

Grievance Policy

It is the intention of the Board of Education that everyone at ABC Adult School have the right to prompt and orderly redress of a grievance relating to an alleged violation of federal or state laws or regulations of education programs. Pursuant to California Code of Regulations, Title 5, Section 4600, the district has developed necessary procedures to process a complaint regarding educational services provided by the Adult School. A copy of the “Uniform Complaint Policy” and official forms are available in the front office of both the Cuesta and Cabrillo Lane campuses.

Uniform Complaint Procedure

School or Site Concerns: As stipulated in Board Policy 1312 (Community Relations), specific concerns regarding a school should be discussed in the following order:

- a. Teacher
- b. Principal
- c. Assistant Superintendent or Designee
- d. Superintendent
- e. Board of Education

Uniform Complaint or Community Complaint Procedure: If a citizen is still dissatisfied with the result after following the above protocol, the below procedures should be followed:

- a. Complete a Uniform Complaint Procedure or Community Complaint Form (available at sites)
- b. Submit form or written complaint to the site principal (Uniform Complaint Procedure) or Superintendent's office.
- c. Staff will respond to the concern and a response will be sent to the citizen within two weeks.
- d. Copies of the complaint will be distributed as follows: Superintendent, Site/Principal, and Students

After those avenues have been exhausted, further assistance may be sought for instances pertaining to Career Technical classes or programs from the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350 (800) 917-2081. <http://www.council.org>