CHESAPEAKE UNION EXEMPTED VILLAGE SCHOOLS

COMPLAINT FORM

Please see the Chesapeake Union Exempted Village Policy Manual located on the school website for specific guidelines, procedures, and chain of command when issuing a complaint.

- Constructive criticism of the District is welcomed by the Board of Education. Although no member of the community is denied the right to bring his/her complaints to the Board, he/she is referred to the proper administrative channels for solution before investigation or action by the Board.
- Complaints about personnel are investigated fully and fairly. Before any such complaint is investigated, it must be submitted in writing and signed. Anonymous complaints are disregarded.
- Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation or bullying. The reports should be written. You can request a hazing, harassment, intimidation or bullying report form from the building or print from the school website.

Should you wish to issue a complaint pertaining to personnel, students, grounds, curriculum, situation, policy or procedure, please fill out this form and return it to the principal of the building involved or the board office. You can also contact administrative staff at the following phone numbers: Chesapeake Elementary 740-867-3448, Chesapeake Middle School 740-867-3972, Chesapeake High School 740-867-5958, Chesapeake Board of Education 740-867-3135.

PERSON ISSUING COMPLAINT **DATE**

_____ _____

BRIEF SUMMARY / NATURE OF COMPLAINT

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COMPLAINT FORM RECEIVED BY **DATE**

_____ _____

OUTCOME

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