

EXHIBIT A

CHECKLIST FOR GRIEVANCE PROCESS

The administrator will:

- Receive the complaint form (original complaint or appeal) and indicate the date and time received on the notice. If the complaint is not filed with the appropriate administrator, note date and time received on the notice and immediately forward the complaint to the appropriate administrator.
- Determine whether the complainant is within the time frame to file the complaint or appeal. If the notice is outside the time frame, notify the complainant in writing of such case. [See Board policy FNG(LOCAL) regarding a series of complaints or when two or more complaints are of a similar nature.]
- Review Board policy FNG(LOCAL) to ensure that FNG is the appropriate complaint process. (Certain disciplinary consequences, discrimination, harassment, and the like, have their own complaint procedures.) Complaints in which only the Superintendent has authority shall begin at Level Two.
- Schedule and hold a conference with the complainant within ten business days of receipt of the written complaint if the complaint is submitted within the time frame.
  - If the conference cannot be scheduled within the allotted time frame, ask whether the complainant would agree to a delay. If mutual agreement is reached, document this fact in writing to the complainant.
  - Determine whether the complainant will be represented by an attorney during the conference. If the complainant is represented by an attorney, notify the assistant superintendent for business management to request an attorney to represent the District.
  - Confirm the date, time, and place with the complainant and the attorneys for both sides, if appropriate. If time permits, the confirmation should be in writing. All correspondence should be addressed to the complainant, unless an attorney is involved. In the case of attorney involvement, address the correspondence to the complainant's attorney and copy the complainant and the District's attorney.
  - At Levels One and Two, it is not required, but is recommended, that conferences be tape recorded. If the complainant brings a tape recorder, then the administrator is also required to tape record the conference. At Level Three, the conference must be tape recorded. A script should be provided to the Board President.
  - If the complainant did not initially complete a complaint form at Level One, provide the appropriate form and request it be completed before the conference so that specific complaints can be clearly addressed. Only those complaints will be carried forward if appealed to Level Two.
- Use the complaint form as a guide during the conference. The complainant should not address issues that were not brought forward in the original complaint. While other

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complaints might be discussed as side issues, they should not be addressed in the formal response for which an appeal may be later requested.

- Complete a conference report at Level One and Two.
- Conduct an investigation, if necessary. Document all findings.
- Request assistance from appropriate administrators as necessary to write a proper response.
- Notify the complainant of the decision(s) within ten business days following the conference and document receipt of notification
  - If oral notification, follow up with written confirmation to the complainant.
  - If written notification, send through certified mail (return receipt requested) or hand-deliver using a signed acknowledgment of receipt form. (A fax to an attorney is considered proof of receipt.)
  - Notification should include a copy of relevant Board policies, including the policy at FNG, to ensure the complainant is notified of the appeal process.
- Provide all documentation to the assistant superintendent for instruction regardless of whether the complaint is appealed to the next level.
  - If the complaint is appealed to Level Three, the assistant superintendent for instruction will forward all documentation to the Superintendent for inclusion in Board packets.