



LAKE TAHOE UNIFIED SCHOOL DISTRICT
 Uniform Complaint Procedures – Complaint Concerning a District Employee
(Reference Board Policy and Administrative Regulation 1312.1)

Step 1 - Informal Resolution	Step 2 - Formal Complaint	Step 3 -Appeal to California Dept. of Education
<p>Complainant contacts employee to seek resolution of the problem. If no resolution, complainant contacts principal/ supervisor who will arrange a meeting with complainant within five (5) working days. Please note: At any time in this process, complainant may proceed to Step 2.</p>	<p><i>Complainant files form with Superintendent at the Education Center, 1021 Al Tahoe Boulevard, South Lake Tahoe , CA 96150</i></p> <p>Form will be dated and recorded at the Education Center.</p>	<p>If complainant is dissatisfied with the resolution of the complaint by the LTUSD Board of Education, he/she may appeal to the State Department of Education within fifteen (15) working days of complainant’s receipt of the District’s final written report.</p>
<p>Special note regarding complaint of child abuse against a school district employee: <i>Parent/guardian and mandated reporter (ref. Penal Code 11165) must file a formal complaint with the local child protective agency. This may be done by telephone, in person, or in writing. A complaint may also be filed with the school district; however, child abuse investigations are the responsibility of local law enforcement agencies; the school district and county office of education are involved in such investigations only on a very limited basis.</i></p> <p><i>The local child protective agency shall investigate the complaint. (Ref. Penal Code 11165.14)</i></p> <p>Calif. Penal Code Section 11165.14. The appropriate local law enforcement agency shall investigate a child abuse complaint filed by a parent or guardian of a pupil with a school or an agency specified in Section 11165.9 against a school employee or other person that commits an act of child abuse, as defined in this article, against a pupil at a schoolsite and <u>shall transmit a substantiated report, as defined in Section 11165.12, of that investigation to the governing board of the appropriate school district or county office of education.</u> A substantiated report received by a governing board of a school district or county office of education shall be subject to the provisions of Section 44031 of the Education Code.</p>	<p>Within five (5) school days: <i>The Superintendent, in cooperation with his/her designee and the principal, investigate the complaint and provide an opportunity to present evidence relevant to the complaint, including an opportunity to question the parties involved.</i></p> <hr/> <p>Within thirty (30) calendar days: <i>The Superintendent, in cooperation with his/her designee and the principal, prepare and send to the complainant a written report summarizing the findings and disposition of the complaint, including corrective actions if any, the rationale for such disposition, and notice of the complainant’s right to appeal the decision to the LTUSD Board of Education within five working days.</i></p> <hr/> <p>Within five (5) working days: <i>Complainant has a right to appeal the decision to the Board of Education in writing.</i></p> <hr/> <p><i>The Board of Education will consider the matter at its next regularly scheduled Board Meeting.</i></p> <p>Note: All records of complaints that reach the formal level will be maintained at the District Office regardless of resolution.</p>	<p><i>Responsibilities of the California Department of Education</i></p> <ul style="list-style-type: none"> • Keeps a file for every written complaint received. • Refers each complaint to the local agency for resolution when appropriate. • Requests a report of the local agency’s action when appropriate. • Conducts a mediation or investigation when: <ul style="list-style-type: none"> ○ The local agency fails to act within 60 days or an agreed-upon time line ○ A complainant appeals the decision made by the local agency ○ The Department determines that direct intervention is necessary. • Requires corrective action by the local agency concerning compliance issues identified through investigations of complaints. • Provides technical assistance to correct compliance issue.
<p>If no resolution at the Informal Resolution level proceed to Step 2</p>	<p>If no resolution of the Formal Complaint at the District level proceed to Step 3</p>	<p>If no resolution at this level, appeal to Superintendent of Public Instruction</p>

Please refer to Board Policy and Administrative Regulations 1312.1 for details regarding the procedures for the resolution of complaints.
 Copies of the Board Policy and Administrative Regulations are available at Education Center, 1021 Al Tahoe Boulevard and on our website: www.ltusd.org



<p>For Office Use Only:</p> <p>Date received: _____</p> <p>By: _____</p>
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LAKE TAHOE UNIFIED SCHOOL DISTRICT
District Complaint Form

Any staff member, parent, student, community member or applicant who has a complaint regarding an employee, a district policy, or other condition of the Lake Tahoe Unified School District may submit the complaint by completing this form *and filing it with the school principal or appropriate District administrator*. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Name: _____ Date Complaint Filed: _____
 Address: _____ Phone #: _____ Email: _____

Please identify yourself as: Employee Parent Student Applicant Community Member
 Other (please state here): _____

Part I – Complaint

A. Please indicate the type of complaint below: (Please see reverse of form for Board Policies regarding complaints.)

- Complaints Concerning School District Employee(s)
- Complaints Concerning Schools (Uniform Complaint Procedures) Discrimination in Programs
- Nondiscrimination in Employment
- Complaints by Employees
- Complaints by Students: Nondiscrimination/Harassment Sexual Harassment

B. *Statement of the problem: (Please be as precise as possible; include specific facts: names, dates, times, location, witnesses, etc. Attach additional pages if necessary.)*

C. Remedy sought:

D. Is a conference requested? Yes No

E. Signature of Complainant: _____ Date: _____

All complaints will be responded to by the appropriate administrator. A copy of the response will be mailed to you within 30 days. If you are not satisfied with the response, you should contact the administrator and explain your dissatisfaction. If you are still not satisfied, resubmit the complaint to the responding administrator's supervisor. That supervisor can be identified by calling 530-541-2850 Ext. 225

Part II – Response to Complaint

A. *Finding of Facts:*

B. *Administrative responses/action taken:*

C. *Signature of Responding Administrator:* _____ *Date:* _____

This information is also available on our website: www.ltusd.org

The following are the Board Policies, Administrative Regulations and Exhibits (forms) that address the various types of complaints and the remedy for the complaint.

If your complaint involves a policy in Section A, please use this form.

<i>Section A: Type of Complaint</i>	<i>Board Policy (BP) /Administrative Regulation (AR) / Exhibit (E)</i>
<i>Complaints Concerning School District Employee(s)</i>	<i>BP/AR/E 1312.1</i>
<i>Complaints Concerning Schools (Uniform Complaint Procedures); Discrimination in Programs</i>	<i>BP/AR/E 1312.3</i>
<i>Nondiscrimination in Employment</i> Discrimination/Harassment includes discrimination based on age, sex, sexual orientation, gender, ethnicity, race, ancestry, national origin, religion, color, mental or physical disability.)	<i>BP/AR/E 4030</i>
<i>Complaints by Employees</i>	<i>BP/AR/E 4144; 4244; 4344</i>
<i>Nondiscrimination/Harassment (Student complaints)</i> (Discrimination/Harassment includes discrimination based on age, sex, sexual orientation, gender, ethnicity, race, ancestry, national origin, religion, color, mental or physical disability.)	<i>B/AR/E 5145.3</i>
<i>Sexual Harassment (Student complaints)</i>	<i>BP/AR/E 5145.7</i>

If your complaint concerns a policy in Section B, please request the appropriate form from the School Site or the Ed. Center.

<i>Section B: Type of Complaint</i>	<i>Board Policy (BP) /Administrative Regulation (AR) / Exhibit (E)</i>
<i>Williams Case Complaint</i> (Complaints concerning insufficiency of instructional materials, emergency or urgent facilities conditions, teacher vacancy or misassignment issues, or the lack of opportunity to receive intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12.)	<i>AR/E 1312.4</i>
<i>Sexual Harassment (Employee complaints)</i>	<i>BP/AR/E 4119.11; 4219.11; 4319.11</i>
<i>Reconsideration of Instructional Materials/Resources</i> (Complaints regarding instructional materials.)	<i>AR/E 6161.2</i>

All complaints will be retained at the Education Center, 1021 Al Tahoe Boulevard, South Lake Tahoe, CA 96150
COPIES: 1) Superintendent 2) Principal 3) Uniform Complaint Officer

This information is also available on our website: www.ltusd.org

(E 1312.1) I:/DistrictOffice/Forms/Complaints/ComplaintForm