

APPENDIX C-1

BEVERLY HILLS UNIFIED SCHOOL DISTRICT  
COMPLAINT FORM

STEP 1

Prior to filing a written complaint (Step 1) did the complainant have an informal conference to try to resolve the situation.? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**Submission of Complaint** - All portions of this section must be completed by the complainant.

Name \_\_\_\_\_

Statement of Complaint \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specify policy or regulation alleged to have been violated (cite source) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remedy Sought \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

Upon completion of this section, the complainant shall present the white, yellow and pink copy to the principal or supervisor. The goldenrod copy should be retained by the complainant.

**Principal or Supervisor's Response** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

Upon completion of this section, the principal or supervisor shall retain the white copy, yellow copy to the complainant and forward the pink copy to the Assistant Superintendent of Human Resources.

White: Principal or Supervisor

Yellow: Return to Complainant

Pink: Assistant Superintendent  
Human Resources

Goldenrod: Employee

**APPENDIX C-2  
BEVERLY HILLS UNIFIED SCHOOL DISTRICT  
COMPLAINT FORM**

**STEP 2**

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**Appeal to the Assistant Superintendent of Human Resources** – All portions of this section must be completed by the complainant. The pink copy of the completed Complaint Form (Step 1) must be attached.

Reason for Appeal \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remedy Sought \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

Signature

Upon completion of this section, the complainant shall present the white, yellow and pink copy to the Assistant Superintendent of Human Resources. The goldenrod copy should be sent to the employee.

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**District Complaint Officer's Response** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

Signature

Upon completion of this section, the yellow copy will be presented to the complainant and the pink copy to the principal or supervisor who signed Step 1. On complaints regarding actions of employee, the Superintendent's action is final.

White: Principal or Supervisor    Yellow: Return to Complainant    Pink: Assistant Superintendent  
Human Resources    Goldenrod: Employee

**APPENDIX C-3  
BEVERLY HILLS UNIFIED SCHOOL DISTRICT  
COMPLAINT FORM**

**STEP 3**

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**Appeal to the Superintendent** – All portions of this section must be completed by the complainant. The yellow copy of the completed Complaint Form (Step 1) must be attached.

Reason for Appeal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remedy Sought \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_ Signature \_\_\_\_\_

Upon completion of this section, the complainant shall present the white, yellow and pink copy to the Superintendent. The goldenrod copy should be retained by the complainant.

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**Superintendent's Response** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_ Signature \_\_\_\_\_

*Upon completion of this section, the yellow copy will be presented to the complainant and the pink copy to the principal or supervisor who signed Step 1. On complaints regarding actions of employees, the Superintendent's action is final.*

*White: Principal or Supervisor    Yellow: Return to Complainant    Pink: Assistant Superintendent    Goldenrod: Employee Human Resources*