

DOCENT AND VOLUNTEER REPORT OF CONCERN



Issues regarding human/animal safety and health must be addressed IMMEDIATELY with Dennis!

For all other issues, please feel free to contact Dennis or Jennifer directly. This form is available if you're more comfortable communicating the issue on paper or if you are concerned that an issue has not been addressed.

In your own words, what is the issue/concern?

Date/time of incident (if applicable) _____ time _____

Encounter Outreach Tour Other _____

Does this matter need action? No, this is for documentation purposes

Yes

If yes, do you have a suggestion as to how to improve/remedy the situation?

signature of person filling out this form (preferred; not required)

date

To be filled out by issue resolution committee

Steps completed: 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ Closed _____



ISSUE RESOLUTION PROCEDURE

1. Issue form filled out by complainant; form sent to issue resolution committee
2. Complainant will be contacted within five business days by the issue resolution committee chairperson to acknowledge receipt of the issue form and gather more information if needed.
3. At the next monthly issue resolution committee meeting, the issue will be addressed and any action required will be determined.
4. Appropriate parties (including the education department) will convene to discuss the next steps regarding the issue.
5. A time frame will be determined within which the issue must be resolved.
6. If the issue is not resolved in the determined time frame, the issue will be presented to the next level of the administration for reconciliation; steps 4, 5 and 6 will apply again.