

Dinuba Unified Schools Public Complaint Procedure Form
(for parents, students and community members)

Response requested: Yes No

Name: _____ Address: _____

Phone Number: Day: _____ Evening: _____

For Textbooks, instructional materials, facilities, teacher vacancy or misassignment and CAHSEE complaints, please use the Williams Uniform Complaint Form.

Issue of complaint (please check all that apply):

- District Employee (BP 1312.1)**
- Discrimination (BP 0410, BP 1312.4)**
- Harassment (BP 5145.3)**
- Sexual Harassment (BP 5145.7)**
- Bullying (BP 5131.2)**
- Other – Please Specify** _____

Date of Problem: _____

Location of Problem (School Name, Address, and Room Number or Location): _____

Grade Level: _____ Teacher Name: _____

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation.

Direction/Understanding:

Whenever possible, complaints directed to an individual should be discussed with that person prior to the filing of a written complaint.

1. Information regarding a student and/or employee must be kept confidential.
2. District policy and the law strictly prohibit retaliation against a complainant or any person participating in good faith in an investigation of a complaint.
3. All complaints should be filed in a timely manner.

To whom have you spoken to regarding this complaint? (i.e. name of the employee(s) against whom the complaint is made, his/her principal, supervisor or other district official)

What was the result of the discussion?

Additional Comments:

What remedy or solution do you seek?

It is understood that additional information about this complaint may be requested from me/us and if such information is available, I /we will present it upon request.

I /We also understand that if a hearing is conducted regarding this complaint by the Dinuba Unified School District, such hearing will be open to all parties involved in the matter. Under certain circumstances, employees may request hearings be open to the public. Further, I understand that the Dinuba Unified Governing Board will be the final arbitrator, unless existing state and/or federal statutes or regulations provide for additional appeal procedures.

I /We certify under penalty of perjury that the foregoing is true and correct. Executed this _____ day of _____, 20__ at Dinuba, California.

Signatures:

Please file this complaint at the following location:

Asst. Superintendent
Dinuba Unified School District
1327 E. El Monte Way
Dinuba, CA 93618
Telephone: (559) 595-7200

For Office Use Only:

Received by: _____ Date: _____

Routed to: _____ Met with Complainant on: _____

Complaint Resolved (date & initial): _____