

**Uniform Complaint Procedure  
Discrimination/Harassment and Compliance with State and Federal  
Programs Complaint Reporting Form**

The Palo Alto Unified School District maintains a uniform complaint procedure for investigating complaints of: (1) discrimination, including discriminatory harassment, intimidation, or bullying on the basis of actual or perceived characteristics of age, sex, sexual orientation, ethnic group identification, race, ancestry, nationality, national origin, religion, color, or mental or physical disability, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics, including retaliation; and (2) complaints of violations of the laws and regulations governing consolidated categorical aid programs, Adult Education, Career/Technical Education, Child Development, Special Education and Nutrition services, or Federal and State Categorical Programs (No Child Left Behind, Title 1, McKinney Vento, English Language Learners, Foster Youth, other programs) and the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities. Any individual, public agency or organization may file a written complaint of noncompliance.

*For Williams Settlement Complaint Procedures: (a) Sufficiency of Materials, (b) Emergency or Urgent Facilities Issues, or (c) Teacher Vacancies and Misassignment Issues, USE SEPARATE WILLIAMS COMPLAINT FORM.*

**I. Contact Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_

**II. Complainant**

You are filing this complaint on behalf of:

yourself     your child or a (student)     another student     a group

**III. School Information**

School Name: \_\_\_\_\_ Principal's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_

**IV. Basis of Complaint:** *(Please check the appropriate box)*

**Discrimination/Harassment**

In accordance with the District's Uniform Complaint Procedures (5 CCR 4620) each school district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation and bullying against any protected group, including retaliation. Protected groups are enumerated by Education Code §§ 200 and 220. Additionally, it is the policy of the State of California, pursuant to Section 200, that all individuals shall enjoy freedom from discrimination and/or harassment of any kind in the educational institutions of the state. This also includes sexual harassment, which is a form of sexual discrimination (EC § 231.5)

Please check the following box(s), based on the actual or perceived characteristics of discrimination, harassment, intimidation and bullying you experienced, (Education Code §§ 200 and 220

- |   |   |
|---|---|
| <input type="checkbox"/> Sexual orientation           | <input type="checkbox"/> Ancestry                                 |
| <input type="checkbox"/> Gender/Sex                   | <input type="checkbox"/> Mental or physical disability            |
| <input type="checkbox"/> Race/Ethnicity               | <input type="checkbox"/> Age                                      |
| <input type="checkbox"/> Gender Expression            | <input type="checkbox"/> Association with any of these categories |
| <input type="checkbox"/> National origin/ Nationality | <input type="checkbox"/> Sexual Harassment                        |
| <input type="checkbox"/> Religion                     | <input type="checkbox"/> Gender Identity                          |
| <input type="checkbox"/> Color                        |   |

**Compliance with State and Federal Programs**

In accordance with the District’s Uniform Complaint Procedures (5 CCR 4620) each school district shall follow uniform complaint procedures when addressing complaints alleging complaints of violations of the laws and regulations governing consolidated categorical aid programs, Adult Education, Career/Technical Education, Child Development, Special Education and Nutrition services and the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities.

**V. Details of Complaint**

Please answer the following questions to the best of your ability. Attach additional sheets of paper if you need more space.

Please **describe** the type of incident(s) you experienced that led to this complaint, including the events or actions, in as much detail as possible:

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List the **individuals** involved in the incident(s) complaint of:

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List any **witnesses** to the incident(s):

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Describe the **location where** the incident(s) occurred:

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Please list **all the date(s) and times** when the incident(s) occurred or when the alleged acts first came to your attention:

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**What steps**, if any, have you taken to resolve this issue before filing a complaint?

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**Signature of person filing complaint**

**Date**

Complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying shall be initiated not later than six months from the date the alleged discrimination occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination. Copies of the complaint procedures and form are available from the school or District office free of charge. After filling out the complaint form, it should be directed to the Compliance Officer.

**Title IX Coordinator & Compliance Officer**

Kelly Gallagher  
Palo Alto Unified School District  
25 Churchill Ave.  
Palo Alto, CA 94306  
(650) 833-4248  
TitleIXCoordinator@pausd.org

The Compliance Officer will investigate the complaint and provide a written report of the investigation and decision within sixty (60) calendar days.

If dissatisfied with the District’s decision, the complainant may also appeal in writing to the California Department of Education within 15 days of receiving the District’s decision. The appeal to the California Department of Education must include a copy of the complaint filed with the district and a copy of the district’s decision.

A complainant may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a state or federal court include, but are not limited to injunctions and restraining orders. In a complaint of unlawful discrimination, complainant may seek civil law remedies no sooner than sixty (60) days from the filing of an appeal with CDE, except that such time limitation does not apply to injunctive relief.

For complete information concerning the filing of uniform complaints, please see [Board Policy 1312.3 – Uniform Complaint Procedures](#) and [Administrative Regulation 1312.3- Uniform Complaint Procedures](#).

Received By:	Date Filed:
Title:	

**Please provide a duplicate copy to the complainant.**