

FLEMING SCHOOL DISTRICT RE-3

Parent or Student Complaint Procedure

The School Board and Administration encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, staff member or administrator.

This complaint procedure has been designed to provide guidance to students and parents on the manner in which the Fleming School District receives and manages your complaint. We are committed to being consistent, fair and impartial when handling your complaint.

Concerns should be expressed as soon as possible to allow early resolution.

If an informal conference regarding a complaint fails to reach an outcome satisfactory to the student or parent, the student or parent may initiate the formal process by filing a written complaint. Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

We are committed to resolving your complaint within 10 business days of you filing your complaint, however, this may not always be possible on every occasion. Where we have been unable to resolve your complaint within 10 business days, we will inform you of the reason for the delay and specify a date when we will finalize your complaint.

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Complaint/Grievance Form

Date of Incident: _____ Time of Incident: _____

Name of Person Filing Complaint: _____

Address: _____ City _____ State _____

Phone Number: _____ Cell number: _____

Nature of Complaint:

What remedy or action are you requesting?

Resolution: _____

Complainant Signature: _____

Date: _____

Received by: _____

Date: _____