

PLEASANTON UNIFIED SCHOOL DISTRICT COMPLAINT FORM

DIRECTIONS: This form is to be used only after informal discussion between the complainant and the employee about whom the complaint is being made failed to resolve the issue.

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Student Name (if applicable): _____ Grade: _____

School Name (if applicable): _____

Name of employee about whom the complaint is being made:

Date the event/incident occurred: _____

Date of informal resolution meeting (if applicable): _____

Name of parties who attended the informal resolution meeting: _____

Details of the complaint (attach appropriate supporting documents):

Specific remedy sought

I declare and under penalty of perjury under the laws of the State of California, that I have made true, correct and complete answers and statements on this complaint form and/or any attachment to this complaint form.

Signature

Date

Received by

Date

Submit to: All complaints related to district personnel other than administrators shall be submitted to the principal or immediate supervisor. Complaints related to a principal or central office administrator shall be submitted to the Assistant Superintendent, Human Resources, 4665 Bernal Avenue, Pleasanton, California 94566-7498. Complaints related to a Board member or to the Superintendent shall be submitted to the Board of Trustees, 4665 Bernal Avenue, Pleasanton, California 94566-7498.

PLEASANTON UNIFIED SCHOOL DISTRICT
COMPLAINT APPEAL FORM

<p>DIRECTIONS: This form is to be used to appeal a decision regarding a complaint about an employee of the school district. It must be submitted after receiving the decision of the principal or supervisor. Attach a copy of the decision(s).</p>
<p>For appeals related to district personnel other than administrators, submit the appeal form to the Assistant Superintendent, Human Resources, 4665 Bernal Avenue, Pleasanton, California 94566-7498. For appeals related to district administrators, submit the appeal form to Superintendent, 4665 Bernal Avenue, Pleasanton, California 94566-7498.</p>
<p>Date you received the decision from the principal or supervisor: _____</p>

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Student name (if applicable): _____ Grade: _____

School name (if applicable): _____

Name of employee about whom the complaint is being made:

Aspects of the decision you want to appeal:

Provide supporting rationale for your appeal:

Specific remedy sought:

I declare and under penalty of perjury under the laws of the State of California, that I have made true, correct and complete answers and statements on this complaint form and/or any attachment to this complaint form.

Signature

Date

Received by

Date

Pleasanton Unified School District

Flow Chart For Complaints Concerning District Employees
Board Policy/Administrative Regulation 1312.1

(NOTE: Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law, Board policy and administrative regulation.)

LEVEL	PRESENTS COMPLAINT TO	TYPE OF COMPLAINT	NUMBER OF CALENDAR DAYS TO FILE	NUMBER OF CALENDAR DAYS TO RESPOND
INFORMAL	PERSON AGAINST WHOM COMPLAINT IS MADE	INFORMAL DISCUSSION	N/A	N/A
FORMAL	EMPLOYEE'S IMMEDIATE SUPERVISOR OR PRINCIPAL; ASSISTANT SUPT.	FORMAL IN WRITING	<u>THIRTY (30) DAYS FROM INCIDENT</u>	<u>SIXTY (60) DAYS FROM FILING</u> (Written Response Required)
APPEAL	ASSISTANT SUPT., HUMAN RESOURCES, OR DESIGNEE	APPEAL IN WRITING	FIFTEEN (15) DAYS FROM RECEIPT OF WRITTEN DECISION	THIRTY (30) DAYS FROM APPEAL (Written Response Required)
APPEAL: REQUEST TO ADDRESS BOARD	BOARD OF TRUSTEES	VERBAL OR IN WRITING	N/A	NO DESIGNATED TIME FOR THE BOARD TO RESPOND.

Pleasanton Unified School District
Summary Chart of Complaint Policies

COMPLAINT PROCEDURES	APPLICABLE BOARD POLICY	NOTE
COMPLAINTS CONCERNING DISTRICT EMPLOYEES	1312.1	This form is for use by anyone who wishes to file a complaint concerning a district employee. AR1312.1/BP 1312.1 Complaint & Appeal Forms
COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS	1312.2	This policy is for use only by district employees, district residents, or parents/guardians of children enrolled in a district school to challenge the content or use of an instructional material. Any complaint concerning the sufficiency/availability of textbooks/instructional materials must be resolved using Williams uniform complaint procedures (BP/AR 1312.4) AR 1312.2 Request Form
UNIFORM COMPLAINT PROCEDURES	1312.3	Complaints addressed under this procedure are written statements by anyone alleging any of the following: discrimination, harassment, intimidation and/or bullying or a violation of a federal or state law or regulation, including noncompliance with laws relating to pupil fees.
WILLIAMS UNIFORM COMPLAINT PROCEDURES	1312.4	This form is for use by anyone who wishes to file a complaint related to any of the following: Complaints related to sufficiency of instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, teacher vacancy or misassignment, and/or intensive instructional services not being provided to pupils who have not passed one or both parts of the high school exit examination at the end of grade 12 are handled under this procedure. AR1312.4.complaintform

Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law.

Board Approved 2/9/23