
Complaint Submitted To -

Name: _____

Position: _____

Date Submitted: _____

Complaint Filed Under Penalty of Perjury By

(Signature of Complainant)

(Date)

(Address)

(Telephone Number)

Community Relations

UNIFORM COMPLAINT PROCEDURES

Compliance Officers

The Governing Board designates the following compliance officers to receive and investigate complaints and ensure district compliance with law:

Jared Caylor, Superintendent
643 Blackburn Avenue
Corning, CA 96021
(530) 824-8000

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 9124- Attorney)

Notifications

The Superintendent or designee shall meet the notification requirements of 5 CCR 4622, including the annual dissemination of the district complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complaints understand that they may pursue other remedies, including actions before civil courts or other public agencies.

(cf. 5145.6 – Parental Notifications)

The above notification shall state that complaints may seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education. Local resources include:

Tehama County Superintendent of Schools
County Office of Education – Special Programs

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.