



# COLUSA UNIFIED SCHOOL DISTRICT

## COMPLAINT FORM

**For Office Use Only**

Check One

Case #:

Employee   
  Applicant   
  Parent/Guardian   
  Public   
  Student\*   
  Anonymous

Date (mm/dd/yy):	/	/	Response Requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Site/Location:	Administrator:				
Course or Grade Level:	Room Number or Location:				
Site/Location Address:	Email Address:				
Name of Complainant (Print):					
Complainant Address:					
Complainant Home/Work Phone:			Location:		

**Please indicate the type of complaint below:** (BP refers to Board Policy; E refers to Exhibit)

**Employee/Applicant:** Employment Discrimination/Harassment *(BP 1312.3, 4144)*

<input type="checkbox"/> Age	<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Ethnic Group Identification
<input type="checkbox"/> Race	<input type="checkbox"/> Ancestry	<input type="checkbox"/> National Origin	<input type="checkbox"/> Mental or Physical Disability
<input type="checkbox"/> Religion	<input type="checkbox"/> Color	<input type="checkbox"/> Other:	<input type="checkbox"/> Employee Complaint <i>(BP 4144)</i>

**Student\***

<input type="checkbox"/> Student Complaint <i>(BP 5144, 5145.7)</i>	<input type="checkbox"/> Accommodations for lactating students <i>(BP 5146)</i>	<input type="checkbox"/> Educational Rights of Foster Youth & Homeless students
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**Parent/Public**

<input type="checkbox"/> Complaint Concerning Schools <i>(BP 1312)</i>	<input type="checkbox"/> Complaint Concerning District Employee(s) <i>(BP 1312.1)</i>
<input type="checkbox"/> Discrimination in Programs <i>(BP 4144)</i>	<input type="checkbox"/> Complaint Concerning Instructional Material <i>(BP 1312.2)</i>

**Parent/Public: Williams Case Complaint Concerning Deficiencies Related to:**  
*(BP 1312.4, E[1] 1312.4)*

Instructional Materials	<input type="checkbox"/> A pupil, including an English Learner, does not have standards-aligned textbooks or instructional materials or state-adopted textbooks or other required instructional materials to use in class. <i>(EC 35186[e][1][A], T5CCR 4681)</i> <input type="checkbox"/> A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials. <i>(EC 35186[e][1][B], T5CCR 4681)</i> <input type="checkbox"/> Textbooks or instructional materials are in poor or unusable condition, having missing pages, or are unreadable due to damage. <i>(EC 35186[e][1][C], T5CCR 4681)</i> <input type="checkbox"/> A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials. <i>(T5CCR 4681)</i>
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**Parent/Public: Williams Case Complaint Concerning Deficiencies Related to:**

*(BP 1312.4, E[1] 1312.4): (continued)*

**Teacher Vacancy or Misassignments**

- A semester begins and a teacher vacancy exists. (A position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.) *(EC 35186[e][2][A], T5CCR 4682)*
- A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20% English learner pupils in the class. *(EC 35186[e][2][B], T5CCR 4682)*
- A teacher assigned to teach a class for which the teacher lacks a subject matter competency. *(EC 35186[e][2][C], T5CCR 4682)*

**Conditions of Facilities**

- A condition poses an urgent or emergency threat to the health or safety of pupils or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate. *(EC 17592.72, T5CCR 4683)*
- A school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. *(EC 35292.5[a][1])*
- The school has not kept restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when temporary closing of the restroom is necessary for pupil safety or to make repairs. *(EC 35292.5)*

**Employee/ Parent / Student / Public: Other Uniform Complaint Procedures Claims (BP 1312.3):**

- Assignment of students to courses without educational content for more than one week per semester or to courses they have previously completed.
- Physical educational instructional minutes in elementary schools.

Person(s) Involved in Complaint:	1. _____ 2. _____
Date of Occurrence (mm/dd/yy):	/ /                      Time:                      Witness:
Ethnicity (if applicable):	Age (if applicable):                      Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Describe the Specific Nature of the Complaint: (Include as much information you feel is necessary. Attach additional pages, if necessary.)	
Complainant's Requested Remedy:	

\*Return complaints to: Colusa Unified School District, 745 Tenth Street, Colusa, CA 95932, Attention: Superintendent

Note: If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (CCR 4652)

**UNIFORM COMPLAINT PROCEDURES SHALL BE AVAILABLE FREE OF CHARGE. PLEASE CALL 530-458-7791 x4006 TO REQUEST COPIES OF THE PROCEDURE.**