

## **Human Resource Services**

## **Complaint Form**

**For Office Use Only** 

Check One		Case #:							
☐ Employee ☐ A	Applicant	☐ Parent/Guardian	☐ Public	☐ Student*	☐ Anonymous				
Date (mm/dd/yy):	/	/ Re	sponse Requeste	ed: 🗆 Yes 🗀	] No				
Site/Location: Administrator:									
Course or Grade Level: Room Number or Location:									
Site/Location Address: Email address:									
Name of Complainant (Print):									
Complainant Address:									
Complainant Home/Wor	rk Phone:	Lo	cation:						
Please indicate the type of complaint below: (BP refers to Board Policy; E refers to Exhibit.)									
Employee/Applicat	nt: Employn	nent Discrimination/Ha	arassment (BP 13	312.3, 4144)					
□ Age □ Sex		Sexual Orientation	☐ Ethnic	☐ Ethnic Group Identification					
☐ Race ☐ Ancestr	y 🗆 1	National Origin	☐ Mental	☐ Mental or Physical Disability					
☐ Religion ☐ Color		Other:	☐ Employ	yee Complaint (Ba	P 4144)				
Student *									
☐ Student Complaint (BP 5144, 5145.7) ☐ Accommodations for lactating students (BP 5146) ☐ Educational rights of Foster Youth & Homeless students									
Parent/Public									
☐ Complaint Concerning Schools (BP 1312) ☐ Complaint Concerning District Employee(s) (BP 1312.1)									
☐ Discrimination in Programs (BP 4144) ☐ Complaint Concerning Instructional Material (BP 1312.2)									
Parent/Public: Williams Case Complaint Concerning Deficiencies Related to (BP 1312.4, E[1] 1312.4):									
Instructional Materials	<ul> <li>□ A pupil, including an English Learner, does not have standards-aligned textbooks or instructional materials or state-adopted textbooks or other required instructional materials to use in class. (EC 35186[e][1][A], T5CCR 4681)</li> <li>□ A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials. (EC 35186[e][1][B], T5CCR 4681)</li> <li>□ Textbooks or instructional materials are in poor or unusable condition, having missing pages, or are unreadable due to damage. (EC 35186[e][1][C], T5CCR 4681)</li> </ul>								
	instruc	A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials. (T5CCR 4681)							

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Parent/Public: Williams Case Complaint Concerning Deficiencies Related to: (BP 1312.4, E[1] 1312.4): (continued)						
Teacher Vacancy or Misassignments	A semester begins and a teacher vacancy exists. (A position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.) (EC 35186[e][2][A], T5CCR 4682)					
	☐ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20% English learner pupils in the class. (EC 35186[e][2][B], T5CCR 4682)					
	☐ A teacher assigned to teach a class for which the teacher lacks a subject matter competency. (EC 35186[e][2][C], T5CCR 4682)					
Conditions of Facilities	A condition poses an urgent or emergency threat to the health or safety of pupils or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate. (EC 17592.72, T5CCR 4683)					
	☐ A school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (EC 35292.5[a][1])					
	☐ The school has not kept restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when temporary closing of the restroom is necessary for pupil safety or to make repairs. (EC 35292.5)					
Employee/Parent/Student/Public: Other Uniform Complaint Procedures claims (1312.3)						
☐ Assignment of student courses they have previou	s to courses without educational content for more than one week per semester or to sly completed					
☐ Physical educational instructional minutes in elementary schools						

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1.       2.								
Date of Occurrence (mm/dd/yy): /		/ Time:		Witness:				
	Age (if ap	plicable):	Sex:	☐ Male	☐ Female			
e Compl	aint: (Include	e as much info	rmation you fe	el is necessa	ry. Attach			
:								
	2. /	2.  / /  Age (if ap	Z.  / / Time:  Age (if applicable):  c Complaint: (Include as much info	Z.  / Time: Witness  Age (if applicable): Sex:  c Complaint: (Include as much information you fe	Z.  / Time: Witness:  Age (if applicable): Sex:  Male  e Complaint: (Include as much information you feel is necessa			

<u>Note:</u> If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (CCR 4652)

UNIFORM COMPLAINT PROCEDURES SHALL BE AVAILABLE FREE OF CHARGE. PHONE NUMBERS ARE LISTED ABOVE TO REQUEST COPIES OF THE PROCEDURE.

<sup>\*</sup>Return student complaints to: Student Hearing and Placement Department, 5735 47<sup>th</sup> Avenue, Sacramento, CA 95824, through District Mail to Box Number 760, fax to (916) 399-2029, phone (916) 643-9425.

Return all other complaints to: Human Resource Services, 5735 47<sup>th</sup> Avenue, Sacramento, CA 95824, through District Mail to Box Number 770, fax to (916) 399-2016, phone (916) 643-9050.