



Chilton County Schools Parent/Student/Community Complaints Grievance Procedure

PARENT/STUDENT/COMMUNITY RELATIONS: Aligned with Board Policy Chapter IV(Section 4.5)

PARENT/STUDENT/COMMUNITY COMPLAINTS/GRIEVANCES (EXHIBIT)

The forms on the following pages are provided to assist the District in processing employee complaints.

Exhibit A: Parent/Student/Community Complaint Form - Level One - 1 page

Exhibit B: Report of Level One Conference by Supervisor/Administrator - 1 page

Exhibit C: Notice of Appeal at Level Two - 1 page

Exhibit D: Report of Level Two Conference by Superintendent or Designee - 1 page

Exhibit E: Notice of Appeal to the Board at Level Three - 1 page

Chilton County Schools Parent/Student/Community Complaints / Grievance Procedure

EXHIBIT A: PARENT/STUDENT/COMMUNITY COMPLAINT FORM - LEVEL ONE

Any parent, student, or community member filing a complaint must fill out this form completely and submit it to his or her child's principal or the immediate supervisor who oversees the area under complaint. All complaints will be processed in accordance with state law and local school board policy or any exceptions outlined therein.

1. Name (and name of student if applicable)

2. Address _____ Phone _____

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

4. Please state your complaint, including the individual harm alleged.

5. Please state specific facts of which you are aware to support your complaint (list in detail).

6. Please state the remedy you seek for this complaint.

Parent, Student, or Community Member Signature

Date submitted

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Parent/Student/Community Member Complaint Form - Level One

EXHIBIT B: Report of Level One Conference by Supervisor/Administrator

The administrator conferencing with the complainant (parent or community member) must fill out this form completely and submit it to the assistant superintendent. All complaints will be processed in accordance with state law and local school board policy or any exceptions outlined therein.

1. Complainant's Name _____

2. Address _____ Phone _____

3 Date and time of conference _____

4. The facts as presented by the complainant are as follows: _____

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

Explanation: _____

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

Explanation: _____

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

Signature of principal / administrator

Date

Before submitting this report to the Assistant Superintendent, attach copies of the complainant's original written complaint (Exhibit A) and the written response that was given to the parent / student / community member.

Superintendent or designee

Date

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EXHIBIT C: Notice of Appeal at Level Two

This form must be filled out completely by a parent, student, or community member appealing a Level One decision, or the lack of a timely response after a Level One conference (more than ten work days), to the Superintendent or designee in accordance with State Law and Local School Board Policy or any exceptions outlined therein.

1. Name (and name of student if applicable) _____

2. Address _____ Phone _____

3. To whom did you last present your complaint? _____

Date of conference _____

4. If you will be represented in pursuing your complaint, please identify the individual or organization representing you.

Name _____

Address _____

Telephone (_____) _____

5. Attach a copy of your original complaint.

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

Parent/Student/Community Member Signature

Date Submitted

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EXHIBIT D: Report of Level Two Conference by Superintendent or Designee

1. Name (and name of student if applicable) _____

2. Address _____ Phone _____

3 Date and time of conference _____

4. The facts as presented by the complainant are as follows:

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

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

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

Signature of Superintendent or designee Date

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

Superintendent or Designee Date

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EXHIBIT E: Notice of Appeal to the Board at Level Three

This form must be filled out completely by the parent, student, or community member appealing a Level Two decision, or the lack of a timely response after a Level Two conference (more than ten work days), to the Board in accordance with State Law and Local School Board Policy or any exceptions outlined therein.

1. Complainant's Name (and name of student if applicable)

2. Address _____ Phone _____

3. To whom did you last present your complaint? _____

Date and time of conference _____

4. If you will be represented in pursuing your complaint, please identify the individual or organization representing you.

Name _____

Address _____

Telephone (____) _____

5. Attach a copy of your original complaint.

6. Attach copies of the Level One and Level Two decisions, if applicable.

Parent/Student/Community Member Signature

Date submitted