

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(EXHIBIT)

See the following pages for forms regarding student and parent complaints:

- Exhibit A: Student/Parent Complaint Form—2 pages
- Exhibit B: Principal's Report of Level One Conference—1 page
- Exhibit C: Notice of Complaint at Level Two—1 page
- Exhibit D: Superintendent's Report of Level Two Conference—1 page
- Exhibit E: Notice of Appeal to the Board at Level Three—1 page

EXHIBIT A

STUDENT/PARENT COMPLAINT FORM

To file a formal complaint, please fill out this form completely and submit it by hand delivery, fax, e-mail, or U.S. Mail to the appropriate administrator within the time established in FNG(LOCAL). All complaints will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

Name (*print*): _____

Address: _____

Telephone number: (____) _____

Campus/Department: _____

If you will be represented in voicing your complaint, please identify the person representing you.

Name: _____

Address: _____

Telephone number: (____) _____

Please describe the decision or circumstances causing your complaint (give specific factual details).

What was the date of the decision or circumstances causing your complaint?

Please explain how you have been harmed by this decision or circumstance.

Please describe any efforts you have made to resolve your complaint informally and the responses to your efforts.

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With whom did you communicate? _____

On what date? _____

Please describe the outcome or remedy you seek for this complaint.

Student's or parent's signature: _____

Signature of student's or parent's representative: _____

Date of filing: _____

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.

EXHIBIT B

PRINCIPAL'S REPORT OF LEVEL ONE CONFERENCE

Student's and/or parent's name (*print*): _____

Campus: _____

Date and time of conference: _____

The facts as presented by the complainant are as follows:

In my opinion, the allegations made in the original complaint (are) (are not) adequately supported by the facts submitted.

Explanation: _____

In my opinion, the remedy sought by the complainant (is) (is not) justified by the facts submitted.

Explanation: _____

The decisions made or recommendations agreed upon as a result of the conference are as follows:

Principal's signature: _____ Date: _____

Before submitting this report to the Superintendent or designee, attach a copy of the written response that was given to the student or parent.

For Office Use Only

Received by:

Superintendent or designee: _____

Date: _____

EXHIBIT C

NOTICE OF COMPLAINT AT LEVEL TWO

This form must be filled out completely by a student or parent appealing a Level One decision, or the lack of a timely response after a Level One conference, to the Superintendent or designee, in accordance with FNG(LOCAL) or any exceptions outlined therein.

Name (*print*): _____

Campus: _____

Address: _____

Telephone number: _____

To whom did you last present your complaint? _____

Date of conference: _____

If you will be represented by a parent or other adult in pursuing your complaint, please identify the person representing you.

Name: _____

Address: _____

Telephone number: _____

Please state the date of the event or series of events causing your complaint.

Please state your complaint, including the individual harm alleged.

Please state specific facts that support your complaint (*list in detail*).

Please state the remedy you seek for this complaint.

Attach a copy of the Level One decision being appealed, if applicable.

Student's or parent's signature: _____

Date submitted: _____

EXHIBIT D

SUPERINTENDENT'S REPORT OF LEVEL TWO CONFERENCE

Student's and/or parent's name (*print*): _____

Date and time of conference: _____

The facts as presented by the student or parent are as follows:

In my opinion, the allegations made in the original complaint (are) (are not) adequately supported by the facts submitted.

Explanation: _____

In my opinion, the remedy sought by the student or parent (is) (is not) justified by the facts submitted.

Explanation: _____

The decisions made or recommendations agreed upon as a result of the conference are as follows: _____

Superintendent or designee's signature: _____ Date: _____

Before submitting this report to the Board, attach a copy of the student's or parent's original written complaint (Exhibit B), a copy of the Level One Report (Exhibit A), and copies of the written responses that have been given to the student or parent by the principal and by the Superintendent or designee.

For Office Use Only

Received by (*if completed by a designee*)

Superintendent: _____

Date: _____

EXHIBIT E

NOTICE OF APPEAL TO THE BOARD AT LEVEL THREE

This form must be filled out completely by a student or parent appealing a Level Two decision, or the lack of a timely response after a Level Two conference, to the Board, in accordance with FNG(LOCAL) or any exceptions outlined therein.

Name (*print*): _____

Campus: _____

Address: _____

Telephone number: _____

To whom did you last present this complaint? _____

Date of conference: _____

If you will be represented by a parent or other adult in pursuing your complaint, please identify the person representing you.

Name: _____

Address: _____

Telephone number: _____

1. Attach a copy of your original Level Two complaint.
2. Attach copies of the Level One and Level Two decisions, if applicable.

Student or parent's signature: _____

Date submitted: _____