

Policy 1312.1: Complaints Concerning District Employees**Status:** ADOPTED**Original Adopted Date:** 08/24/2026 | **Last Reviewed Date:** 08/24/2026

The Board of Trustees recognizes its accountability to the public for the quality of California School of the Arts - San Gabriel Valley's (CSArts-SGV) educational program and the performance of school employees. CSArts-SGV shall provide a process by which a complaint submitted by any person regarding an employee can be resolved impartially, expeditiously, and with minimal disruption to school operations and the educational program.

When a concern regarding an employee is presented during a Board meeting or to an individual Board member or employee outside of a Board meeting, the complainant shall be informed of the appropriate complaint procedure.

Any complaint regarding the Principal shall be initially filed in writing with the Board. The Board shall consult with legal counsel or appoint an appropriate agent to conduct the investigation.

The Principal or designee shall determine whether a complaint against any other employee should be considered a complaint against the school and/or an individual employee, and whether it should be resolved by the school's process for complaints concerning personnel and/or other school procedures. Any complaint of child abuse or neglect alleged against a school employee shall be reported to the appropriate local agencies in accordance with law and BP 5141.4 - Child Abuse Prevention and Reporting. Any complaint alleging that an employee engaged in unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures. Any complaint by an employee, job applicant, volunteer, intern, or independent contractor alleging unlawful discrimination or harassment by an employee shall be filed in accordance with AR 4030 - Nondiscrimination in Employment.

Any complaint subject to this policy and the accompanying administrative regulation shall be investigated by the employee's immediate supervisor, the Principal or designee, legal counsel, agent of the Board, and/or other appropriate person who is not the subject of the complaint or subordinate to the employee charged in the complaint. The complainant and the employee shall have an opportunity to present information relevant to the complaint.

A complaint that is filed anonymously may be investigated by the Principal or designee depending on the specificity and reliability of the information.

If a complainant requests confidentiality, the Principal or designee shall inform the complainant that the request may limit the school's ability to investigate the employee's conduct or take other necessary action. However, the Principal or designee shall take all reasonable steps to investigate and resolve the complaint without divulging the complainant's identity.

The Board prohibits retaliation against complainants.

Appeals

If either the complainant or the employee submits an appeal of the Principal's decision to the Board, the Board shall determine whether to uphold the Principal's decision without hearing the complaint, appoint an appeals committee to advise the Board, or hear the appeal itself.

If the Board decides to hear the complaint, the matter shall be addressed in closed session in accordance with Government Code 54957 unless the employee requests that it be heard in open session. The Board shall review the original complaint and additional information provided by the Principal or designee regarding the steps taken to resolve the issue.

The Board's decision shall be final.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed. Code 33308.1

Ed. Code 35146

Ed. Code 44031

Ed. Code 44811

Ed. Code 44932-44949

Ed. Code 48987

Gov. Code 54957

Gov. Code 54957.6

Pen. Code 11164-11174.3

Pen. Code 273

W&I Code 300

Description

[Guidelines on procedure for filing child abuse complaints](#)

[Closed sessions](#)

[Personnel file contents and inspection](#)

[Disruption of classwork or extracurricular activities](#)

[Resignation, dismissal and leaves of absence \(rights of employee; procedures to follow\)](#)

[Child abuse guidelines](#)

[Closed session; complaints re employees](#)

[Closed sessions regarding employee matters](#)

[Child Abuse and Neglect Reporting Act](#)

[Cruelty or unjustifiable punishment of child](#)

[Minors subject to jurisdiction of juvenile court](#)

Management Resources

Court Decision

Website

Description

[Baca v. Moreno Valley Unified School District \(1996\) 936 F. Supp. 719](#)

[CSBA District and County Office of Education Legal Services](#)

Cross References

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[Role Of The Board](#)