

# CENTRAL COMMUNITY SCHOOL SYSTEM

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## DUE PROCESS FOR PARENT AND STUDENT COMPLAINT AND GRIEVANCE FORM

### 1. FOR USE BY PARENT OR STUDENT

Name \_\_\_\_\_ Date \_\_\_\_\_ Phone (home) \_\_\_\_\_

Phone (work) \_\_\_\_\_

Address \_\_\_\_\_

Complaint \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

### 2. FOR PRINCIPAL'S RESPONSE (To be completed in 5 school days)

Receipt Date \_\_\_\_\_ Decision date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_ School \_\_\_\_\_

Answer to Complaint \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

### 3. PARENT OR STUDENT APPEAL TO SUPERINTENDENT (Must be within 5 school days after receipt of response from principal)

Receipt Date \_\_\_\_\_

I believe the principal's decision is incorrect because \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**This form CANNOT be utilized to appeal a student's suspension from a school activity, riding a school bus and/or from school.**

4. FOR SUPERINTENDENT (Response must be within 5 school days from receipt)

Receipt Date \_\_\_\_\_ Decision Date \_\_\_\_\_

Answer to Complaint \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

5. PARENT OR STUDENT APPEAL TO BOARD (Must be within 5 school days of receipt of Superintendent's reply and must state specific policy of Central Community School Board which was not followed or specific state or federal law which was violated and must be delivered to Superintendent's Administrative Secretary)

Receipt Date \_\_\_\_\_

I believe the decision of the Superintendent is not correct because the following specific policy of the Central Community School Board was not followed or because the following specific state or federal law was violated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

6. BOARD DECISION

Receipt Date by Superintendent's Administrative Secretary \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Decision \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

\* The decision of the Superintendent on the complaint shall be final unless the complainant sets forth in an appeal to the school board specific policy of the Central Community School Board which was not followed or a specific state or federal law which was violated.