

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

The discipline complaint process is initiated when a Complainant completes and submits a Discipline Complaint Form to the Cooperative's Executive Director or the Executive Director's designee.

**A Discipline Complaint Form is available on the school Cooperative website and in administrative offices.**

Investigation of the complaint will commence within three school days of receipt of the complaint. The Executive Director will direct the investigation and will designate and identify the Cooperative personnel who will manage the investigation and who are responsible for keeping and regulating access to any resulting record. The Cooperative may use outside counsel as it sees fit.

Upon completion of the investigation, a Written Determination addressing each allegation and containing findings and conclusions will be issued to the Complainant in a manner consistent with the Minnesota Government Data Practices Act.

If the investigation finds the requirements of the Minnesota Pupil Fair Dismissal Act (Minnesota Statutes, sections 121A.40 to 121A.61), including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant Cooperative staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future, the Executive Director or the Executive Director's designee will take necessary measures.

Reprisal or retaliation against any person who asserts, alleges, or reports a complaint is prohibited. The Cooperative will take appropriate action consistent with Minnesota law and Cooperative policies in the event that an individual or individuals are found to have engaged in reprisal or retaliation.

**Cannon Valley Special Education Cooperative, 6094-52  
Discipline Complaint Form**

Date of Complaint: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_

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

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

***Applicable Governing Discipline Documents***

- Minnesota Pupil Fair Dismissal Act
- Cooperative Student Discipline Policy

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

Provide additional information you request the Cooperative to consider:

Involved persons may submit additional information related to this complaint.

A Complainant may appeal the Cooperative's Written Decision by submitting a written notice of appeal to the Executive Director or the Executive Director's designee within three (3) school days of the date that the Written Decision is provide to the Complainant. The notice shall set forth the grounds upon which the Complainant appeals the Written Decision.

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

**For Administrative Use (Notes):**

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

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

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

Written Decision Sent to Complainant: \_\_\_\_\_

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

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

Notice of Right to Appeal: \_\_\_\_\_

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

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