

CVUHSD Guide to Complaint Procedures

Type of complaint/ allegation	Who may file	Complaint procedure	Other related policies/ regulations
Complaints Regarding Treatment of Students			
Discrimination or bullying of a student by another student or employee, based on specified actual or perceived student characteristics or association with a person or group with those characteristics	<p>Student who alleges he/she personally suffered discrimination or bullying</p> <p>A person who believes that an individual or any specific class of individuals has been subjected to discrimination or bullying</p>	BP/AR 1312.3 - Uniform Complaint Procedures	<p>BP 0410 - Nondiscrimination in District Programs and Activities</p> <p>BP 5131.2 - Bullying</p> <p>BP/AR 5145.3 - Nondiscrimination/ Harassment</p> <p>BP/AR 5145.7 - Sexual Harassment</p>
Abuse or neglect of a student by an employee, volunteer or other person	Student, Parent/guardian, Any mandated reporter	Refer to law enforcement, county welfare department or county probation department in accordance with BP 5141.4 - Child Abuse Prevention and Reporting	
Complaints Regarding Employment Discrimination			
Discrimination against employee or job applicant	Affected employee or job applicant	<p>AR 4031 - Complaints Concerning Discrimination in Employment</p> <p>As applicable, complaint also may be filed with California Department of Fair Employment and Housing or Equal Employment Opportunity Commission</p>	BP 4030 - Nondiscrimination in Employment
Complaints Regarding Employees			
Any complaint regarding the performance or conduct of an employee	Student, Parent/guardian, Employee	<p>BP 1312.1 - Complaints Concerning District Employees</p> <p>Individuals with first-hand knowledge of misconduct by certificated personnel also may file a complaint with the Commission on Teacher Credentialing</p>	
Sexual misconduct, other employee misconduct	Individuals with first-hand knowledge of misconduct	As applicable, file complaint with the Commission on Teacher Credentialing	AR 4117.7/4317.7 - Employment Status Reports

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Complaints Regarding District Programs/Activities			
Violation of law or regulations governing special education, adult education, careertechnical education, child care and development program, migrant education, nutrition program or other categorical program	Any individual, Public agency, Organization	BP/AR 1312.3 - Uniform Complaint Procedures	BP 3555 - Nutrition Program Compliance BP/AR 5148 - Child Care and Development BP/AR 6159 - Individualized Education Program BP/AR 6171 - Title I Programs BP/AR 6175 - Migrant Education Program BP/AR 6178 - Career Technical Education BP/AR 6200 - Adult Education
Improper charging of student fees, deposits or other charges to participate in educational activities	Student, Parent/guardian, Employee	BP/AR 1312.3 - Uniform Complaint Procedures	BP/AR 3260 - Fees and Charges
Violation of requirements for Local Control and Accountability Plan	Student, Parent/guardian, Employee	BP/AR 1312.3 - Uniform Complaint Procedures	BP/AR 0460 - Local Control and Accountability Plan
Special education due process complaint — problem related to the initiation of, or change in, a student’s identification, assessment or educational placement in special education, or the provision of a free appropriate public education to the student	Parent/guardian, Student who is an emancipated minor or ward or dependent of the court with no available parent/guardian or surrogate, District, Attorney for one of the parties	BP/AR 6159.1 - Procedural Safeguards and Complaints for Special Education	BP/AR 6159 - Individualized Education Program BP/AR 6164.4 - Identification and Evaluation of Individuals for Special Education
Concern regarding content or use of instructional materials	Student, Parent/guardian, Employee, District resident	BP/AR 1312.2 - Complaints Concerning Instructional Materials	BP/AR 6161.1 - Selection and Evaluation of Instructional Materials BP 6161.11 - Supplementary Instructional Materials BP 6163.1 - Library Media Centers BP 6144 - Controversial Issues
Insufficiency of textbooks or other instructional materials	Student, Parent/guardian, Employee	AR/E 1312.4 - Williams Uniform Complaint Procedures	BP/AR 6161.1 - Selection and Evaluation of Instructional Materials
Teacher vacancies or misassignments	Student, Parent/guardian, Employee	AR/E 1312.4 - Williams Uniform Complaint Procedures	BP/AR 4112.2 - Certification BP/AR 4113 - Assignment

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Complaints Regarding Health and Safety			
Condition of school facilities, including conditions that pose a threat to health and safety of students or staff or a restroom that has not been cleaned, maintained or kept open	Student, Parent/ guardian, Employee	AR/E 1312.4 - Williams Uniform Complaint Procedures	BP/AR3514-Environmental Safety BP 3517 - Facilities Inspection
Health and safety violations in child development program	Any person	For licensed facilities, refer complaint to California Department of Social Services For license-exempt facilities, refer complaint to appropriate child development regional administrator	BP/AR 5148 - Child Care and Development
Complaints Regarding Financial Improprieties			
Fraud	Any person	Refer complaint to California Department of Education	BP/AR 3400 - Management of District Assets/Accounts
Complaints Regarding Retaliation			
Retaliation against a complainant or other participant in complaint process	Any complainant or participant in a complaint	BP/AR 1312.3 - Uniform Complaint Procedures	BP 4119.1/4219.1/4319.1 - Civil and Legal Rights BP 4144/4244/4344 - Complaints