

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
1965 Birkmont Drive, Rancho Cordova, CA 95742

FORMAL UNIFORM COMPLAINT - SITE/PROGRAM LEVEL 1

All portions of this section to be completed by the Complainant.
A copy of the Informal Complaint History Form may be attached.

COMPLAINANT NAME: Tyrie and Victoria McIntyre DATE: 11/9/14
ADDRESS: [REDACTED] Folsom CA 95630
Street City State Zip
HOME PHONE NUMBER: [REDACTED] WORK PHONE NUMBER: [REDACTED]
SCHOOL/DEPARTMENT: Sutter Middle School

STATEMENT OF COMPLAINT: (Include a clear, concise statement of the complaint, the alleged violation of District Policy and/or Regulation, or State or Federal Law, and a description of the adverse effect.)

Racially insensitive remarks made by [REDACTED]

SPECIFIC CORRECTIVE ACTION DESIRED: Remove our son, [REDACTED], from his classroom and ensure that other students are not further subjected to these racially insensitive remarks.

[Signature] 11/9/14
Complainant Signature Date

DATE & TIME RECEIVED: 9:45 AM 11/10/16 KP

SITE/PROGRAM ADMINISTRATOR'S RESPONSE:

[Signature] 11/10/16
Signature of Site/Program Administrator Date

Timeline

- ❖ Within 5 working days of conclusion of Informal Complaint procedure, complainant requests Level I form, completes it and files with Site/Program Administrator
- ❖ Within 10 calendar days of receipt of Level I Complaint, Site/Program Administrator will:
 - Obtain written statements from employee(s) regarding concern
 - Issue written statement to complainant and employee(s) of investigation, conclusion, actions taken to resolve
 - Advise complainant of appeal process
- ❖ Complainant has 5 calendar days from receipt of decision to submit written appeal to Superintendent's Designee/Compliance Officer (Level 2)
- ❖ The Complainant may appeal to the Department of Education within fifteen (15) days of receipt of the District decision