

McCabe Union Elementary School District

GENERAL COMPLAINTS CONCERNING DISTRICT SCHOOLS OR EMPLOYEES

[BOARD POLICY AND ADMINISTRATIVE REGULATION 1312.1]

Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns. If a complainant is unable or unwilling to resolve the complaint directly with the employee, he/she may, but is not required to, submit a written complaint to the employee's immediate supervisor or the principal. All complaints related to district personnel, other than a principal or central office administrator, shall be submitted in writing to the principal or immediate supervisor. The Superintendent or designee shall determine whether a complaint should be considered a complaint against the District or a school site, employee, and the appropriate procedure to be utilized for resolution of the complaint. [1312.1 AR]

Filed By: _____ Date: ____/____/____
[PRINT NAME OF COMPLAINANT] MM DD YYYY

Mailing Address: _____ Phone: (____) _____

E-Mail: _____

A written complaint shall include the following, attach additional documentation as needed:

- a) Full name of each employee involved: _____
- b) A brief but specific summary of the complaint and the facts surrounding it: _____

- c) A specific description of any prior attempt to discuss the complaint with the employee(s) and the failure to resolve the matter: _____

When a written complaint is received, the employee(s) against whom the complaint has been filed shall be notified within ten (10) working days.

Please return this complaint form and all correspondence to: **McCabe Union Elementary School District**

<u>HR DEPARTMENT USE</u>	
<input type="checkbox"/> FC# _____	DATE RECEIVED
<input type="checkbox"/> BP/AR _____	
<input type="checkbox"/> DD: ____/____/____	
<input type="checkbox"/> Rcvd By: _____	

Laura Dubbe
Superintendent

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