

The forms on the following pages are provided to assist the District in processing complaints and appeals from students and parents:

Exhibit A:	Student/Parent Complaint Form: Level One	2 pages
Exhibit B:	Student/Parent Complaint Form: Level Two	1 page
Exhibit C:	Student/Parent Complaint Form: Level Three	1 page
Exhibit D:	Student/Parent Complaint Form: Level Four, Notice of Appeal to the Board	1 page

EXHIBIT A

STUDENT/PARENT COMPLAINT FORM: LEVEL ONE

Note: Informal resolution is encouraged but does not extend any deadlines in FNG(LOCAL), except by mutual written consent.

To file a formal complaint, please fill out this form completely and submit it by hand-delivery, electronic communication, or U.S. Mail to the campus principal within the time established in FNG(LOCAL). All complaints, including complaints regarding extracurricular and extra - academic activities will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Student's name: _____

2. Parent's name: _____

3. Address: _____

4. Telephone number: _____

E-mail address: _____

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

Name/Occupation: _____

Address: _____

Telephone number: _____

E-mail address: _____

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

7. Please describe the efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and whom you communicated with regarding your concerns.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(EXHIBIT)

8. Please state specific facts that support your complaint (list in detail and submit any documentation to support your facts with the grievance form).

9. Please state your complaint, including the individual harm alleged. Describe the circumstances causing your complaint. Please give specific, factual details. (If more room is needed, please attach your additional comment to this document.)

10. Please state the remedy you seek for the complaint.

Parent's signature: _____

Student's signature (if applicable): _____

Signature of representative (if applicable): _____

Date submitted: _____

Complainant, please note:

A complaint or appeal form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiled is within the designated time for filing a complaint or appeal. Please keep a copy of the completed form and any supporting documentation for your records.

EXHIBIT B

STUDENT/PARENT COMPLAINT FORM: LEVEL TWO

To appeal a Level One decision, please fill out this form completely and submit it by hand-delivery, electronic communication, or U.S. Mail to the appropriate administrator within the time established in FNG(LOCAL). Appeals will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Student's name: _____
2. Parent's name: _____
3. Address: _____
4. Telephone number: _____
E-mail address: _____
5. If you will be represented in presenting your complaint, please identify the person representing you.
Name/Occupation: _____
Address: _____
Telephone number: _____
E-mail address: _____
6. Who held the Level One conference? _____
Date of the conference? _____
7. Attach a copy of your original Level One complaint and any documentation submitted at Level One and a copy of the Level One response.
8. Please state the remedy you seek for the complaint.

Parent's signature: _____

Student's signature (if applicable): _____

Signature of representative (if applicable): _____

Date submitted: _____

Complainant, please note:

A complaint or appeal form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refileing is within the designated time for filing a complaint or appeal. Please keep a copy of the completed form and any supporting documentation for your records. All decisions made by the Extracurricular Activity Committee regarding a complaint at level two is final and may not be appealed.

EXHIBIT C

STUDENT/PARENT COMPLAINT FORM: LEVEL THREE

To appeal a Level Two decision, please fill out this form completely and submit it by hand-delivery, electronic communication, or U.S. Mail to the appropriate administrator within the time established in FNG(LOCAL). Appeals will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Student's name: _____
2. Parent's name: _____
3. Address: _____
4. Telephone number: _____
E-mail address: _____
5. If you will be represented in presenting your complaint, please identify the person representing you.
Name/Occupation: _____
Address: _____
Telephone number: _____
E-mail address: _____
6. Who held the Level Two conference? _____
Date of the conference? _____
7. Attach a copy of your original Level Two complaint and the Level Two response.
8. Please state the remedy you seek for the complaint.

Parent's signature: _____

Student's signature (if applicable): _____

Signature of representative (if applicable): _____

Date submitted: _____

Complainant, please note:

A complaint or appeal form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiled is within the designated time for filing a complaint or appeal. Please keep a copy of the completed form and any supporting documentation for your records.

EXHIBIT D

STUDENT/PARENT COMPLAINT FORM: LEVEL FOUR
NOTICE OF APPEAL TO THE BOARD

To appeal a Level Three decision, please fill out this form completely and submit it by hand-delivery, electronic communication, or U.S. Mail to the appropriate administrator within the time established in FNG(LOCAL). Appeals will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Student's name: _____
2. Parent's name: _____
3. Address: _____
4. Telephone number: _____
E-mail address: _____
5. If you will be represented in presenting your complaint, please identify the person representing you.
Name/Occupation: _____
Address: _____
Telephone number: _____
E-mail address: _____
6. Who held the Level Three conference? _____
Date of the conference? _____
7. Attach a copy of your original Level Three complaint and the Level Three response.
8. Please state the proposal or requested remedy you seek for the complaint.

Parent's signature: _____

Student's signature (if applicable): _____

Signature of representative (if applicable): _____

Date submitted: _____

Complainant, please note:

A complaint or appeal 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 or appeal. Please keep a copy of the completed form and any supporting documentation for your records.