

**APPENDIX A  
RANCHO SANTA FE SCHOOL DISTRICT**

Uniform Complaint Procedures

**COMPLAINT FORM**

To be filed with the:  
Superintendent

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I have read the Rancho Santa Fe School District Board Policy on Uniform Complaint Procedures and wish to file a complaint regarding a violation of federal or state law or regulations governing the following educational program which is covered under this procedure.

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(Agency to which complainant has been referred if this complaint is not covered by the Uniform Complaint Procedures)

**NATURE OF COMPLAINT**

(Describe here the nature of the alleged violation. If this complaint involves the educational service provided to a specific child, please give the name, grade, and school of enrollment. Attach additional pages if necessary.)

DATE OF VIOLATION \_\_\_\_\_

(Must be within six (6) months of today's date, or the date you first obtained knowledge of the facts of the alleged complaint. If not, you may request an extension for good cause or you will be given information regarding an appeal to the State Superintendent of Public Instruction for an extension of time in which to file the complaint.)

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

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address/telephone number of person filing complaint

COMPLAINT RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
(name and title)

Distribution: Original—Parent Copy—School District

**APPENDIX B  
RANCHO SANTA FE SCHOOL DISTRICT  
COMPLAINT FORM**

**TO BE USED FOR SPECIFIED COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS, FACILITIES CONDITIONS THAT POSE THREAT TO HEALTH OR SAFETY, TEACHER VACANCY OR MISASSIGNMENT, AND RESTROOMS AND ALSO FOR SPECIFIED COMPLAINTS CONCERNING THE PROHIBITION ON PUPIL FEES**

**Please note:** Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must check the box below and provide the contact information (name, address, and phone number) below.

Response requested?  Yes  No

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

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

Phone Number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Email address, if any: \_\_\_\_\_

This form should be completed and filed with the Principal at the District Office at 5927 La Granada, Rancho Santa Fe, or mailed to P.O. Box 809, Rancho Santa Fe, California 92067. Please check all issue(s) forming the basis of your complaint.

1. Textbooks and instructional materials

- A pupil lacks standards-aligned textbooks or instructional materials or state adopted or District adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to instructional materials to use at home or after school. [This does not require two sets of textbooks or instructional materials for each pupil]
- Textbooks or instructional materials are in poor or unusable condition, have missing pages or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials due to a shortage of textbooks or instructional materials.

2. Teacher vacancy or mis-assignment

- A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester).
- Teacher mis-assignment - A teacher who lacks credentials or training to teach English learners is assigned to a class including more than 20% English learners.\*

- Teacher mis-assignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.\*

\* A teacher mis-assignment occurs when a certificated employee is placed in a teaching or services position for which the teacher does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

3. Facility conditions posing an emergency or urgent threat to the health or safety of pupils or staff (not including cosmetic or nonessential repairs)

- Gas leaks
- Nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems
- Electrical power failure
- Major sewer line stoppage
- Major pest or vermin infestation
- Broken windows or exterior doors or gates that will not lock and that pose a security risk
- Abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff
- Structural damage creating a hazardous or uninhabitable condition
- Other \_\_\_\_\_

4. School Restrooms are not cleaned, maintained, or kept open

- Restroom(s) has/have not been cleaned regularly
- Toilets or sinks are not fully operational
- Restroom is not stocked at all times with toilet paper, soap, and paper towels or functional hand dryers
- All restrooms are not open during school hours when pupils are not in classes, or a sufficient number have not been kept open when pupils are in classes [the School may permissibly close any restroom as necessary for pupil safety or to repair the facility]

5. Prohibition on pupil fees

Please describe in detail below in the space provided the pupil fee imposed, by whom it was imposed, when and how it was imposed, and as much other specific information as possible.

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**Complaints regarding facilities or other conditions which pose an immediate threat to the health or safety of staff, or the public should be reported immediately to the Superintendent or the Principal at (858) 756-1141.**

Please describe in detail below the specific problem(s) identified above, to include the location of the problem (room number or name of room or facility), specific nature of the problem, when and how you first became aware of the problem, grade level and teacher name, if applicable, anyone to whom you have previously brought this to the attention of and the response, if any,

you were provided. Please attach as many pages as necessary to clearly and fully describe the circumstances surrounding the complaint.

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