

JIM HOGG COUNTY INDEPENDENT SCHOOL DISTRICT

Exhibit C STUDENT/PARENT COMPLAINT FORM

FNG (LEGAL) & (LOCAL)

Level Two Notice of Appeal to Superintendent

This form must be filled out completely by the student/parent appealing a Level One decision to the Superintendent or designee in accordance with the District's policy FNG (Legal) & (Local) or any exceptions outlined therein. To appeal a Level One decision, please fill out this form completely and submit it by hand delivery, fax, e-mail, 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. Please be advised that you will not be allowed to present any new evidence at the Level Two and Level Three Hearing, unless such evidence is presented at the Level One Hearing. You will have ten (10) minutes to present your grievance, if any, at the Board meeting.

Grievant's information (All information is required) PLEASE PRINT

<u>Name</u>		
<u>Address</u>	<u>City/State</u>	<u>E-mail</u>
<u>Phone</u>		

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

<input type="checkbox"/> Legal Counsel <input type="checkbox"/> Representative	<u>Name/Organization</u>
<u>Address</u>	<u>City/State</u>
<u>Phone</u>	<u>E-mail</u>

- To whom did you present your complaint at Level One?

Date conference was held: _____

- Date you received the written response to the Level One Conference: _____
- Why do you disagree with the outcome of the Level One response? Please explain in detail the following:
 - Specifically list the remedy or remedies requested, but not granted, at Level One.

b. List the District policy/policies violated, misinterpreted, or misapplied:

4. Attach a copy of your original complaint and any documentation submitted at Level One.

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

Grievant/Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed, but may be re-filed with all the required information if the re-filing 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 not later than the Level One Conference. Please keep a copy of the completed form and any supporting documentation for your records. Please be advised that you will not be allowed to present any new evidence at a future appeal hearing, unless such evidence is presented at the Level One Conference. You will have ten (10) minutes to present your grievance.

Grievant's Signature

Date of Filing

Signature of Grievant's representative

Date

Superintendent's signature/Designee

Date Received