



Case # _____

ADELANTO ELEMENTARY SCHOOL DISTRICT
11824 Air Expressway, Adelanto CA 92301 (760) 246-8691 | Fax (760) 246-4259
COMPLAINT FORM

PLEASE TYPE OR PRINT

Your Name: _____

Date: _____

Address: _____

Telephone: _____

I am a: Parent Pupil Employee Community Member Other: _____

My complaint is about a: Person Program Activity Specify: _____

Uniform Complaints

(Check any box that applies below)

- | | | |
|--|--|--|
| <input type="checkbox"/> Bilingual Education | <input type="checkbox"/> Special Education Programs | <input type="checkbox"/> School Safety Plans |
| <input type="checkbox"/> Pupil Fees | <input type="checkbox"/> Consolidated Categorical Aid Programs | <input type="checkbox"/> State Preschool |
| <input type="checkbox"/> Unlawful Discrimination | <input type="checkbox"/> Child Nutrition Programs | <input type="checkbox"/> After School Education and Safety |
| <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Tobacco-Use Prevention Education | <input type="checkbox"/> Physical Education Instructional Minutes |
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Local Control Accountability Plans | <input type="checkbox"/> Foster Care/Homeless Student Educational Rights |

Other Complaints

(Check any box that applies below)

- | | | |
|---|--|---|
| <input type="checkbox"/> Against District Employee | <input type="checkbox"/> Employee vs. Employee | <input type="checkbox"/> Pupil Complaints |
| <input type="checkbox"/> Improper Governmental Activity | | |

*** For "Williams" complaints, use Education Code Section 35186 Williams Complaint Form ***

Explain the nature of your complaint. Please print or type below (or attach statement). Provide names, dates, times, places, whether any witnesses were present, etc. (Attach additional sheets if necessary).

I have attached supporting documents: No Yes

Have you discussed your complaint with any school district personnel? No Yes

If yes, name(s): _____

What was the result? _____

I understand that by filing this complaint, I authorize the school district to investigate and disclose such information as may be reasonably necessary to investigate and resolve this complaint. I understand that the school district may request further information about this matter, and if such information is available, I agree to provide it upon request. I also understand that a copy of this complaint may be given to the employee or supervisor against whom the complaint is made (if applicable). I acknowledge that the school district prohibits retaliation or harassment against any individual, parent/guardian or the child of a parent/guardian who submits a complaint.

Signature

Date Signed

DESCRIPTIONS

Complainants are encouraged, where possible, to resolve their complaints informally at their school or work site or through the District Office. Further explanation of the District's complaint policy is available at Child Welfare & Attendance Services (760) 246-8691 x10667

Uniform Complaints

Special Education Programs: Complaint concerning compliance with state and federal laws regarding special education services and programs.

Consolidated Categorical Aid Programs: The District shall investigate complaints of non-compliance with District, state and/or federal programs such as: federal Title I through VI programs and state programs.

Child Care and Development Programs: Concerns regarding program implementation, services or accommodations for a pupil.

Child Nutrition Programs: Complaints regarding pupil nutrition, participation guidelines, services, qualifications, etc.

School Safety Plans: Complaint regarding non-compliance with or lack of a comprehensive school safety plan for school sites.

Unlawful Discrimination: Complaints regarding discrimination on the basis of actual or perceived sex, sexual orientation, gender, genetic information, ethnic group identification, race, ancestry, age, national origin, religion, color, or mental or physical disability, or association with individuals or groups having any of these characteristics.

Pupil Fees: Complaints regarding the assessment of unlawful fees to pupils.

Sexual Harassment: Sexual harassment is a form of unlawful discrimination and includes unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal, visual, or physical conduct of a sexual nature made by someone in the workplace or in an educational setting. *Sexual harassment complaints will be handled in a confidential manner respecting the privacy of all parties to the fullest extent possible.*

Bullying: Complaints regarding systematic and chronic infliction of physical or psychological harm on a pupil.

Foster Care/Homeless Student Educational Rights: Denial of immediate enrollment; to remain in school of origin; enrollment in a comprehensive school; partial credit; state graduation requirements; 5th year enrollment, or access to resources, services, or activities.

Other Complaints:

Improper Governmental Activity: Notification can be made to the District if an employee has information regarding possible noncompliance with or violations of state or federal statutes, rules, or regulations by a District employee that is economically wasteful or involves gross misconduct or inefficiency.

Pupil Complaints: Complaints from pupils regarding alleged misapplication of policies, rules, regulations or procedures.

Complaints pertaining to child abuse will be referred to the appropriate county office. Other complaints not covered under this form may be referred to the appropriate District office for internal resolution or to a state or federal agency, as appropriate. Allegations of unlawful employment discrimination may also be filed with the state DFEH office or the federal EEOC offices. Allegations of unlawful discrimination pertaining to pupils may also be filed with the U.S. Department of Education, Office for Civil Rights.