



Natchitoches Parish School Board

Due Process Procedures for Parent Complaints

There will be complaint forms at the schools for parents to fill out when they are not satisfied at the school level. The principal or designee will respond in writing to the complaint and steps taken before sending the form to the appropriate central office personnel, Director of Personnel, Child Welfare and Attendance Supervisor and/or Director of Special Education.

Central Office personnel will investigate the complaint and report findings to the parent and add a written report to the original complaint form sent to central office by the principal.

The next step in the due process procedure is the superintendent. The parent can request that the superintendent review the documentation presented by the principal and central office personnel. The superintendent can support the decision of the staff or agree to the request of the parent.

The parent can come before the board with a grievance against school personnel only after the due process procedure has been followed. The superintendent will present documentation of the investigation and recommendation to the board. The board can decline or agree to an executive session to hear the parent's grievance.

Citizens are allowed to fill out a form and speak before the board for three minutes only on active agenda items.

Complaint Form on Next Page



Natchitoches Parish School Board Parent Complaint Form

Name of Person Filing Complaint _____

Address _____

Phone _____

Name of Employee Complaint is Filed Against _____

Employee's Position _____

Board Policy / Procedure / Individual Rights Violated

Expected Outcome

Brief Summary of Complaint

Parent / Guardian Signature

Principal Signature

** This form is to be completed and given to the principal. The principal will attach a written response to the complaint and turn it in to the proper Central Office personnel.*