

GRIEVANCE FORM

A grievance is defined as a complaint in writing presented to the school staff/authorities alleging one or more of the following:

- A. That a rule is unfair; and/or
- B. That a rule in practice discriminated against or between individuals; and/or
- C. That school personnel used an unfair procedure in assessing a form of punishment.

COMPLAINT

(CHECK ONE BLANK)

Date _____

Principal, Level 1. _____

Superintendent, Level 2. _____

Board of Education, Level 3. _____

I, _____, hereby file a grievance complaint to _____
Individual's Name(s)

My grievance is based on A. _____ B. _____ C. _____ above. -More than one blank may be checked.

Specifically, my grievance is
that _____

I hereby petition for a hearing on my grievance at the convenience of the School's personnel, but in no event later than ten school days from the date of this petition.

Individual's signature(s)

The individual may be represented at the conference by another person, but the individual must be present to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the individual's rights to the conference provided by the school, unless extenuating circumstances make it impossible for the individual to appear.

SCHOOL'S RECORD

Date Received _____ Date of Conference _____

Place of Conference _____ Time of Conference _____

Comments: _____

Resolution: _____

Signature of School Representative

ADOPTION DATE: April 17, 1996