



# **Brainerd Public Schools**

*Opportunity. Innovation. Success.*

## Brainerd Public Schools Discipline Complaint Procedure & Form

Discipline Complaint Procedure (DCP) Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, or the implementation of the behavior and discipline policies are not being implemented appropriately or are being discriminately applied.

The process is initiated by submission of a complaint in writing to the Superintendent. The complaint must be submitted in writing and dated by the person making the complaint.

A Discipline Complaint form is on the District website and available in administration offices. The process is initiated by filling in the form and submitting the form to the Superintendent of Schools within the required timeline.

1. The form must be submitted to the Superintendent no more than 3 school days following the alleged disciplinary action and no more than 10 school days following an expulsion decision.
2. The person completing the form must meet The Family Educational Rights and Privacy Act (FERPA) requirements for any educational data disclosure.
3. Upon receipt of the complaint, district representatives will investigate the complaint. The investigation will commence within three school days of receipt of the complaint. The Superintendent will direct the investigation. The District may use outside counsel as it sees fit. The superintendent may designate staff responsible for any aspect of the process.
4. Upon completion of the investigation, written determination will be provided to the complainant addressing each allegation. The determination will contain findings and conclusions, with appropriate application of the Minnesota Government Data Practices Act.
5. If the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, the Superintendent will require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future.
6. Reprisals or retaliation against any person who asserts, alleges, or reports a complaint is prohibited. District administration will apply appropriate consequences for a person who engages in reprisal or retaliation.



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## Brainerd Public Schools Discipline Complaint Form

Name of Person Completing Form \_\_\_\_\_ Date \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Relationship to the Student \_\_\_\_\_

Applicable Governing Discipline Documents

[Minnesota Pupil Fair Dismissal Act](#)

Brainerd School District Policy 506 - Student Discipline

Describe your complaint(s) and/or allegation(s) regarding improper implementation of the Minnesota Pupil Fair Dismissal Act and/or the school discipline policy or how the procedures in these two documents are being discriminately applied.

List below any other information you would like the District to consider:

Signature \_\_\_\_\_ Date \_\_\_\_\_



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## **For Administrative Use (Notes)**

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

Assignment of Investigator: \_\_\_\_\_

Date Investigation Complete: \_\_\_\_\_

Notice of Decision sent to Complainant: \_\_\_\_\_

Data Practices Act Compliance Conducted: \_\_\_\_\_

Corrective Action Required: \_\_\_\_\_

Corrective Action Taken: \_\_\_\_\_

Matter Closed: \_\_\_\_\_

Data Practices Act Compliance Conducted: \_\_\_\_\_