

# Castro Valley Unified School District

## COMPLAINT AGAINST PERSONNEL and/or OTHER DISTRICT PROCEDURES

**Directions:** Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, you should communicate directly with the employee involved in order to resolve concerns. If the complaint was not resolved informally, you have the right to submit a formal written complaint to the principal or employees' supervisor.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Student name (if applicable): \_\_\_\_\_ School name (if applicable): \_\_\_\_\_

Name of employee about whom the complaint is being made (if applicable): \_\_\_\_\_

A District Policy, Practice or Procedure (if applicable): \_\_\_\_\_

Date the event/incident occurred: \_\_\_\_\_

Date of informal resolution meeting (if applicable): \_\_\_\_\_

Name of parties who attended the information resolution meeting: \_\_\_\_\_

Details of the complaint (attach appropriate supporting documents): \_\_\_\_\_

Specific remedy sought: \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California, that I have made true, correct and complete answers and statements on the complaint form and/or any attachment to this complaint form.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Received by:

\_\_\_\_\_  
Date:

All complaints related to district personnel other than administrators shall be submitted to the principal or immediate supervisor. Complaints related to a principal or central office administrator shall be submitted to the Office of the Superintendent, 4400 Alma Avenue, Castro Valley, CA 94546. Complaints related to a Board Member or to the Superintendent shall be submitted to the Board of Trustees, 4400 Alma Avenue, Castro Valley, CA 94546