Uniform Complaint Procedure

E 1312.3 Community Relations

FICIAL USE ONLY
School/Site:
Date Returned:
Time:
Signature of Administrator:

UNIFORM COMPLAINT FORM

A complaint under the Uniform Complaint Procedures (UCP) is a written and signed statement alleging a violation of federal or state laws governing certain educational programs. The San Ramon Valley Unified School District (District) has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing these educational programs. As always, the District's Governing Board (Board) encourages early resolution of complaints whenever possible. However, to resolve complaints which may require a more formal process, the Board adopted the uniform system of complaint processes specified in Title 5 of the California Code of Regulations sections 4600-4694, as applicable, and District Board Policy (BP) and Administrative Regulation (AR) 1312.3. The District designates UCP compliance officer(s) who receive and coordinate the investigation of complaints and ensure District compliance with the law. UCP complaints should be submitted by mail or email to:

Compliance Officers:

Director, Human Resources-Compliance	OR	Director, Student Services
San Ramon Valley Union School District		San Ramon Valley Union School District
699 Old Orchard Drive		699 Old Orchard Drive
Danville, CA 94526		Danville, CA 94526
925-552-2950		925-552-5033
kdowd@srvusd.net		dkravitz@srvusd.net

If you are unable to put your complaint in writing, due to conditions such as a disability or illiteracy, the District will assist you with filing the complaint. Complaints may be filed anonymously, and will be investigated if sufficient information is provided.

Name:				
Addres	s:			
Phone I	Number:	I	Email address:	
Role:	□ Parent/Guardian	□ Employee	□ Student	□ Other

A complaint filed on behalf of a student may only be filed by that student or that student's duly authorized representative.

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COMPLAINT

Date(s) of Alleged Violation(s):

School/Dept. of Alleged Violation(s):

Basis for Complaint (select all that apply):

- \Box Adult education
- \Box After school education and safety programs
- □ Agricultural career technical education
- Career technical/technical education/technical training
- □ Child care and development programs
- \Box Compensatory education
- Consolidated categorical aid programs
- Every Student Succeeds Act (ESSA)
- \Box Migrant education
- Regional Occupation Centers and Programs (ROCP)
- \Box School safety plans
- Sexual Harassment (BP 5147.7)

Discrimination, including harassment, intimidation, or bullying, on the basis of (select all that apply):

 \Box Age

□ Religion

	Ethnicity	
I I	EINNICHV	

- \Box Color
- □ Ancestry
- \Box Gender expression
- Marital statusSexual orientation

□ National origin

 \Box Parental status

□ Gender identity

□ Genes

 \Box Sex

□ Gender

- □ Ethnic group identification
- \Box Physical or mental disability
- \square Association with person/group with one or more of these actual or perceived characteristics
- □ Reasonable accommodations to a lactating student
- □ Pregnant or parenting student
- \Box Pupil fees
- Local Control and Accountability Plans (LCAP)
- □ School plan for student achievement
- \Box School Site Council
- Educational rights for foster youth
- Educational and graduation requirements for foster youth, homeless youth, and other youth (e.g., former juvenile court school pupils, children of military families, newcomers and migratory education students)
- \Box Courses of study without educational content
- Deficiencies related to preschool health & safety issues for a California state preschool
- □ Physical education instructional minutes
- □ Retaliation

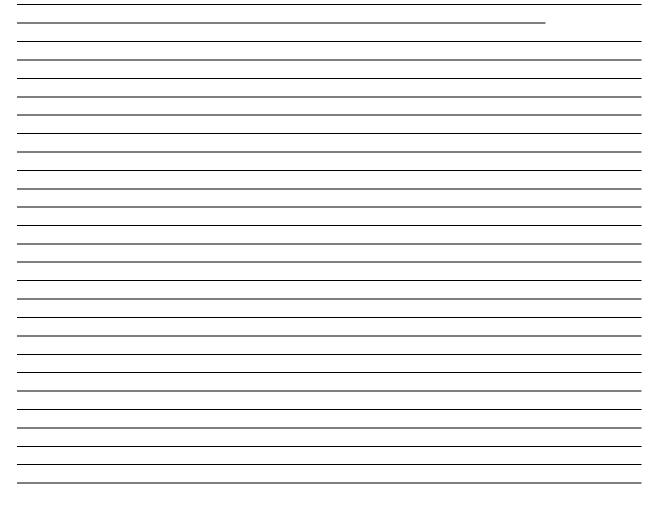
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Any other state/federal program the Superintendent of Public Instruction deems appropriate

DESCRIPTION OF COMPLAINT

Please describe your complaint in detail, including the date(s), name(s) of people involved in the complaint, and the results of any previous meetings or discussions with the site or personnel regarding the complaint. You may attach additional pages as necessary to fully describe your complaint.



▲ I understand that the site administrator, Superintendent or designee, or Board may request from me further information about this complaint and, if such information is available, I shall present it upon request.

I,_____ hereby certify that the above statements are true and correct to the best of my knowledge.

Signature:

Date:_____

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