HEMET UNIFIED SCHOOL DISTRICT
Complaint Form
For Board Policy and/or Administrative Regulations
(1312.3, 1312.4,1312.5, 4030, 4144/4244/4344)

Date Received_____

For use with all District complaint procedures except the Instructional Materials (See BP/AR/E 1312.2), Sexual Harassment procedures (See BP/AR/E 4119.11/4219.11/4319/11/5145.7) and Williams Uniform Complaints (See AR/E 1312.4). Please refer to the appropriate policy and regulation for timelines and other information.

It is the philosophy of the Hemet Unified School District to secure, at the lowest possible administrative level, equitable responses to complaints. The District prohibits all retaliation against complainants or participants in complaint procedures.

Check appropriate Step: **Step 2_____ Immediate Supervisor** **Step 3_____ Supt./Designee** **Step 4_____ Governing Bd.**

_____ Complaint is concerning a district employee. Employee's Name: _____

Position: _____ Location: _____

_____ Complaint is concerning a: Program, Curriculum, Policy, Procedure or Student Fees and not an employee.

Program etc.: _____ Location:_____

Complainant's Name (If parent/guardian, include child's name):_____

_____

Complainant's Address:_____

Complainant's Telephone Number:_____

Description of the alleged violations, including the time, place, nature, participants in and witnesses to the alleged violation. Include laws, regulations, policies, or procedures allegedly violated if known. (If more space is needed, please attach additional sheets.)

_____
_____
_____

Indicate the remedy sought and assistance we can provide.

_____
_____
_____

_____ _____
Complainant's signature Date

Complainants may, in some circumstances, have the right to appeal decisions to the California Department of Education, or to seek review by the U.S. Department of Education, Office of Civil Rights, or may seek civil remedies for allegations of employment discrimination through the U.S. Equal Employment Opportunity Commission and California Dept. of Fair Employment and Housing. See applicable policies and regulations.

This complaint form can be obtained free of charge at the school or district office. You may also download a copy of the form from the following web site: http:/www.hemetusd.k12.ca.us/faq/parents_complaint/pdf

Revised March 2013