This page to be completed by RESPONDENT.

Form KCA-0011

COMPLAINT / GRIEVANCE ACKNOWLEDGEMENT FORM

A.

I acknowledge receipt of the complaint (or grievance) as filed on the other side of this form. I sign this section only in acknowledgement of receipt and not as a statement of guilt.

Employee/Volunteer Signature: _____ Date: _____

Date:

Day Phone:

DUE DATE: 3 Days to Respond

RESPONSE TO COMPLAINT / GRIEVANCE

B.

Witnesses: _____

C.

Detailed Narrative (or check box to right). ☐ I have chosen not to respond to the allegations against me.

(attach additional pages as needed)

Employee/Volunteer Signature _____ Date _____

OFFICE USE ONLY

Determination by Investigating Staff or Board Member

I have fully investigated the complaint/grievance alleged on this form. Upon a totality of the circumstances, and examination of the evidence, I have concluded that the:

(check only one)

- ☐ Complaint/Grievance is Valid.
- ☐ Complaint is Unsubstantiated due to lack of evidence and/or witnesses
- ☐ Employee/Volunteer was following policy, and therefore is exonerated.
- ☐ Complaint/Grievance is proven to be false.

Discipline/Training Recommendation to Board:

Signature _____ Date _____

Retention Expiration Date

ACTION BY SCHOOL BOARD ON RECOMMENDATION ABOVE

☐ APPROVED ☐ DISAPPROVED ☐ ALTERNATE CHOSEN (see attached Board decision)

Date of Board Meeting: _____ Signature of Board Secretary: _____