

DUE PROCESS FOR PARENT AND STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

- ❖ PARENT COMPLETES COMPLAINT AND GRIEVANCE FORM
- ❖ PARENT SUBMITS FORM TO PRINCIPAL
- ❖ PRINCIPAL RESPONDS AND RETURNS FORM TO PARENT
- ❖ IF PARENT IS NOT SATISFIED WITH PRINCIPAL'S RESPONSE, PARENT APPEALS TO SUPERINTENDENT
- ❖ SUPERINTENDENT MAKES A DECISION AND NOTIFIES PARENT
- ❖ IF PARENT IS NOT SATISFIED WITH SUPERINTENDENT'S DECISION, PARENT THEN APPEALS TO SCHOOL BOARD.

**DUE PROCESS POLICY FOR PARENT AND STUDENT
COMPLAINT AND GRIEVANCE FORM**

1. FOR USE BY PARENT OR STUDENT

NAME _____ DATE _____
HOME PHONE _____ WORK PHONE _____
ADDRESS _____
COMPLAINT _____

SIGNATURE _____

2. PRINCIPAL'S RESPONSE (To be completed within 5 school days)

RECEIPT DATE _____ DECISION DATE _____
NAME _____ 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 _____

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

RECEIPT DATE _____ DECISION DATE _____

ANSWER TO COMPLAINT _____

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 Morehouse Parish 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 Morehouse Parish School Board was not followed or because the following specific state or federal law was violated: _____

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 a specific policy of the Morehouse Parish School Board which was not followed or a specific state or federal law which was violated.