

### Administrative Regulation

#### Complaints Against School Employees

Any person who desires to register a formal complaint or negative criticism regarding the performance or behavior including workplace bullying of any teacher or other school district employee will complete Form 9701.61\* in triplicate and file two copies with the principal or immediate supervisor of the employee concerned.

Workplace bullying is defined as repeated and malicious attacks against someone for personal or work reasons.

Upon receipt of this written complaint, the school official will notify the superintendent's office as a matter of information. The principal or immediate supervisor will exercise judgment regarding the timing and nature of conferences which might be appropriate for a resolution of the concern. The principal or immediate supervisor will notify the subject of the complaint of the fact and maintain continuous communication with the subject until the matter has been resolved. Under no circumstances will a copy of the complaint be held in the personnel file without the employee's knowledge and opportunity to include the employee's own statement on the matter. The principal or immediate supervisor will request the complainant to maintain communication with the office only. This does not preclude arrangements for contact with higher district authority, which will be coordinated by the principal or immediate supervisor. All parties affected by the complaint will cooperate with the principal or immediate supervisor in the spirit of achieving an amicable resolution of the concern. Any consultation between the complainant and the subject of the complaint will occur only under the following conditions:

- A. That each party will endeavor to maintain an objective attitude throughout the conference, focusing on the educational implications and avoiding emotional declarations or outbursts
- B. That each party assures the principal or immediate supervisor that each party is interested in arriving at an amicable solution to the problem
- C. That there is initial agreement that district interests and maintenance of maximum learning opportunities for students hold priority over individual or personal motivations

Strict confidentiality is essential in all matters pertaining to complaints and their resolution. Principals and immediate supervisors will keep the superintendent's office informed regarding progress toward resolution of all complaints.

The Board of Education will act as a final board of appeal only after full implementation of the foregoing administrative procedures have failed to resolve the concern.

Ref: EC Sections 35160-35161, 44811

Approved: October 22, 1968

Revised: August 27, 1979

Revised: March 4, 1986

Reviewed: July 1, 2000

Revised: August 9, 2016

GARDEN GROVE UNIFIED SCHOOL DISTRICT

FORMAL COMPLAINT FORM

(Administrative Regulations 3119.1, 3120.1, 5161.1)

Person/School you are complaining about: \_\_\_\_\_

Position: \_\_\_\_\_ School/Dept \_\_\_\_\_

Your name: \_\_\_\_\_

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

Representing: Self: \_\_\_\_\_ Group: \_\_\_\_\_ (Please Identify)

**Summary of Complaint:**

Briefly describe the event(s) or behavior which resulted in the complaint. Give name, school, and grade of any pupils involved.

**Detailed Description:**

Explain fully the complaint being made. State the concern and provide proof. Refer to persons or witnesses by name; indicate time of day when appropriate; give specific actions, and refer to words spoken. Use additional pages if needed.

**What solution are you seeking? (Due to employees', students' and parents' legal rights, please note that any action taken as a result of the investigation will remain confidential.)**

**Individual(s) who may be questioned to supply further information:**

**Other (Comments not included in sections above)**

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Signature of Complainant

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Date

9701.61\* (English)

Revised April 1998

Reviewed: July 1, 2000

Revised: September 2, 2003

Revised: March 1, 2011

Revised: May 10, 2019

DISTRITO ESCOLAR UNIFICADO DE GARDEN GROVE

FORMULARIO PARA PRESENTAR UNA QUEJA FORMAL

(Regulaciones administrativas 3119.1, 3120.1, 5161.1)

Persona o escuela de la que usted se queja: \_\_\_\_\_

Posición: \_\_\_\_\_ Escuela/Departamento: \_\_\_\_\_

Su nombre: \_\_\_\_\_

Su domicilio: \_\_\_\_\_

Representa: A sí mismo: \_\_\_\_\_ Grupo: \_\_\_\_\_ (Por favor Indique)

**Resumen de la queja:**

Describa brevemente el/los acontecimiento(s) o comportamiento que produjo la queja. Escriba el nombre, la escuela y el nivel de grado de cualquier alumno involucrado.

**Descripción detallada:**

Explique completamente la queja que presenta. Declare su preocupación y proporcione pruebas. Refiérase a las personas o testigos por su nombre; indique la hora del día cuando sea apropiado; indique las acciones específicas y haga referencia a las palabras que se usaron. Use páginas adicionales si es necesario.

¿Qué solución está buscando? (Debido a los derechos legales de los empleados, alumnos y padres de familia, por favor tenga en cuenta que cualquier acción que se tome como resultado de la investigación permanecerá confidencial).

Las personas que pueden ser interrogadas para que proporcionen información adicional:

Otro (comentarios que no incluyó en las secciones anteriores)

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Firma del denunciante

Fecha

9701.61\* (Spanish)

Revised: April 1998

Reviewed: July 1, 2000

Revised: September 2, 2003

Revised: March 1, 2011

Revised: May 10, 2019

KHU HỌC CHÍNH GARDEN GROVE

ĐƠN KHIẾU NẠI CHÍNH THỨC  
(Điều lệ Hành chánh 3119.1, 3120.1, 5161.1)

Người/Trường bị khiếu nại: \_\_\_\_\_

Chức vụ: \_\_\_\_\_ Trường/Ban \_\_\_\_\_

Người khiếu nại: \_\_\_\_\_

Địa chỉ: \_\_\_\_\_

Đại diện: Đương sự: \_\_\_\_\_ Nhóm: \_\_\_\_\_ (Vui lòng nêu danh tánh)

**Tóm Tắt Nguyên Nhân Khiếu Nại**

Tóm tắt (những) sự việc xảy ra hoặc tư cách đưa đến việc khiếu nại. Cho biết tên, trường và lớp học của mọi học sinh có liên quan đến việc khiếu nại này.

**Chi Tiết Sự Việc**

Giải thích cặn kẽ vụ khiếu nại. Ghi rõ cáo trạng và đưa ra bằng chứng. Cho biết danh tánh của những người trong cuộc hay những người làm chứng; cho biết ngày giờ xảy ra; ghi rõ những hành động cụ thể, và ghi lại những lời nói. Dùng thêm giấy để viết nếu cần.

(xem tiếp trang sau)

Quý vị muốn có giải pháp gì? Nhằm bảo đảm quyền pháp định của nhân viên, học sinh và phụ huynh, vui lòng lưu ý rằng bất kỳ kết quả điều tra nào cũng sẽ được giữ kín.

(Những) người có thể được chất vấn để cho biết chi tiết về lời buộc tội:

Điều khác (Những nhận xét khác không ghi trong những phần trên)

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Chữ ký của người khiếu nại

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Ngày

9701.61\* (Vietnamese)

Revised April 1998

Reviewed: July 1, 2000

Revised: September 2, 2003

Revised: March 1, 2011

Revised: May 10, 2019