

Building Blocks for Kids Richmond Collaborative

Do you have a complaint at your school?

Is the complaint with a school staff member?

Yes

Speak with that person to resolve the issue. Keep track of when you spoke with the person and what was said.

Immediate resolution

If the problem is not resolved with the staff member, write a letter of complaint to the principal. Make sure you date it and keep a copy for your records.

Allow 10 days

If you have not received notification from your principal within two weeks of the initial filing date of your complaint, you can write a letter of complaint to the executive director of your school.

Allow 30 days

Is the complaint with the school principal?

Yes

Speak with the school principal to resolve the issue. Keep track of the meeting date and what was said.

Immediate resolution

Write a letter of complaint to the executive director of your school. Date it and keep a copy.

Allow 30 days

If you are not satisfied with the resolution of the complaint, you can direct all of your letters of complaint to the superintendent or the board of education.

Allow 30 days

You have the right to appeal a decision that you are not satisfied with.

Still not sure how to go about filing a complaint or need support? Contact BBK at 510-932-6031

Building Blocks for Kids Richmond Collaborative

If you have a complaint, submit it in writing to your school, district or county office of education.

Complaint about educator misconduct:

In addition to submitting a complaint to the school, district, or county office of education, you can report misconduct to the California Commission on Teacher Credentialing at credentials@ctc.ca.gov and include the affidavit form or by phone at (916) 322-4974, Option 2, Mon-Fri 12:30pm to 4:30pm.

In the West Contra Costa Unified School district, teachers earn tenure after 5 years, that means that a teacher has successfully completed his or her probationary period and they have experience teaching. Tenured teachers have certain rights to protect them from losing their jobs for unsubstantiated reasons (harder to fire). You can always ask a teacher: “Are you tenured?”

Complaint about student discrimination, harassment, intimidation, or bullying:

A complaint must be filed with the WCCUSD no later than six months from the date the incident occurred through the Uniform Complaint Form. Within 60 days the district shall conduct and complete an investigation of the complaint and prepare a written decision. If the school district fails to follow any of the rules a complaint can be filed with the California Department of Education .

Complaint about instructional materials, emergency or urgent facilities, safety of students, and teacher vacancy or misassignment

Commonly known as the Williams Complaint and they may be filed anonymously. Williams Complaints are filed with the principal, or their designee, of the school in which the complaint arises. Schools have complaint forms available for these types of complaints, but will not reject a complaint if the form is not used as long as the complaint is submitted in writing.

Need assistance? Call us at 415-483-4089 or email us at dgalicia@bbk-Richmond.org