

NINE MILE FALLS SCHOOL DISTRICT**COMMUNITY RELATIONS****Referral to Superintendent of Schools**

Date of Conference: _____

Present at Conference: _____

Review of Conference and Response:Review of Conclusion/Investigation:Review Action Plan:

- 1) It is expected that the notification of this complaint will be sent to the employee within two (2) working days. If the administrator is unable to meet the two (2) day timeline, the administrator shall notify the teacher to arrange for an appropriate extension. However, timeliness shall be the expectation in all complaint/concern matters.
- 2) It is expected that this complaint, if founded, shall require a plan of action to be developed which may include additional classroom visitation, follow-up meetings, conferences, training, etc. It is also expected that this complaint shall be addressed as part of the employee's annual evaluation. Should it be determined that this complaint is unfounded this form shall be destroyed.

Copies: Employee, NMEA President (if requested), Principal's working file, Employee File