

## 219-AR STUDENT COMPLAINT PROCESS

I. General Guidelines

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor; and both shall attempt to resolve the issue informally and directly.

- A. For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:
  1. Specific nature of the complaint and a brief statement of relevant facts.
  2. Manner and extent to which the student believes s/he has been adversely affected.
  3. Relief sought by the student.
  4. Reasons why the student feels entitled to the relief sought.
- B. The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response.
- C. At each level the student shall be afforded the opportunity to be heard personally by the school authority.
- D. At each step the school authority hearing the complaint may call in the student's parent/guardian.
- E. The student may seek the help of a parent/guardian at any step.

Established: 4/13/2011

**MUHLENBERG SCHOOL DISTRICT  
STUDENT COMPLAINT PROCESS**

**Please complete this form and submit in accordance with Board Policy No. 219.**

1. The specific nature of the complaint and a brief statement of the facts giving rise to it:

---

---

---

---

---

2. The manner in which and extent to which the student believes she/he has been adversely affected:

---

---

---

---

---

3. The relief sought:

---

---

---

---

---

4. The reasons why you feel you are entitled to the relief sought:

---

---

---

---

---

---

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date