JMPS Parent/Community Complaint Form

If you have a concern or complaint, we welcome your constructive criticism. We would hope any complaint will be resolved at the point of origin. If that does not happen, the following are the next steps:

Please provide written documentation describing dissatisfaction, when proceeding to the next step.

Step 1: Teacher/Employee: Completely fill out the complaint form and submit the form directly to the involved party with which you have the issue with a copy for their supervisor.

Step 2: Principal/Supervisor: If you are not satisfied with the disposition of the complaint at Step 1, notify in writing the specific principal/supervisor requesting his or her assistance in resolving the issue.

Step 3: Superintendent: If you are not satisfied with the disposition of the complaint at Step 2, submit your complaint in writing to the Superintendent of schools The Superintendent or Superintendent's designee will respond to resolve the issue.

Step 4: Board of Education: If you are not satisfied with the disposition of the complaint at Step 3, you may appeal your complaint in writing to the Board of Education.

Please Print

Date of submittal:

Person submitting complaint: _____

_____

Mailing address: _____

_____

Home Phone: _____

Cell Phone: _____

Complaint submitted to: _____

Complaint against: _____

Position: _____

School: _____

Has this complaint been submitted to anyone else? □ Yes □ No If yes, who? _____

List steps taken to resolve the issue: _____

_____

_____

Statement of complaint (please attach all documents, which Support your complaint) _____

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What is your desired resolution? _____

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