

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: JII-R

STUDENT GRIEVANCE FORM

A grievance is defined as a complaint in writing presented by a student to school staff/authorities alleging a violation of Board policy, administrative regulations, or of a written school rule or regulation pertaining to students.

COMPLAINT

Check One Blank
Superintendent, Level Two
School Board, Level Three

Date:

I, _____ hereby file a grievance

complaint to

(name of the recipient, level one, two or three)

Specifically, my grievance is

(explain fully -- if you need more space use additional paper)

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

Student's Signature

The student may be represented at the conference by an adult but the student must be present to elaborate on the grievance at the given time and place of the conference. Failure to appear at the appointed time and place waives the student's right to the conference provided by the school unless extenuating circumstances make it impossible for the student to appear.

SCHOOLS' RECORD

Date Received _____

Date of Conference _____

Place of Conference _____

Time of Conference _____

Comments _____

Resolution _____

Signature of School Representative

Adopted: 1/20/98