

Sequoia Union HSD

Exhibit

Complaints Concerning District Employees

E 1312.1

Community Relations

PARENT/STUDENT/COMMUNITY MEMBER COMPLAINT/CONCERN

This form is to be used by parents, students, or community members who wish to file a written complaint/concern about an employee of the Sequoia Union High School District. You have a right to a written response within thirty calendar days.

This form is to be filed with the office of the employee's immediate supervisor or the principal of the school. If the case involves a district office employee, the form should be filed with the employee's immediate supervisor or the assistant superintendent of the employee's division. If you are dissatisfied with the response you may make an appeal to the Superintendent. This appeal must be made within fifteen days following the supervisor's response.

Name of Employee(s):

Name of Student/Parent/Community Member Involved:

Date(s) of Incident(s):

Statement of circumstance(s) giving rise to complaint/concern: (Attach additional pages if necessary)

Description of any prior attempt to discuss the problem described above with the employee and the failure to resolve the matter: (Attach additional pages if necessary)

Description of desired outcomes or resolution: (Attach additional pages if necessary)

Signature:

Date:

Phone Number:

Address:

Received by:

Date:

For office use only: Response from immediate supervisor mailed on _____(date).

Exhibit SEQUOIA UNION HIGH SCHOOL DISTRICT

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