

Response Requested?  
 Yes  No

Rescue Union School District  
 2390 Bass Lake Road, Rescue, CA 95672  
 Office: 530.677.4461 Fax: 530.672-2970

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</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><b>Employee</b></p> <p><input type="checkbox"/> Complaint about an Employee (Refer to BP &amp; 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 Mis-assignment</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 1312: Community Relations – <i>Complaints Concerning the Schools</i></p> <p><input type="checkbox"/> BP &amp; AR 1312.1: Community Relations – <i>Complaints Concerning District Employees</i></p> <p><input type="checkbox"/> BP / AR &amp; E 1312.2: Community Relations – <i>Complaints Concerning Instructional Materials</i></p> <p><input type="checkbox"/> BP &amp; 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 &amp; 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 and 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 and 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"/> <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 statement alleging discrimination, harassment, or a violation of a federal or state law or regulation. 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, Career Technical Education, Child Development, Consolidated Categorical Programs, Indian Education, Migrant Education, Nutrition Education, and Special Education.

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.

Valenzuela Settlement (Assembly Bill 347) requires school districts that receive intensive instructions funds to post a notice in Grades 10 to 12 classrooms and provide an area on the complaint form for alleging a lack of opportunity to receive intensive instruction and services for pupils who have not passed one or both parts of the high school exit exam by the end of 12th grade.

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, 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 07/21/08)

For further information, please contact the Rescue Union School District Assistant Superintendent of Curriculum and Instruction at (530) 672-4811.