

Uniform Complaint Procedure

E 1312.3 Community Relations

UNIFORM COMPLAINT FORM

OFFICIAL USE ONLY	
Issue #:	School/Site:
Date Issued: Time: Signature of Administrator:	Date Returned: Time: Signature of Administrator:

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 Pittsburg 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, Student Services
Pittsburg Unified School District
2000 Railroad Ave
Pittsburg, CA 94565
925-473-2346
jclark@pittsburgusd.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: _____

Address: _____

Phone Number: _____ 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):

- Adult education
- After school education and safety programs
- Agricultural career technical education
- Career technical/technical education/technical training
- Child care and development programs
- Compensatory education
- Consolidated categorical aid programs
- Every Student Succeeds Act (ESSA)
- Migrant education
- Regional Occupation Centers and Programs (ROCP)
- School safety plans
- Sexual Harassment (BP 5147.7)
- Discrimination, including harassment, intimidation, or bullying, on the basis of (select all that apply):
 - Race
 - National origin
 - Sex
 - Ethnicity
 - Age
 - Gender
 - Color
 - Religion
 - Gender identity
 - Ancestry
 - Marital status
 - Parental status
 - Gender expression
 - Sexual orientation
 - Genes
 - Ethnic group identification
 - Physical or mental disability
 - Association with person/group with one or more of these actual or perceived characteristics
- Reasonable accommodations to a lactating student
- Pregnant or parenting student
- Pupil fees
- Local Control and Accountability Plans (LCAP)
- School plan for student achievement
- 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)
- 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 answer the questions below. You may attach additional pages as necessary to fully describe your complaint)

In the space provided below, please indicate the nature of the problem. Be as specific as possible:

Have you discussed the problem with a staff member or administrator? If so, what was the outcome of your discussion?

Indicate below your recommendation for resolving the problem.

 _____ 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: _____