

Complaint Form – Public

(For Parents, Students, and Community Members)

Date of event leading to complaint: _____

To: _____

From: _____

First Name/Last Name

Address

City/State/Zip

Phone: _____

E-mail: _____

Person filing complaint:

_____ Parent/Guardian of minor student

_____ Student

_____ Community Member

Specifics of Complaint:

Describe, in your own words, the grounds for your complaint including all names, dates, and places necessary for a complete understanding of the Complaint. (e.g. what happened, when, where, and how it happened, and who was there)

(Please use additional sheets, if necessary, to describe your complaint fully.)

Direction / Understanding:

Whenever possible and appropriate, complaints directed to an individual should be discussed with that person prior to the filing of a written complaint.

1. Information regarding a student and/or employee must be kept confidential.
2. District policy and the law strictly prohibit retaliation against a complainant or any person participating in good faith in an investigation of a complaint.
3. All complaints should be filed in a timely manner. Discrimination complaints must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts supporting the alleged discrimination. All other types of complaints must be filed within one year of the date the complainant knew or should have known of the alleged conduct. Therefore, you must indicate the date, even if approximate, of the alleged violation. If the violation has occurred over a period of time or is continuing, please indicate the time period in question.

For complaints relating to Local Control and Accountability Plans ("LCAP"), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by the District.

A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

To whom have you spoken to regarding this complaint? (*Name of the employee(s), administrators, or other district officials.*)

What was the result of the discussion?

What remedy or solution do you seek?

Reason for Complaint: If you know your complaint falls within one of the following categories, please indicate which one below. If you are unsure, your complaint will still be processed, and staff will determine under which category and Board Policy your complaint is best investigated.

A. ☐ Complaint concerning District employee. (BP 1312.1) *Please specify employee name(s):*

B. ☐ Complaint concerning discrimination, harassment, intimidation or bullying based on (BP 1312.3)

(circle at least one)

race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information.

C. ☐ Complaint concerning insufficiency of textbooks or instructional materials, teacher vacancies or misassignments, or condition of school facilities. (BP 1312.4)

D. ☐ Complaint concerning sexual harassment. (BP 5145.7, 5145.71)

It is understood that additional information about this complaint may be requested from me (us) and if such information is available, I (we) will present it upon request.

I (we) certify under penalty of perjury that the foregoing is true and correct.

Executed the _____ day of _____, 20____.

Signature(s): _____

For District Use Only:

- ___ Complaint concerning District employee (1312.1)
- ___ Uniform Complaint Procedures (1312.3)
- ___ Williams Uniform Complaint Procedures (1312.4)
- ___ Title IX (5145.71)
- ___ Bullying (5131.2)

Comments: _____
