

**POLICY: PUBLIC COMPLAINT PROCEDURE  
(Chain Of Command)**

If complaint is directly related to a classroom activity:

- A. Notify the teacher first

If the complainant is not satisfied, he or she should contact the following:

- A. Principal
- B. Superintendent of Schools
- C. School Directors

If complaint is NOT directly related to the classroom:

- A. Notify the Principal first

If the complainant is not satisfied, he or she should contact the following:

- A. Superintendent of Schools
- B. School Directors

**Major discipline issues (Level 2-3 on Positive Discipline Model Policy #8.02)**

Crisis Team (Behavior Support Staff): Garth Grennan (Principal), Annette Czarnecki (Special Educator), Kristy Sherman (1 & 2 Teacher), and Bennington County Sheriff

**When the Principal is out of the building:**

- A. The school secretary takes care of the day-to-day business
- B. K – 4 discipline Issues (Mrs. Sherman)
- C. 5 – 8 Discipline Issues (Mrs. Czarnecki)

The crisis team (behavior support staff) is also in charge when there is an emergency situation. They will contact the Superintendent and School Directors if there is an emergency.

If the principal is out of the building for a few days, the Superintendent or Assistant Superintendent will make periodic stops **or** check-ins to the building.

Please take the time to review the Positive Discipline Model in the back of your parent/student handbook. This will help you to understand who is contacted and deals with behavior situations on any given level.

**Amended The Names: 08/11/2016**