

PARENT/STUDENT-ATHLETE/COMMUNITY COMPLAINT FORM

FIRST LEVEL (COACH)

Complaints about athletics or individual teams should first be addressed directly with the coach, who shall discuss it with the complainant and attempt to provide a reasonable explanation or take appropriate action within the employee's authority. If/When this occurs; the coach shall report the matter and the resolution to the Athletic Director.

According to the Blue Mountain Parent-Coach Communication Plan (attached), items appropriate for discussion include treatment of the student-athlete, ways to help the student-athlete improve, concerns about the student-athletes' behavior and complaints about the coach's behavior. Issues that are not appropriate to discuss with coaches include playing time, team strategy, and other student-athletes on the team or previously on the team. More detailed information is provided in the attached Blue Mountain-Coach Communication Plan.

SECOND LEVEL (Athletic Director or Building Principal)

Following the initial meeting with the coach, if the complaint has not been resolved the information below must be filled out by the student or parent within 10 days of the aforementioned meeting. Our principals, athletic director or designee can assist you in completing the form. Please mail, hand-deliver or email this form to the athletic director, high school principal, or middle school principal.

1. Student's Name: _____ Grade: _____

2. Parent's Name: _____ Contact Phone: _____

3. Date of Incident (can be ongoing): _____

4. Name of Coach involved in First Level meeting: _____ Date of Meeting: _____

5. What decisions/recommendations were made as a result of the First Level meeting: _____

6. Please write a brief description of the incident: _____

7. Has this/these concerns been reported to anyone else? _____

NAME & POSITION

8. What remedy do you seek to this complaint? _____

Student Signature: _____ Date: _____

Parent Signature _____ Date: _____

Received by: _____ Date: _____

Upon receipt of this form, the Athletic Director, Building Principal or designee will time stamp the receipt of the form, log and assign a number to this complaint. A copy of this form will be provided to the student/parent. The Athletic Director or Building Principal will contact the complainant within two school days to convene a meeting within five school days. If/When this occurs; the Athletic Director or Building Principal shall report the matter and the resolution to the Superintendent.

COMPLAINT

(ATH for athletic/extr-curricular, MS for middle school, HS for high school)

