Employment Concerns

\_\_\_\_ Appeal

\_\_\_\_ Bullying  
\_\_\_\_ Ancestry

\_\_\_\_ Harassment  
\_\_\_\_ Age  
\_\_\_\_ Disability  
\_\_\_\_ Other

## WHEN YOU HAVE A CONCERN OR COMPLAINT

The West Liberty Community School District welcomes and encourages individuals to share their viewpoints and concerns regarding programming for pre-school through high school students in the district. A special procedure, detailed here, has been designed to fairly address concerns that involve district students and employees.

### District Policy and Regulations

The procedure for filing concerns and complaints in the West Liberty Community Schools is governed by School Board Policy:

102.11 *Grievance Procedure*  
401.12 *Grievance Procedure*  
405.8 *Anti-Bullying/Harassment Policy*  
502.7 *Student-to-Student Harassment*  
1003.3 *Citizens' Complaints Against School Personnel.*

Policies and regulations may be viewed at the District Office or on the district web site at [www.wl.k12.ia.us](http://www.wl.k12.ia.us).

### What to do first

When you have a concern or complaint it is always best to first discuss your concern with the person(s) involved. If this is either impossible or unsatisfactory, you may initiate a more formal complaint by contacting the principal or immediate supervisor. You may call the District Office at 319.627.2116 to find out who the supervisor is, if you do not know. If the principal or immediate supervisor determines that your complaint requires further review, you will be asked to complete this form designed to obtain the necessary information for reviewing complaints.

### Questions to answer

During the review process, the supervisor will ask you and anyone else involved 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 to 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 person 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 and appeal rights

The principal or immediate supervisor will attempt to resolve your complaint and determine the best course of action. However, if you are unsatisfied with that resolution, you may appeal. The supervisor will provide you with the name of the next supervisor in line to whom your complaint should be referred. In fact, you may appeal to subsequent supervisors and to the Superintendent. If you are still unsatisfied after an appeal to the Superintendent, you may make a final appeal to the School Board. Upon resolution all complaint forms will be filed with the District Equity Coordinator.

### **Complaint Forms**

District complaint forms are available at each school site and building facility or on the district web site at [www.wl.k12.ia.us](http://www.wl.k12.ia.us). Should you need a copy and cannot access one of our sites, or require assistance in completion of the forms, please contact:

West Liberty Community Schools  
111 W. 7<sup>th</sup> Street  
West Liberty, IA 52776

Phone: 319.627.2116

It is the policy of the West Liberty Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Brenda Arthur-Miller, 310 W. Maxson Ave., 319-627-2115, [barthurmiller@wl.k12.ia.us](mailto:barthurmiller@wl.k12.ia.us)