

# SCHOOL DISTRICT OF CADOTT COMMUNITY

426 Myrtle Street, Cadott, Wisconsin 54727

[www.cadott.k12.wi.us](http://www.cadott.k12.wi.us)

## Complaints Concerning District Personnel or School

1. Complaints and grievances are best handled and resolved as close to their origin as possible and that the staff should be given every opportunity to consider issues and attempt to resolve problems prior to Board involvement. Therefore, the proper channeling of complaints will be as follows:
  - a. Teacher or staff member,
  - b. Principal and/or other School Administrator,
  - c. Superintendent of Schools/his or her designee, and
  - d. Board of Education.
2. All formal complaints made to the Principal, Superintendent/designee, or Board shall bear the name/signature of the complainant and can be submitted electronically or in writing. Forms can be obtained upon request.
3. Once a complaint is received, the school district administration shall notify the Board of written, signed complaints received by the Administration. Written, signed complaints received by the Board shall be referred to the Superintendent.
4. The school district administration shall investigate these written, signed complaints and shall prepare a written report within a timely manner for the complainant.
5. If the complainant believes the complaint is not resolved by the administration's response, the citizen may request, in writing, that the Board of Education conduct a hearing to review the matter de novo (from the beginning).
6. In order to determine the need for a hearing, the Board President must determine if the complaint involves a substantial question of policy or importance to the District and if the administration's investigation was deficient.
7. If the Board President decides to conduct a hearing, the individual named in the complaint, or the principal of the school involved, shall be notified in writing and advised of his/her right to be present at the hearing.
8. The administration shall notify in writing the complainant(s), the individual(s) named in the complaint, and other concerned persons of the date and time established for the hearing.
9. The hearing shall be conducted in a manner which provides due process to all participants.
10. All written, signed complaints and constructive criticism shall be communicated to the Superintendent.

**COMPLAINT CONCERNING SCHOOL PERSONNEL OR SCHOOL**

Complaint initiated by: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Person or school involved in complaint: \_\_\_\_\_

1. What is the nature of your complaint?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. On what date, or over what period of time, did the alleged episode or offense occur?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you taken any previous action regarding this matter?

Yes  No

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What suggestions do you have to resolve the problem?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Individual to whom you gave this written complaint:

\_\_\_\_\_

Complainant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

***"It is the school district's mission to challenge each and every student to reach his or her full potential."***

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***Dedicated to ensuring high levels of learning for all students and staff.***

