

VAL VERDE UNIFIED SCHOOL DISTRICT

COMPLAINT REPORT

TO: _____
Employee's Supervisor _____ Date _____

FROM: _____
Name of Complainant

ADDRESS OF COMPLAINANT: _____

PHONE: _____
Home _____ Work _____

COMPLAINT AGAINST ACTIVITY OR EMPLOYEE _____

NATURE OF COMPLAINT (Please explain where the incident occurred, what happened, who was involved, and any other related facts that you feel are important.)

REMEDY SOUGHT:

Signature of Complainant

Submit in triplicate

Community Relations

Complaints Concerning School Personnel

Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. If the complaint is not resolved at this level, the complainant is requested to put the complaint into writing and to direct it to the employee's administrative supervisor, or principal. If the complaint, after review by the supervisor, remains unresolved, the supervisor shall refer the written complaint, together with the supervisor's report and analysis of the situation, to the superintendent or his or her designee. The superintendent's decision shall be final unless the complainant, the employee, or the superintendent requests a closed hearing before the governing board on the complaint. If the employee so requests, an open hearing will be held.

Every effort should be made to resolve the complaint at the earliest possible stage. In any event, the complaint must be resolved within thirty (30) days of the initial complaint.

Failure of the complainant to put the complaint into written form will be considered by the district as a dropping of the complaint.

Hearing

No hearing, either open or closed, will be held by the governing board on any complaint unless and until the board has received the superintendent's written report concerning the complaint. The superintendent's report shall contain, but not be limited to, the following.

1. The name of each employee involved.
2. A brief but specific summary of the nature of the complaint and the facts surrounding it, sufficient to inform the governing board and the employee(s) as to the precise nature of the complaint and to allow the employee(s) to prepare a defense.
3. A true copy of the signed original of the complaint itself.