COMPLAINTS CONCERNING DISTRICT EMPLOYEES

This form is for use only by District residents, or parent/guardians of children enrolled in Romoland School District. This complaint form is for complaints against school site administrators, certificated staff, or classified staff.

Please complete this form (print or type) and submit to the attention of:

Director of Human Resources

Romoland School District, 25900 Leon Road

Homeland, CA 92548

Section I:	
Name	
Address	
Telephone: Daytime	Evening
Section II:	
Please briefly describe the specific complaint.	Include all facts surrounding the complaint.

REV: 09/12/13

COMPLAINTS CONCERNING DISTRICT EMPLOYEES (continued)

Section III:
Please describe the specific steps taken to resolve the complaint. List attempts to discuss the complaint with the school principal or designee, or immediate supervisor. Include dates, if possible.
Section IV:
1. As noted in Board Policy 1312.1 and Administrative Regulation 1312.1(b) the person assigned to investigate the complaint has 30 days in which to respond to the complainant.
2. The complainant may appeal a decision by the principal or immediate supervisor to the superintendent or designee who will attempt to resolve the complaint within 30 days.
3. Complainants should consider and accept the decision of the superintendent or designee as final. However, the complainant, the employee, or the superintendent or designee may ask to address the Board of Trustees regarding the complaint.
Signature of Complainant
Date

Exhibit ROMOLAND SCHOOL DISTRICT
Version: October 11, 2011 Homeland, California

pwales/Documents/Word/Board Policies/Exhibits/1312.1 – Complaints Concerning District Employees