

East Whittier City School District Complaint Procedures



Complaint Against Employee Procedure

Function:

To lodge a complaint against an employee for misapplication of policies, regulations, rules or procedures.

Procedure:

Informal Stage

- Redirect complainant to the person against whom the complaint is lodged
- If unresolved, complainant is requested to seek, within 10 days, the help of the supervisor/principal prior to formalizing the complaint in writing

Formal Stage

- After review by administrator, if the complaint remains unresolved, the administrator shall (within 10 working days) refer the written complaint, together with his/her report analyzing the situation, to the Superintendent
- Superintendent will make a final decision regarding the outcome of the complaint

Function:

To lodge a complaint against an employee for unprofessional conduct, report incident to the principal.

Intent: Every effort will be made to resolve the complaint at the lowest possible level.

Complaints Against Student Discipline/Permits

Function:

To lodge a complaint regarding student discipline, attendance, and permits.

Procedure:

Complaint is placed online under the Student Services Department.

Williams Complaint Procedure

Function:

To lodge a complaint related to:

- Insufficiency of books/Instructional Materials
- Unsafe/unclean condition of facilities
- Misassignment of teacher (Credentialing issue – ESSA)

Procedure:

- Form can be obtained online, in the school office and/or at the District office
- Complaint is filed with principal
- Principal immediately informs appropriate office or department of issue
- Principal informs Superintendent's Office
- Principal reviews complaint and responds within 10 days

Requirements:

- Complaint procedures must be posted in all classrooms and in school office
- Complaint forms must be available in school office
- District has 20 days to fix the problem and total of 30 days to resolve the issue (including the 10 days for the principal to respond)

Intent: To ensure that District materials, facilities, and instructional staff meet Williams Requirement standards

Uniform Complaint Procedure

Function:

To lodge a complaint on the grounds of discrimination related to any of the following:

- Sex
- Age
- Religion
- Color
- Ethnic Identification
- Physical or mental disability

which is a violation of State and Federal law governing:

*Special Education
Categorical Programs
Child Nutrition*

Complaints of noncompliance of the implementation of the Local Control Funding Formula and/or Local Control Accountability Plan may be filed with the Assistant Superintendent of ESS.

Procedure:

- Complaint is filed in writing with the Assistant Superintendent of Educational Support Services
- Assistant Superintendent of Educational Support Services will investigate complaint
- Within 60 days of receiving the complaint, the District's investigation and decision will be prepared and sent to the complainant

Intent: To ensure compliance with all State and Federal laws governing Special Education, LCAP, Categorical Programs and Child Nutrition.