

**BIGGS UNIFIED SCHOOL DISTRICT  
ACCUSATION AGAINST AN EMPLOYEE**

To: Board of Trustees  
Biggs Unified School District  
300 B Street  
Biggs, California 95917

From: Name(s) \_\_\_\_\_

Address(es) \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

The complainant is the parent/guardian of \_\_\_\_\_, A student enrolled at \_\_\_\_\_

Name of person(s) against whom accusation is made: \_\_\_\_\_

Site at which employed \_\_\_\_\_

The date of the event or circumstances upon which this complain is based is: \_\_\_\_\_

Nature of you complaint. (This should include a description in your words of your accusation, including all names, dates, and places necessary for a complete understanding of your complaint.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(You may use additional pages to describe your complaint more fully if you desire)

I request that this complaint shall be resolved as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the complaint been discussed with the employee named in this complaint or his/her supervisor? \_\_\_\_\_

Date(s) \_\_\_\_\_

**ACCUSATION AGAINST AN EMPLOYEE (continued)**

What was the result of the discussion? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have been given a copy of Board policy and administrative regulations 1312.1. I have read, and I understand, the provisions of the policy \_\_\_\_\_

I also understand that a copy of this accusation will be given to the person against whom this accusation is being made, and he/she will be given the opportunity to respond in writing to this accusation and that I will receive a copy of such response.

I also understand that if a hearing is held on this accusation by the Board or a committee thereof, such hearing will be held in executive session with the press and public excluded and that I will be informed of the time, date, and place such hearing will be held, unless the employee requests otherwise.

I certify under penalty of perjury that the forgoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_, California.

Signature(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acknowledgment: I hereby acknowledge receipt of a copy of this accusation and I understand my right to file written response hereto, a copy of which will be furnished the complainant(s). I understand my response shall be submitted under penalty of perjury.

Signature(s): \_\_\_\_\_