

### **Complaint Form Instructions**

The Ramapo Indian Hills Regional High School District encourages anyone with having a complaint concerning personnel, programs or any other matters to bring the matter to the attention of the district. However, where a complaint concerns personnel of the district the complaint must be in writing signed by the person seeking consideration of the matter.

The attached form has been prepared to assist you in submitting your issue to the district. Please complete, sign, and return the attached form to the building principal or to the District Office, 131 Yawpo Avenue, Oakland, New Jersey 07436.

Prior to submitting a written complaint concerning a teacher, coach, subject supervisor, administrator or other member of the district's staff, we recommend that you meet with the individual who is the subject of the complaint to discuss your concerns. If not satisfied with the results of that meeting, you should submit the attached form in order to set up a meeting with the individual's supervisor and /or the building principal.

We are interested in promptly addressing your concerns and request that you submit your written complaint form within 14 days of your initial meeting with the individual concerned so that your issue may be handled in an expeditious manner.



# EXHIBIT

## RAMAPO INDIAN HILLS BOARD OF EDUCATION

COMMUNITY  
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Public Complaints and Grievances

### COMPLAINT FORM

I. Persons Involved:

Teacher/Administrator/Coach/Individual: \_\_\_\_\_

Student: \_\_\_\_\_

Class/Team/Program/Other: \_\_\_\_\_

School: \_\_\_\_\_

II. Description of Complaint: Please describe the complaint as completely as possible on the following lines. You may continue on the reverse side of this form or attach additional pages or a separate letter.

Have you met with the individual who is the subject of this complaint to discuss your concerns? Yes \_\_\_ (Date: \_\_\_/\_\_\_/\_\_\_) No \_\_\_

Have you met with the subject supervisor about this matter? Yes \_\_\_ (date: \_\_\_/\_\_\_/\_\_\_) No \_\_\_ Have you met with the building principal about this matter? Yes \_\_\_ (Date: \_\_\_/\_\_\_/\_\_\_) No \_\_\_

Your Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Best Time to Reach You: \_\_\_\_\_

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

Signature: \_\_\_\_\_

This form, when completed and signed, should be delivered to the building principal or to the District Office, 131 Yawpo Avenue, Oakland, New Jersey 07436

