

JFH-E - STUDENT GRIEVANCE FORM

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

- a. That a rule is unfair
- b. That a rule in practice discriminates against or between students based on sex, age, race, color, religion, national origin, or handicap
- c. That school personnel used an unfair procedure in assessing a form of punishment against a student

Adopted: July 13, 2009

COMPLAINT

**Check (1) Blank

DATE: _____

LEVEL 1: _____, Counselor

LEVEL 3: _____, Superintendent

LEVEL 2: _____, Principal

LEVEL 4: _____, School Board

I, _____, hereby file a grievance complaint

to _____.

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 five school days from the date of this petition.

Student's Signature(s)

The student may be represented at the conference by an adult, but the student 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 student's right to the conference provided by the school, unless extenuating circumstances make it impossible for the student to appear.

SCHOOL'S RECORD

Date Received: _____ Date of Conference: _____

Place of Conference: _____ Time of Conference: _____

Comments: _____

Resolution: _____

Signature of School Representative