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## Uniform Complaint Procedure Policy 2-204

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### Scope:

This policy applies to all complaints related to:

1. Discrimination, harassment, intimidation, and bullying based on protected characteristics, including but not limited to race, color, ancestry, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression.
2. Violations of state or federal laws in educational programs, including child nutrition programs, expanded learning opportunities program, and other categorical programs.
3. Any noncompliance with laws related to Local Control and Accountability Plans (LCAPs), pupil fees, and instructional materials.

### Purpose

The Governing Board is committed to ensuring compliance with applicable state and federal laws and regulations governing educational programs, services, and activities. The Board hereby provides a uniform system of complaint procedures to address allegations of unlawful discrimination, harassment, intimidations, bullying, and noncompliance with laws and regulations. These procedures shall promote and prompt an equitable resolution of complaints to foster a safe and inclusive learning environment.

Complaints related to sufficiency of textbooks, instructional materials, teacher vacancies or misassignments, or emergency or urgent facilities conditions that pose a health or safety threat shall be investigated and resolved in accordance with the Williams Act Uniform Complaint Procedures. (Education Code 8235.5, 35186)

Complaints about Special Education services shall be handled in accordance with the Individuals with Disabilities Act (IDEA).

In the event that a complaint falls within the scope of a different policy or different state or local agency, the District staff will assist the complainant with filing the complaint under the appropriate policy or agency.

**The Board prohibits retaliation against any individual who files a complaint, participates in the complaint investigation process, or reports a concern.**

Adopted on:  
Revised on: N/A

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## Administrative Regulations

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### Definitions

1. **Complaint:** A written and signed statement alleging a violation of law or regulation, discrimination, harassment, intimidation, or bullying.
2. **Complainant:** An individual, including a student, parent/guardian, employee, or community member, who files a complaint under this policy.
3. **Respondent:** The person or entity alleged to have violated policy, law, or regulation.

### Complaint Process:

#### 1. Filing a Complaint

- Complaints must be filed in writing using the district's Uniform Complaint Form, available on the District's website. Verbal complaints will be accepted in cases of inability to submit a written complaint.
- Complaints must be submitted to the Superintendent or designee within six months of the alleged violation or the date the complainant became aware of the issue. Extensions may be granted upon request.

#### 2. Acknowledgment and Review

- The Superintendent or designee will acknowledge receipt of the complaint in writing within five business days.
- A preliminary review will determine whether the complaint falls under UCP or another district policy.

#### 3. Investigation

- An impartial investigation will be conducted within 60 calendar days of receipt, unless an extension is agreed upon by all parties.
- The investigation will include interviews, document reviews, and other relevant fact-finding steps.

#### 4. Resolution

- The Superintendent or designee will issue a written decision within 60 calendar days of receipt of the complaint. The decision will include:

Adopted on:  
Revised on: N/A

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- Findings of fact
- Conclusion of law
- Disposition of the complaint
- Corrective actions, if warranted
- Notification of appeal rights
- If dissatisfied with the district's decision, the complainant may appeal to the California Department of Education within 15 calendar days.

### **Confidentiality**

Confidentiality shall be maintained to the extent possible without interfering with the investigation process or the district's legal obligations. All parties involved in a complaint are expected to respect the privacy of others.

### **Annual Notice**

The District shall annually notify all students, parents/guardians, employees, and other interested parties of its UCP policy and procedures. The notice shall be provided in English and any other language spoken by 15% or more of the student population.

### **Recordkeeping**

The Superintendent or designee shall maintain all complaint records in accordance with state and federal law. Records shall include:

1. Copies of complaints
2. Investigation materials
3. Final decision letters
4. Any corrective actions taken

### **Compliance References**

1. California Code of Regulations, Title 5, Sections 4600-4687
2. Education Code Sections 234.1, 32289, 49010-49013, 51210, 52075
3. Title IX of the Education Amendments of 1972

Adopted on:  
Revised on: N/A



## **No Retaliation**

The District prohibits retaliatory behavior or action against any person who complains, testifies, assists, or otherwise participates in the complaint process. However, disciplinary action may be taken against any person who is found to have made a complaint that he or she knew to be false.

*Adopted on:*  
*Revised on: N/A*

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## Uniform Complaint Procedures (UCP) Complaint Form

[School District Name]

Address: [Insert Address]

Phone: [Insert Phone Number]

Website: [Insert Website]

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### Uniform Complaint Form

This form is to be used to file a complaint under the district's Uniform Complaint Procedures (UCP). For assistance in completing this form, please contact [Contact Name/Title] at [Phone Number] or [Email Address].

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### Complainant Information

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_  
\_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

### Student Information (if applicable)

- Student Name: \_\_\_\_\_
- Grade Level: \_\_\_\_\_
- School Name: \_\_\_\_\_

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### Details of the Complaint

1. Date of Incident: \_\_\_\_\_
2. Location of Incident: \_\_\_\_\_

Adopted on:  
Revised on: N/A

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3. Describe the specific issue or incident. (Include names of individuals involved, dates, and any other relevant information. Attach additional pages if necessary.)

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4. What steps have you taken, if any, to resolve this issue prior to filing this complaint?

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5. What specific remedy or resolution are you seeking?

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**Optional Demographic Information**

Providing this information is voluntary and will not affect the investigation of your complaint.

• Ethnicity: \_\_\_\_\_

• Gender: \_\_\_\_\_

Adopted on:  
Revised on: N/A



• Primary Language: \_\_\_\_\_

**Acknowledgment and Signature**

By signing below, I affirm that the information provided in this complaint is true and correct to the best of my knowledge.

• Signature: \_\_\_\_\_

• Date: \_\_\_\_\_

**For District Use Only**

• Date Received: \_\_\_\_\_

• Received By: \_\_\_\_\_

• Complaint Number: \_\_\_\_\_

• Assigned To: \_\_\_\_\_

**Notes:**

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