

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(EXHIBIT)

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

- Exhibit A: Student/Parent Complaint Form — Level One — 2 pages
- Exhibit B: Response to Level One Complaint — 1 page
- Exhibit C: Level Two Appeal Notice — 1 page
- Exhibit D: Response to Level Two Appeal — 1 page
- Exhibit E: Level Three Appeal Notice — 1 page
- Exhibit F: Board's Response to Level Three Appeal — 1 page

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EXHIBIT A

STUDENT/PARENT COMPLAINT FORM — LEVEL ONE

To file a formal complaint, please fill out this form completely and submit it by hand delivery, fax, 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.

1. Name Jane Doe

2. Address 1234 Example Lane Houston, TX 77080

Telephone number (555) 123-1234

3. Campus XYZ Academy

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

Name Write your attorney's name here, if you've hired an attorney.

Address Write your attorney's business address here, if you've hired an attorney.

Telephone number (Write) your attorney's number here.

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

See attached.

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

May 1, 2019

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

See attached.

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

See attached.

With whom did you communicate? _____

On what date? _____

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

Here you should write what you think the school should do now to fix your issue.

Student or parent 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.

5. Explain the issue you're having with your school or school district. Include any proof you have. For example, if your child is experiencing bullying on social media, include screenshots of the bullying.

7. Explain how your child has been affected. Is your child now seeing a counselor because you noticed a change in him/her/they? Is your child having nightmares? Did your child's grades change? Has your child been physically affected? Is your child having panic attacks or anxiety issues? Does your child no longer want to attend school? Is your child coming home from school crying? Include an explanation of any way your child has been affected by the issue. This is your chance to make the district see the way the issue has harmed your child.

8. Explain any attempts you've made to informally resolve the issue. For example, have you talked to your child's teachers or administrators? Did you talk to your child's counselor? Did you call the parents of any other involved children? Make sure to include proof. If you have emails showing that you've contacted your child's school and they have not responded or not been helpful, then include copies of those emails.

SAMPLE from makemyschoolsafe.org.

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EXHIBIT B

RESPONSE TO LEVEL ONE COMPLAINT

Dear _____:

Having considered the complaint we discussed in our Level One conference on _____ (date), I have decided on the following response:

[Note: When preparing the letter, include only one of the following sentences.]

For the following reasons, I am unable to provide the remedy you seek:

I will take the following actions to grant the remedy you seek for your complaint:

Although I am unable to provide the full remedy you seek for your complaint, I will take the following actions to provide a partial remedy:

(signature of principal or other appropriate administrator)

Complainant, please note:

To appeal this response, you must file a written notice of appeal with the appropriate administrator within the time limits set in FNG(LOCAL). The necessary forms are available at _____ during regular business hours.

SAMPLE from makemyschoolsafe.org.

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EXHIBIT C

LEVEL TWO APPEAL NOTICE

To appeal a Level One decision, or the lack of a timely response after a Level One conference, please fill out this form completely and submit it by hand delivery, electronic communication, fax, or U.S. Mail to the Superintendent or designee within the time established in FNG(LOCAL). Appeals will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name _____
 2. Address _____

Telephone number (____) _____
 3. Campus _____
 4. If you will be represented in voicing your appeal, please identify the person representing you.
Name _____
Address _____

Telephone number (____) _____
 5. To whom did you present your complaint at Level One? _____
Date of conference _____
Date you received a response to the Level One conference _____
 6. Please explain specifically how you disagree with the outcome at Level One.

 7. Attach a copy of your original complaint and any documentation submitted at Level One.
 8. Attach a copy of the Level One response being appealed, if applicable.
- Student or parent signature _____
- Signature of the student's or parent's representative _____
- Date of filing _____

SAMPLE from makemyschoolsafe.org.

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EXHIBIT D

RESPONSE TO LEVEL TWO APPEAL

Dear _____:

Having considered the appeal you presented at Level Two on _____ (date), I have decided on the following response:

[Note: When preparing the letter, include only one of the following sentences.]

I am unable to grant your appeal. I will uphold the decision made at Level One by _____ (name) and communicated to you in the Level One response.

I wish to grant your appeal and have instructed _____ (name) to find a resolution in keeping with the remedy you seek.

Although I am unable to fully grant your appeal, I have instructed _____ (name) to take the following actions as a partial remedy to your complaint:

Superintendent (or designee)

Complainant, please note:

To appeal this response, you must file a written notice of appeal with the appropriate administrator within the time limits set in FNG(LOCAL). The necessary forms are available at _____ during regular business hours.

SAMPLE from makemyschoolsafe.org.

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EXHIBIT E

LEVEL THREE APPEAL NOTICE

To appeal a Level Two decision, or the lack of a timely response after a Level Two conference, please fill out this form completely and submit it by hand delivery, electronic communication, fax, or U.S. Mail to the Superintendent or designee within the time established in FNG(LOCAL). Appeals will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name _____
 2. Address _____

Telephone number (_____) _____
 3. Campus _____
 4. If you will be represented in voicing your appeal, please identify the person representing you.
Name _____
Address _____

Telephone number (_____) _____
 5. To whom did you present your appeal at Level Two? _____
Date of conference _____
Date you received a response to the Level Two conference _____
 6. Please explain specifically how you disagree with the outcome at Level Two.

 7. Do you want the Board to hear this appeal in open session? _____
If so, the Board will consider your request; however, you may not have a legal right under the Texas Open Meetings Act to require a meeting in open session.
 8. Attach a copy of your original complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.
 9. Attach a copy of the Level Two response being appealed, if applicable.
- Student's or parent's signature _____
- Signature of student's or parent's representative _____
- Date of filing _____

SAMPLE from makemyschoolsafe.org.

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EXHIBIT F

BOARD'S RESPONSE TO LEVEL THREE APPEAL

Dear _____:

Having heard the presentation of your appeal at Level Three, the Board took the following action at its meeting on _____ (date):

[Note: When preparing the letter or announcing the decision at the Board meeting, include only one of the following sentences.]

We have denied the appeal and have upheld the decision made by the Superintendent (or designee) at Level Two.

We have granted the appeal and have instructed the Superintendent to find a resolution in keeping with the remedy you seek.

We have partially denied and partially granted the appeal and have instructed the Superintendent as follows:

Sincerely,

President of the Board of Trustees

_____ SD