

South Burlington School District FEEDBACK PROCESS

The South Burlington School Board and Administrators welcome your constructive feedback and/or praise regarding our delivery of education services and ask that you use this form and process to help us resolve your concerns or direct recognition to appropriate staff. School leaders will make every attempt to respond to your feedback within 72 hours.

School/District: ___ Chamberlin ___ RM Central ___ Orchard
 ___ Tuttle ___ High School ___ District

Your Name: _____ **Today's date:** _____

Contact Information: (phone) _____ (email) _____

Your Role: ___ Parent ___ Community Member ___ Business ___ School Employee
 ___ Student ___ Other _____

Please Help Us Categorize Your Feedback Below:

___ Suggestion ___ Complaint ___ General Feedback
___ Idea for Consideration ___ I Have Expertise And Am Willing To Work with District Personnel

Please Describe The Nature Of Your Feedback (Who, What, Where, When, How)

What Do You Hope Will Happen As A Result Of Communicating This Feedback?

Have You Communicated Your Feedback/Interest To School Leaders Previously?

___ Yes ___ No

If Yes, Whom Did You Communicate With? _____

What Steps Were Taken to Address Your Initial Feedback?

Internal Feedback Resolution Process

Route All Feedback Through the Superintendent

Who Received the Initial Feedback?

____ School Board Member ____ Principal ____ Superintendent ____ Staff Member

Date Feedback Received by Staff/School Board Member: _____

Date Feedback Received By Assistant Superintendent: _____

Date of Initial Response to the Individual Who Submitted the Feedback: _____

Routing Plan for Feedback Resolution:

____ Principal ____ Teacher ____ Staff ____ Central Office Administrator
____ Superintendent ____ Law Enforcement ____ State Agency

Possible Implications: ____ Legal ____ Health ____ Safety ____ Educational

Initial Resolution:

Date Resolved: _____

If Not Resolved, Next Steps:

Unresolved Feedback Prompts Which Type of Investigation: (check all that apply)

____ Child Abuse/Neglect ____ Student/Bullying Harassment ____ Student Cyber Bullying
____ Student Hazing ____ Fight ____ Ethics
____ Student Discipline ____ Drug Investigation ____ Intruder
____ Larceny ____ Motor Vehicle ____ Breaking and Entering School
____ FERPA ____ District Policy Violation ____ Staff Harassment
____ Hostile Work Environment ____ Conflict of Interest
____ Other _____

Final Feedback Disposition: _____

Date Resolved: _____