



Parent/Student/Community
Complaint Procedure

Chilton County Board Approved 11/27/2017

First Administrative contact must explain complaint procedure and attempt to give parent or guardian Level One forms.

Parent/Student/Community Complaint Form

Level ONE (Principal or Designee)

This form must be filled out completely by a parent within 10 days of the date the parent first knew of the decision or action giving rise to the complaint or Designee. Aligned with Board Policy Chapter IV (Section 4.5) Principal must respond in writing within 10 days of the received date.

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall not extend any deadlines in this policy.

1. Student's Name _____ Grade _____

2. Parent's Name _____ Phone # _____

3. Date of Incident _____

4. Please write a brief description of the incident _____

5. Has this incident been reported to anyone else? _____

6. What remedy do you seek to this complaint?

Parent Signature _____ Date _____

Received by _____ Date _____

PLEASE PROVIDE THE PARENT A COPY OF THIS REPORT AT FILING.

Parent/Student/Community Complaint Form Level TWO.(Superintendent)

This form must be filled out completely by a parent appealing a Level One decision to the Superintendent or Designee. Form must be completed and submitted within 10 days of the Level One Principal response. Submit to Superintendent or Designee. Response will be provided within 10 days of received date.

1. Student's Name _____ Grade _____

2. Parent's Name _____ Phone # _____

3. Date of Incident _____

4. Please write a brief description of the incident _____

5. Has this incident been reported to anyone else? _____

6. What remedy do you seek to this complaint?

7. Attach a copy of your original LEVEL ONE complaint.

8. Attach a copy to you LEVEL ONE decision.

Parent Signature _____ Date _____

Received by _____ Date _____

Parent Complaint Form Level Three (Board Members)

This form must be filled out completely by a parent, student, or community member appealing a Level TWO decision. The form should be submitted within 10 days of the Level Two/Superintendent response. The Board of Education has *30 days to respond* to a level THREE complaint.

1. Name _____ Grade _____
2. Address _____
3. Phone Number _____
4. To whom did you last present this complaint? _____
5. If you will be represented by another person in pursuing your complaint, please identify the person representing you.

6. Name _____
Address _____
City, State and Zip _____
Phone Number _____

7. Attach a copy of your original Level One & Two complaint.

8. Attach copies of the Level One and Level Two decisions.

Student / Parent Signature _____

Date _____

Received by _____ Date _____

Please provide the student/parent a copy of this report at filing.