

MILFORD SCHOOL DEPARTMENT
REQUEST FOR FORMAL COMPLAINT HEARING
ON THE SCHOOL COMMITTEE AGENDA

Your Name: _____

Telephone: _____

Address: _____

Person(s) Complained Against: _____

Summary of Complaint: _____

Steps you have taken to resolve complaint (include date)

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Please note the following:

- A two-week notification to appear in front of the board or the next monthly meeting.
- Complaints shall be heard in executive session.
- To give a fair hearing, hearings will generally occur at Special School Committee Meetings.
- Discussions in executive session are confidential and cannot be made public.
- No complaints or allegations will be allowed concerning any staff member or any person connected to the school system unless the person(s) complained against have an opportunity to hear the complaint and to respond.
- Members of the press cannot be present during the executive session in which the complaint is heard.
- The person making the complaint has a right to have legal counsel and to call witnesses. Other persons not officially joining the complaint will not be allowed

Adopted: Pre - 1981