

Uniform Complaint Procedure Complaint Against a District Employee

In accordance with the District's Uniform Complaint Procedures (5 CCR 4620) each school district shall follow uniform complaint procedures when addressing complaints against a district employee. (BP 1321.1)

BONSALL UNIFIED SCHOOL DISTRICT, 31505 Old River Road, Bonsall, CA 92003
Attn: Dr. Justin Cunningham, Superintendent

I. Contact Information:

Name: _____
Address: _____
City: _____ Zip: _____
Home Phone: _____ Work or Cell Phone: _____

II. Complainant

You are filing this complaint on behalf of: _____
 yourself your child/student another student a group

III. School Information

School Name: _____
Principal's Name: _____
Address: _____ City: _____

IV. Complainant Acknowledgement

I, the Complainant, understand that:

1. The District may request further information about this complaint, and if such information is available, I shall present it upon request.
2. A copy of this complaint will be given by the District to the employee(s) against whom this complaint is being made, and he/she/they will be given the opportunity to respond in writing to this complaint and that I will receive from the District a copy of such response.
3. If a hearing is held on this complaint, it will be held in executive session with press and public excluded, and I will be informed of the time, date and place such hearing will be held.

V. Details of Complaint

Please answer the following questions to the best of your ability. Attach additional sheets of paper if you need more space.

Please **describe** the situation you experienced, including the events or actions, in as much detail as possible:

List the **people** involved:

List any **witnesses** of the incident:

Describe the **location where** the incident occurred:

What steps, if any, have you taken to resolve this issue before filing a complaint?

How does complainant request that this issue be resolved?

Signature of person filing complaint

Date

Received by:

Date Filed:

Title:

Please provide a duplicate copy to the complainant.