

WEBB CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Exhibit C PARENT/STUDENT COMPLAINT/GRIEVANCE

FNG (LEGAL) & (LOCAL)

Level Three Appeal Notice To Board of Trustees

To appeal a Level Two decision, or the lack of a timely response after a Level Two conference, please fill out this form completely and submit it by hand delivery, fax, e-mail, or U.S. mail to the Superintendent or designee within the time established in FNG (Local). Appeals will be heard in accordance with FNG (Legal) and (Local) or any exceptions outlined therein. Please be advised that you will not be allowed to present any new evidence at the Level Two and Level Three hearing, unless such evidence is presented at the Level One Conference. You will have ten (10) minutes to present your grievance at the Board meeting.

Grievant's information (All information is required) PLEASE PRINT

<u>Name</u>		
<u>Address</u>	<u>City/State</u>	<u>E-mail</u>
<u>Phone</u>		

If you will be represented in voicing your appeal, please identify the person representing you.

<input type="checkbox"/> Legal Counsel <input type="checkbox"/> Representative	<u>Name/Organization</u>
<u>Address</u>	<u>City/State</u>
<u>Phone</u>	<u>E-mail</u>

1. To whom did you present your complaint at Level Two?

Date conference was held: _____

2. Date you received the written response to the Level Two Conference: _____

3. Why do you disagree with the outcome of the Level Two response? Please explain in detail the following:

a. Specifically list the remedy or remedies requested, but not granted, at Level Two.

b. List the District policy/policies violated, misinterpreted, or misapplied:

4. Do you want the Board to hear this appeal in open session? _____
Please be advised that the Texas Open Meetings Act may prevent the Board from granting a request for open session if the grievance involves a complaint against a District employee.
5. Attach a copy of your original complaint and any documentation submitted at Level One and a copy or your Level Two appeal notice.
6. Attach a copy of the Level Two response being appealed, if applicable.

Complainant, please note:

A complaint form that is incomplete in any material may be dismissed, but may be re-filed with all the required information if the re-filing is within the designated time for filing a complaint. Please keep a copy of the completed form and any supporting documentation for your records. Please be advised that you will not be allowed to present any new evidence at future appeal hearing, unless such evidence is presented at the Level One conference. You will have ten (10) minutes to present your grievance.

Grievant's Signature

Date of Filing

Signature of Grievant's representative

Date

Superintendent's signature/Designee

Date Received