



Perris Union High School District

"Growing Together Through Education"

Superintendent
Jonathan L. Greenberg, Ed. D.

155 East Fourth Street
Perris, CA 92570-2124
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Personnel Office – 951-943-9852
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Website: www.puhsd.org

District Complaint Form

For use with Board Policies 4119.11, 4219.11, 4319.11 (Sexual Harassment) and Board Policies 4144, 4244, and 4344 (General Complaints)

(Refer to appropriate Board Policy and Administrative Regulation for timelines)

Check here if this is a Sexual Harassment complaint

Step 2
Immediate Supervisor

Step 3
Superintendent/Designee

Step 4
Governing Board

Complainant Name: _____

Home Address: _____

Home Telephone: _____

Work Telephone: _____

Date of Alleged Incident: _____

Location of Alleged Incident: _____

Narrative Summary of Alleged Incident - include time, place, participants and witnesses to the alleged violation (if more space is needed, please attach addition sheets): _____

Desired Outcome of Investigation: _____

Complainant's signature

Date

Complainants may, in some circumstances, have the right to appeal decisions to the California Department of Education, or to seek review by the U.S. Department of Education, Office of Civil Rights, or may seek civil remedies for allegations of employment discrimination through the U.S. Equal Employment Opportunity Commission and California Dept. of Fair Employment and Housing.

For questions or clarification, you may contact the Human Resources Department at 951-943-6369.

Revised July 2008

Board of Trustees

Joan D. Cooley

William F. Hulstrom

Eric J. Kroencke

Carolyn A. Twyman

Randy J. Williams

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DISTRICT COMPLAINT PROCEDURES AND TIMELINES **For use with Board Policies 4119.11, 4219.11, 4319.11 (Sexual Harassment) and** **Board Policies 4144, 4244, and 4344 (General Complaints)**

Step 1: Informal Complaint

Within 7 working days of the offense, complainant shall discuss the complaint with his/her supervisor or the principal of the school. Formal complaint procedures shall not be initiated until the complainant has first attempted to resolve the complaint informally. If the complaint is against complainant's immediate supervisor, complainant may proceed to Step 3 in the complaint process.

Step 2: Site Level Formal Complaint

If the complaint has not been satisfactorily resolved through the informal process in Step 1, the complainant may file a written complaint (using the "District Complaint Form") with his/her immediate supervisor or principal within 20 working days of the offense. If the complaint is against complainant's immediate supervisor, the complainant may proceed to Step 3 in the complaint process. If the complainant fails to file a written complaint within 20 working days, the complaint shall be considered settled.

The written complaint shall include the nature of the problem, names, dates, locations, witnesses, and the remedy sought by the complainant. Within 15 working days, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant to resolve the complaint. Within 10 working days after the meeting, he/she shall prepare and send a written response to the complainant.

Step 3: District Level Appeal

If the complaint has not been satisfactorily resolved at Step 2, the complainant may submit the written complaint to the Superintendent or designee within 5 working days of receipt of Step 2 response. Complainant shall include all information presented at Step 2.

Within 15 working days, the Superintendent or designee shall conduct any necessary investigation and meet with the complainant to resolve the complaint. Within 10 working days after the meeting, he/she shall prepare and send a written response to the complainant.

Step 4: Appeal to the Governing Board

If the complaint has not been satisfactorily resolved at Step 3, the complainant may submit a written appeal to the Board within 5 working days of receiving the Superintendent or designee's response. The written appeal shall include all information presented at Step 2 and Step 3.

The Board may uphold the findings by the Superintendent or designee without hearing the complaint or may hear the complaint at a regular or special Board meeting.

The Board shall make its decision within 30 working days of the hearing and shall send its decision to all concerned parties. The Board's decision will be final.

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