

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(EXHIBIT)-A

Note to administrator: The District may provide this sample notice to a student or parent who has attempted to informally resolve a complaint with the District but has not reached a resolution. The student or parent has 30 calendar days to file a grievance from the date on which the District provides information on how to file a grievance.

Exhibit A — Notice to Parent or Guardian for Filing a Grievance

_____ (date)

Dear parent or guardian:

The Board of _____ School District encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other appropriate campus or District administrator who has the authority to address concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

In accordance with state law, the Board has adopted a policy to allow 60 calendar days for a student or parent to file a grievance from the date the student or parent first knew, or with reasonable diligence, should have known, of the decision or action giving rise to the complaint or grievance. However, if the student or parent has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a resolution during the process, the student or parent has the later of 90 calendar days to file a complaint from the date determined above or 30 calendar days to file a complaint from the date on which the District provided information to the student or parent regarding how to file the grievance.

Because a resolution has not been reached through the informal process, this letter serves as the notice described above and an invitation to initiate the formal complaint process. Therefore, you or your student have until _____ (date), 30 calendar days from today, to file a grievance.

The written complaint form shall be filed with the lowest-level administrator who has the authority to remedy the alleged problem. In most circumstances, students and parents shall file Level 1 complaints with the campus principal for any complaint on a matter related to a campus. For a complaint that arises on a matter that is unrelated to a campus, the complaint shall be filed with the appropriate District-level administrator. If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the Superintendent, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

Even after initiating the formal complaint process, the complainant is encouraged to seek an informal resolution of their concerns. A complainant whose concerns are resolved may withdraw a formal complaint at any time.

If you have any questions about this notice, please call _____
(name of District administrator) at _____ (telephone number). See policy FNG(LOCAL).

Sincerely,

_____, Superintendent