

Ozark City Schools
Ozark, Alabama

**COMPLAINT PROCEDURE FOR PARENTS, STUDENTS, EMPLOYEES AND RESIDENTS
REGARDING SCHOOL OR DISTRICT POLICY, PROCEDURE, OR PRACTICE OR DISTRICT
EMPLOYEES**

This form is available for any parent, student, employee or resident who wishes to initiate a complaint against (1) any Ozark City School District policy, practice, or procedure. (2) any school site practice or procedure, or (3) an Ozark City School District employee. The complaint shall attempt to resolve the complaint at Step 1. If not applicable or possible, the complaint may go to the next appropriate step, the employee's immediate supervisor or principal.

Please write the nature of the complaint. This should be a description in your own words of the grounds of your complaint, including all names, dates and places necessary for a complete understanding of your complaint. Please also try to articulate the remedy you are seeking.

- 1. **An Ozark City School District Policy, Practice or Procedure:** Complaints regarding district policies, practices or procedures will be handled by the District Compliance Officer.

(Please specify the Policy, Practice or Procedure)

- 2. **A Site-Level Practice or Procedure:**

(Please specify the Policy, Practice or Procedure)

- 3. **District Employee:**

Name: _____ Location: _____

Please write the nature of the complaint. This should be a description in your own words of the grounds of your complaint, including all names, dates, and places necessary for a complete understanding of your complaint as well as any attempts you have made to resolve. You may attach additional pages.

Complainant's Name _____ Student's Name _____

Complainant's Phone Number (including area code) _____

Complainant's Email Address _____

Complainant's Address, City and Zip Code _____

I certify that the information I have given is true and correct.

Complainant's Signature

Date Signed