

Response Requested?  
 Yes    No

**Rescue Union School District**  
 2390 Bass Lake Road, Rescue, CA 95672  
 Office: 530.677.4461 Fax: 530.677.0719

For Office Use Only  
 Received: \_\_\_\_\_  
 By: \_\_\_\_\_

## COMPLAINT FORM

Name of Complainant (Print): \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Today's Date (mm/dd/yy):    /    /    Email: \_\_\_\_\_

Complainant's Role (Check One):    Employee    Employee Applicant    Student    Parent/Guardian    Public    Other:

Complainant's Site/Location (if applicable): \_\_\_\_\_

Please indicate the type of complaint below by checking all that apply: (Note—"BP" refers to Board Policy; "AR" refers to Administrative Regulation, "E" refers to Exhibit.)

GENERAL	WILLIAMS SETTLEMENT	POLICIES AND REGULATIONS
<p><b>Discrimination</b>            (Refer to BP &amp; AR 1312.3 - Uniform Complaint Procedures)</p> <p><input type="checkbox"/> Age  <input type="checkbox"/> Sex (actual or perceived)  <input type="checkbox"/> Sexual Orientation  <input type="checkbox"/> Gender  <input type="checkbox"/> Ethnic Group Identification  <input type="checkbox"/> Race  <input type="checkbox"/> Ancestry  <input type="checkbox"/> National Origin  <input type="checkbox"/> Religion  <input type="checkbox"/> Color  <input type="checkbox"/> Mental or Physical Disability  <input type="checkbox"/> Harassment, Intimidation or Bullying</p> <p><b>Schools/Program</b></p> <p><input type="checkbox"/> Complaint Concerning School            (Refer to BP 1312)</p> <p><input type="checkbox"/> Complaint Concerning Instructional Material            (Refer to BP/AR &amp; E 1312.2)</p> <p><input type="checkbox"/> Complaint Concerning Programs            (Refer to BP 0410 and Guide to Categorical Programs Complaints)</p> <p><input type="checkbox"/> Complaint Concerning Educational Rights of Foster Youth and Homeless Students (Refer to BP/AR 6173, 6173.1)</p> <p><input type="checkbox"/> Complaints Concerning Unlawful Student Fees (Refer to BP 3260)</p> <p><b>Employee</b></p> <p><input type="checkbox"/> Complaint about an Employee (Refer to BP/AR 1312.1)            Employee Name: _____</p>	<p>(Refer to AR &amp; E 1312.4 - Williams Uniform Complaint Procedures)</p> <p><input type="checkbox"/> Emergency or Urgent Facilities Conditions (that pose a threat to the health or safety of students or staff)</p> <p><input type="checkbox"/> Cleanliness or Maintenance of Facilities</p> <p><input type="checkbox"/> Insufficiency of Instructional Materials</p> <p><input type="checkbox"/> Teacher Vacancy or Misassignment</p> <p>Teacher Name: _____</p> <p>Site: _____</p> <p>Grade: _____</p> <p>Course (if applicable): _____</p> <p>Other: _____</p>	<p>Please indicate if you would like a copy of Board Policy (BP), Administrative Regulation (AR) or Exhibit (E) as follows:</p> <p><input type="checkbox"/> BP 0410: Philosophy, Goals, Objective and Comprehensive Plans - Nondiscrimination in District Programs and Activities</p> <p><input type="checkbox"/> BP/AR 0460 Local Control Accountability Plan</p> <p><input type="checkbox"/> BP 1312: Community Relations – <i>Complaints Concerning the Schools</i></p> <p><input type="checkbox"/> BP/AR 1312.1: Community Relations – <i>Complaints Concerning District Employees</i></p> <p><input type="checkbox"/> BP/AR/E 1312.2: Community Relations – <i>Complaints Concerning Instructional Materials</i></p> <p><input type="checkbox"/> BP/AR 1312.3: Community Relations – <i>Uniform Complaint Procedures</i></p> <p><input type="checkbox"/> AR &amp; E 1312.4: Community Relations – <i>Williams Uniform Complaint Procedures</i></p> <p><input type="checkbox"/> BP 3260 Fees and Charges</p> <p><input type="checkbox"/> BP/AR 4119.11, 4219.11 or 4319.11: <i>Personnel – Sexual Harassment</i></p> <p><input type="checkbox"/> BP 4119.1, 4219.1 or 4319.1: <i>Personnel – Civil and Legal Rights</i></p> <p><input type="checkbox"/> BP 5131.2 Bullying</p> <p><input type="checkbox"/> BP/AR 5144: <i>Students – Discipline</i></p> <p><input type="checkbox"/> BP 5145.3: <i>Students – Nondiscrimination/Harassment</i></p> <p><input type="checkbox"/> BP/AR 5145.7: <i>Students – Sexual Harassment</i></p> <p><input type="checkbox"/> BP 5145.9: <i>Students – Hate-Motivated Behavior</i></p> <p><input type="checkbox"/> BP/AR 6173 Education for Homeless Children</p> <p><input type="checkbox"/> BP/AR 6173.1 Education for Foster Youth</p> <p><input type="checkbox"/> <i>Guide to Categorical Programs Complaints</i></p> <p>Other: _____</p> <p>Date Provided: _____            By: _____</p>

Person/s Involved in Complaint: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Date of Occurrence (mm/dd/yy):    /    /    Time: \_\_\_\_\_ Witness \_\_\_\_\_

Ethnicity (if applicable): \_\_\_\_\_ Age (if applicable): \_\_\_\_\_ Sex (if applicable):    Male    Female

Briefly Describe Complaint (Please attach additional pages if necessary to fully describe the complaint):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Briefly Describe Efforts to Resolve Complaint:  
 \_\_\_\_\_  
 \_\_\_\_\_

Complainant's Requested Remedy:  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

## WHAT IS A COMPLAINT?

A complaint is a written and signed statement alleging a violation of a federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, or bullying. A complaint must be filed by way of the Uniform Complaint Procedures (UCP) as written in the *California Code of Regulations*, Title 5, sections 4600-4687. Issues that may involve filing a complaint using the UCP are under various state and federal programs that use categorical funds such as Adult Education, After School Education and Safety, Agricultural Vocational Education, American Indian Education Centers, American Indian Early Childhood Education, Career Technical Education, Child Care and Development, Consolidated Categorical Aid, Foster Youth Services, Local Control Funding Formula and Local Control Accountability Plans, Migrant Education, Nutrition Education, Regional Occupational Centers, School Facilities, Special Education, Tobacco-Use Prevention Education, and Unlawful Pupil Fees.

Williams Settlement complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or misassignment may be filed anonymously. Schools shall have a complaint form available for these types of complaints. Schools will not reject a complaint if the form is not used as long as the complaint is submitted in writing.

Not all complaints fall under the scope of the UCP. Many concerns are the responsibilities of the local agencies, including, hiring and evaluation of staff, employee relations, classroom assignments, student advancement and retention, selection/provision of textbooks and materials, student discipline, provision of core curricula subjects, facilities, graduation requirements, homework policies and practices, use of general education funds and dress codes and school uniforms.

Source: <http://www.cde.ca.gov/re/cp/uc/> (downloaded 07/12/16)

For further information, please contact the Rescue Union School District Director of Human Resources at (530) 672-4814.