

MANTECA UNIFIED SCHOOL DISTRICT COMPLAINTS CONCERNING PERSONNEL

The School Board encourages the early, informal resolution of complaints at the school site level. Please report your concerns to your school site administrator first unless that person is the one you're complaining about. The site level administrator shall advise the complainant of the right to file a written complaint with the District Complaint/Compliance Officer via mail at P.O. Box 32, Manteca, CA 95336, or delivered to the District Office at 2271 W. Louise Ave., Manteca, or through email at complaints@musd.net. All personnel complaints will be investigated and responded to in accordance with Board Policy 1312.1 or 4144 as appropriate. All policies and procedures for various other types of complaints are available on the District Website.

The School 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 assignments of the complainant or persons involved in the complaint investigation/resolution process. The identification of a complainant will remain confidential as appropriate.

Name:	First:	Last:	
I am a:	<input type="checkbox"/> Student	<input type="checkbox"/> Certificated Employee	<input type="checkbox"/> School Administrator
	<input type="checkbox"/> Parent	<input type="checkbox"/> Classified Employee	<input type="checkbox"/> Other (please describe)
Street:			
City:		Zip Code	
Phone:		Email	
Today's Date:			
Date(s) of Problem(s):			
School/Department:			
Course Name or Grade Level:			
The person I am complaining about is a:	<input type="checkbox"/> Certificated Employee (teacher, counselor, psychologist, etc.)	<input type="checkbox"/> School Administrator	<input type="checkbox"/> Other (please describe)
	<input type="checkbox"/> Classified Employee (custodian, bus driver, secretary, etc.)		
The name of the person I am complaining about is:	First:	Last:	
I have discussed my complaint with this person:	<input type="checkbox"/> Yes		
	<input type="checkbox"/> No		
	Date(s) of conversation(s):		
I have discussed my complaint with this person's supervisor:	<input type="checkbox"/> Yes	Name of supervisor:	
	<input type="checkbox"/> No		
	Date(s) of conversation(s):		
Please describe your complaint in detail. You may attach additional pages if necessary to fully describe the situation.	<u>Specific nature of the complaint; include names, dates, times, locations, witnesses, etc.:</u>		
Please describe previous attempts to stop this person's behavior.	<u>Dates and results of any previous meetings with site/district personnel regarding your concerns:</u>		

What would you like the District to do as a result of your complaint?	<u>Suggested remedy:</u>
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Signature _____

Date _____

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If applicable, explain why you believe that you were retaliated against for filing a personnel complaint.	<u>Please give examples of retaliation:</u>
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Signature _____

Date _____