

**Lemoore Union Elementary School District
COMPLAINTS AGAINST DISTRICT EMPLOYEES**

Please complete all information. *If you need help completing the form, please call 924-6800.*

Name of Complainant: _____ Date: _____

Name of Parent if not Complainant: _____ Phone: (day) _____

Address: _____ Phone: (evening) _____

School Site: _____

I am filing a complaint against the following District employee. The employee's name is:

_____ **and he/she works at** _____.

DESCRIBE YOUR COMPLAINT: Please provide a brief summary of the complaint, be as factual and specific as possible. If you fail to do so, your complaint may not be processed. If the alleged misconduct has occurred over a period of time, please indicate the time period in question. Provide a specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter. (If you need additional space, you may attach a separate sheet of paper to this complaint form).

REMEDY REQUESTED: What do you want as a result of filing this complaint?

Complainant Signature: _____

Please submit this written complaint to the Lemoore Union Elementary School District Office, 1200 W. Cinnamon Drive, Lemoore, 93245. Regular office hours are 7:30 AM – 4:00 PM, Monday – Friday.

District Office Use Only – Date Received: _____	Received By: _____
Date Complainant was contacted: _____	Expected Date of Written Response: _____ (30 calendar days)

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The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The Board prohibits retaliation against complainants. The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The district will not investigate anonymous complaints unless it so desires.

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.
2. If a complainant is unable or unwilling to resolve the complaint directly with the employee, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal.
3. All complaints related to district personnel other than administrators shall be submitted in writing to the principal or immediate supervisor. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. Complaints related to a principal or central office administrator shall be initially filed in writing with the Superintendent or designee. Complaints related to the Superintendent shall be initially filed in writing with the Board.
4. When a written complaint is received, the employee shall be notified within five days or in accordance with collective bargaining agreements.
5. Staff responsible for investigating complaints shall attempt to resolve the complaint to the satisfaction of the parties involved within 30 days.
6. Both the complainant and the employee against whom the complaint was made may appeal a decision by the principal or immediate supervisor to the Superintendent or designee, who shall attempt to resolve the complaint to the satisfaction of the person involved within 30 days. Parties should consider and accept the Superintendent or designee's decision as final. However, the complainant, the employee, or the Superintendent or designee may ask to address the Board regarding the complaint.
7. Before any Board consideration of a complaint, the Superintendent or designee shall submit to the Board a written report concerning the complaint.
8. The Board may uphold the Superintendent's decision without hearing the complaint.
9. All parties to a complaint may be asked to attend a Board meeting in order to clarify the issue and present all available evidence.
10. A closed session may be held to hear the complaint in accordance with law.