



Galt Joint Union Elementary School District

1018 C Street, Suite 210, Galt, CA 95632
209-744 4545 / 209-744-4553 fax / www.galt.k12.ca.us

Complaint Form

Name of Complainant: _____ **Date Complaint Filed:** _____
(please print) *(please print)*

Address: _____ **Telephone Number:** _____
(Please see the directions on page 2 of this form)

Specific Complaint: (You may attach additional information if more space is needed)

Steps You Have Taken to Resolve the Complaint:

Resolution Requested:

Signature of Complainant

Date

This complaint form is to be filed with the Director of Educational Services
Copies: Complainant; School Site; District

The District recognizes that it is responsible for ensuring that it complies with District policies and administrative regulations governing its programs. The District shall follow a standard complaint procedure when addressing complaints related to personnel.

The District expects complainants to try to resolve his/her problems at the informal level whenever appropriate and possible. A formal written complaint may be filed when the informal process does not produce the desired resolution to the complaint. The formal complaint should indicate steps taken to resolve the concerns at the informal level, who was involved in the informal discussion of the concern, any action offered or taken and the reason the complaint is being carried to the formal level.

Upon receipt of a written complaint from an individual, public agency or organization, the complaint procedures shall be initiated. The Director of Educational Services or designee shall distribute full information about these procedures.

The District acknowledges and respects student and employee rights to privacy. All complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except when disclosure is necessary to carry out the investigation or proceedings, as determined by the Educational Services or designee on a case-by-case basis.

The Board prohibits retaliation in any form for the filing of a complaint or participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignment of the complainant.

- The District will provide a final response to a complaint within 60 days of receiving the complaint.
 - If the complainant is dissatisfied with the decision, he/she may, within fifteen days, file his/her complaint in writing to the Board.
 - If the Board hears the complaint, the compliance office shall send the Board's decision to the complainant within 60 working days of the District's initial receiving of the complaint.
 - The final written decision shall be in English and the complainant's language, whenever feasible. This report shall include the findings and disposition of the complaint, including corrective action, if any, and the rationale for the above disposition.
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