

Alachua County Public Schools, 620 East University Avenue, Gainesville, Florida 32601  
Student Support Services  
**Student Grievance Form**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
School: \_\_\_\_\_  
Parent/Guardian Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Statement of Grievance:

Desired Solution:

I. Person with whom Level I discussion held: \_\_\_\_\_ Date: \_\_\_\_\_

II. I request that this grievance be considered at Level II by the building principal. [After parent and student signature, this form should be delivered to the principal's office within five (5) days after the informal discussion.]

\_\_\_\_\_ Student Signature Date \_\_\_\_\_ Parent/Guardian Signature Date \_\_\_\_\_ Date Received

Decision of building principal (Level II): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Principal Signature

III. I request that this grievance be considered at Level III by the superintendent or designee. [After parent and student signature, this form should be delivered to the office of the Executive Director of ESE/Student Services within five (5) school days after receipt of principal's decision.]

\_\_\_\_\_ Student Signature Date \_\_\_\_\_ Parent/Guardian Signature Date \_\_\_\_\_ Date Received

Decision of Superintendent/Designee (Level III): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Signature

## **Grievance Procedures For Students and Parents/Guardians**

### **Student Right:**

- Students have a right to present a complaint regarding unfair treatment.

### **Student Responsibility:**

- Students have a responsibility to learn and follow procedures for filing complaints.

Grievance procedures are used to handle serious problems when students believe there has been a violation of the Code of Student Conduct, including due process. Except in instances where there is a clearly defined procedure other than the one described here, a student grievance may be pursued in order through three levels.

**Level I – Informal Discussion:** The student or parent/guardian should discuss the grievance with the person responsible for what the student or parent/guardian believes to be unfair treatment under the code of Student Conduct. The discussion should occur within five (5) school days of the time of the alleged unfair treatment. No grievance will be processed until after such informal discussion.

**Level II – School Principal:** If the grievance has not been resolved at the informal level, the parent/guardian and/or student may submit a completed Student Grievance form to the principal within five (5) school days of the Level I discussion. The principal will have five (5) school days after receipt of the grievance in which to hold a conference and give a written decision.

**Level III – Superintendent's Office:** If the grievance has not been resolved at Level II, the parent/guardian and/or student may, within five (5) school days after receipt of the principal's decision, submit the Student Grievance Form to the Executive Director of Student Services. Ms. Black will respond in writing within ten (10) school days after receipt of the grievance form.

Student grievance forms are available in each school's office. The superintendent's designee for coordinating all student grievances under this code is Ms. Kathy Black, Executive Director of Student Services. Ms. Black may be reached at 620 East University Avenue, Gainesville, FL 325601, 8 a.m. to 5 p.m. on school days. Telephone: 955-7671, x 222.