

Complaint Form

Uniform Complaints and Non-Uniform Complaints
Use separate form for **Williams-related Complaints**

Complainant Information	
Name	Position/Title (check one): <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Student <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Administrator <input type="checkbox"/> Other (specify): _____
Address	
Daytime Phone #	
Evening Phone #	
E-mail	

Specifics of Complaint	
Name of person(s) or program against whom complaint is made:	
School and/or Department	
Date(s) of alleged violation(s):	

Complaints subject to Uniform Complaint Procedures (UCP)

Uniform Complaints are governed by specific Education Code and Board Policy. If your complaint does not fall under one of the specified programs/activities listed below or involve discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics listed below, please skip to the **bottom of this page** and state the nature of your complaint under the NON-UCP complaints section.

For allegations of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- Accommodations for Pregnant and Parenting Students (EC 46015)
- Adult Education (BP 6200)
- After School Programs (BP 5148.2)
- California State Preschool Programs (BP 5148.3)
- Career Technical Education (BP 6178)
- Child Care & Development (BP 5148)
- Compensatory Education (EC 54400)
- Consolidated Categorical Aid Programs (EC 33315)
- Education for Children of Military Families (AR 6173.2)
- Education for English Learners (BP 6174)
- Every Student Succeeds Act (ESSA) programs
- Foster Youth Education (BP 6173.1)
- Homeless Youth Education (BP 6173)
- Local Control Accountability Plan (LCAP) (BP 0460)
- Migrant Education Program (BP 6175)
- Physical Education Minutes (BP 6142.7)
- Pupil Fees for Educational Activities (BP 3260)
- Pupil Instruction: Course Periods without Educational Content or Previously Complete Courses (BP 6152)
- School Plan/Site Council (BP 0420)
- Tobacco-Use Prevention Education (TUPE) (BP 5131.62)
- Work-Based Learning (BP 6178.1)

For allegations of discrimination, harassment, intimidation, retaliation and/or bullying (employee-to-student, student-to-student, and third party to student), please check which of the actual or perceived protected characteristics upon which the alleged conduct was based:

- Ancestry
- Age
- Color
- Ethnic Group Identification
- Gender
- Gender Expression
- Gender Identity
- Lactating Student
- Mental or Physical Disability
- National Origin
- Nationality
- Race or Ethnicity
- Religion
- Sex
- Sexual Orientation
- Association with a person or group with one or more of the actual or perceived categories listed above

Williams Complaints (NON-UCP)

Education Code (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. If you have a complaint that falls under any of these areas, please use the districts [Williams Complaint Form](#).

Complaints NOT subject to Uniform Complaint Procedures (NON-UCP)

For complaints of bullying that are not based on the above listed protected characteristics, and other complaints not listed on this form or related to the Williams legislation, please continue to use this form and complete all information on the following page.

Nature of Complaint

(Please attach additional pages, if necessary, to describe your complaint more fully)

1. Please give the facts about your complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.
2. Have you attempted to discuss your complaint with any Alameda Unified School District (AUSD) personnel? If so, with whom and what was the result?
3. What is your proposed resolution to the complaint?

4. Please provide copies of any written documents that may be relevant or supportive of your complaint. I have attached written documents: _____ Yes _____ No

Signature of Complainant: _____ Date: _____

The Coordinator of Student Support Services is the point of contact for receiving ALL formal complaints. Within 5 days of receipt of a complaint, the complainant will receive a Receipt Notice. Within 10 days of receiving a complaint, the complainant will be notified of the staff/department assigned to investigate the complaint. No part of this policy precludes a complainant from pursuing civil law remedies outside of the District's administrative procedures at the complainant's own expense.

ALL COMPLAINTS MUST BE SUBMITTED TO:

Jodi McCarthy
 Coordinator, Student Support Services
 2060 Challenger Drive
 Alameda, CA 94501
 Email: jmcCarthy@alamedaunified.org
 P: 510.337.7094 | Fax: 510.337.7071

Non-Discrimination Policy

The Alameda Unified School District (AUSD) is committed to ensuring equal, fair, and meaningful access to employment and education services. The AUSD does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws respectively.

Name of Person Accepting Complaint		Copy of complaint given to complainant: <input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of Person Accepting Complaint		
Date and Time of Complaint Acceptance		