LA TIERRA COMMUNITY SCHOOL
Student/Parent Grievance Form

It is the intent of La Tierra Community School to provide a process for students and parents/guardians to address complaints involving violations of the La Tierra Community School School Wide Behavior and Discipline Protocol or other violations of law or policy directly affecting the rights of the complaining party to appropriate school personnel and to receive a prompt response to the complaint without fear of retaliation. It is also the intent of La Tierra Community School to protect students or personnel from unfair and unfounded accusations, to conduct a prompt and reasonable investigation, and to resolve any complaints in accordance with school policies and procedures. Complaints shall be investigated in a manner that protects the confidentiality of the parties. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Staff shall assist students and/or parents/guardians in completing the Student/Parent Complaint Form, as requested.

Date: _____

Name of Student / Complaining Party: _____

Parents: _____

Address: _____

Telephone: Home _____ Cell / Other _____

Does this complaint involve physical violence or the threat of physical violence or injury? ___No ___Yes

Date of Incident: _____ Time of Incident: _____ Location of Incident: _____
Did you report this incident? No Yes
If yes, to whom?_____
Print the name of the person/s your complaint is about, including names of students or others responsible or involved in the incident and names of witnesses, if applicable:

Provide a complete description / explanation of the complaint. Attach additional paper as needed.

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Describe any earlier efforts to resolve this matter or the reasons no such efforts were pursued.

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What specific remedy or corrective action are you seeking?

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Attach any additional documents related to this complaint.

Student's Signature: Date:

If you are completing this form on the behalf of a student, please print your name & relationship to the student:

Please submit this form to the School Director.

School Director is to respond to this complaint and provide student and parents with their remedy of the situation in writing.

In the case of a complaint against the school Director, please submit this form to the President of the School Governing Board (contact information available on school website and in the school office).