



GALENA CITY SCHOOL DISTRICT FORMAL COMPLAINT FORM

Please utilize this form to file a formal complaint against any form of practice, protocol, operation, policy or procedure either directly against a GCSD staff member or generally towards GCSD. This includes any rights violations protected under the Civil Rights Act of 1964 (Title VII) and the Education Amendment Act of 1972 (Title IX).

Once completed, this form will be submitted to the GCSD Superintendent and reviewed immediately with prompt communication following to cover any necessary actions or steps toward conflict resolution/remedy.

CONTACT INFO

NAME

PHONE

ADDRESS

CITY

STATE

ZIP CODE

COMPLAINT DETAILS

WHAT/WHO IS YOUR COMPLAINT REGARDING?

HAVE YOU ATTEMPTED RESOLVING YOUR ISSUE DIRECTLY OR WITH OTHER GCSD PERSONNEL?

 YES NO

HAVE YOU TAKEN YOUR ISSUE TO A HIGHER LEVEL (SUPERVISOR/MANAGER/PRINCIPAL)?

 YES NO

SPECIFICS: It is important to provide us with as much documentation as possible (i.e. names of those involved, date of incident, any prior communication with staff, location if in-person).

DO YOU HAVE A SUGGESTED RESOLUTION OR REMEDY?

MAILING INSTRUCTIONS

Please attach additional pages as needed and send to:

**GCSD DISTRICT OFFICE, ATTN SUPERINTENDENT
P.O. BOX 299 GALENA, AK 99741**

The Galena City School District and its staff appreciate you taking the time to fill out this information so that we may address directly. Not only is it your right to provide constructive feedback to our employees, but we also want to ensure that your rights are protected with any/all interactions via GCSD school employees and/or programs, platforms and communications. Most complaints are provided a prompt informal resolution, satisfying all parties within a reasonable amount of time. Once a formal submission has been received, it will initiate a process and response by GCSD's Superintendent. Each complaint is handled individually and following our District policies and procedures. Once determined, a letter of receipt with accompanying detail on your assigned point of contact will be provided. This employee will work with you directly in resolving your complaint and you will be given their phone/email for future communication. This contact will also act as a liaison between yourself and any parties identified in your complaint, if applicable.