

Uniform Complaint Procedures- BP/AR 1312.3

(For Questions or clarification please contact the Human Resource Department at 805-389-2100)

The Uniform Complaint Procedures (UCP) process may be used for complaints alleging non-compliance of state and federal laws and regulations governing educational programs or discrimination. Not all complaints are within the scope of the UCP, even if they involve alleged violations of law. The issues that may involve filing a complaint under the UCP are explained in the PVSD Administrative Regulations (AR)/Board Policy (BP) 1312.3. Please refer to the PVSD AR/BP to determine if your complaint meets the description of a UCP. Most parents/guardians concerns can be resolved informally with the school principal or with the assistance of the corresponding level office. If this is not possible, this form may be used to file a formal complaint.

I. Complainant Contact Information

Complainant Name: _____

Home Address: _____

Telephone: _____ Date of Alleged Incident: _____

Location of Alleged Incident: _____

II. Subject of the complaint (must meet this criteria):

- Violation of applicable state or federal law regulations.
- Discrimination (such as discriminatory harassment, intimidation, or bullying)
- Noncompliance with reasonable accommodation to a lactating student
- Noncompliance with the prohibition requiring students to pay fees
- Noncompliance with implementation of Local Control Accountability Plan (LCAP)
- Noncompliance with legal requirements applicable to foster youth
- Noncompliance with legal requirements applicable to homeless youth
- Noncompliance with Education Code 51228.1 and 51228.
- Noncompliance with physical education instructional minute requirements.
- Retaliation against a complainant or participant in a complaint process.

Provide Supporting documentation of how the allegations meets one/any of the above criteria:

III. Additional information

Please describe the specific nature of your complaint, in detail, including the date(s), name(s) of people involved in the complaint, and any information regarding previous meetings or discussions with site or District personnel. In your narrative, explain: (1) What happened to you; (2) Why you believe you are being discriminated, harassed, or retaliated against, including the reason or evidence you have to support your belief (attach additional pages):

Your complaint **must be submitted in writing** to the District. You may submit your Complaint to any school or district office, or directly to the person below. Complaints alleging unlawful discrimination shall be initiated no later than six months from the date of the alleged discrimination or the date the complainant first obtained knowledge of the facts of the discrimination. Complaints will be investigated in a manner that protects the confidentiality of the parties to the extent necessary to conduct the investigation. The Board of Education prohibits retaliation in any form for the filing of a complaint or participation in the complaint procedure.

Student Complaints Return to:	Employee Complaints Return to:
Assistant Superintendent of Administrative Services Pleasant Valley School District: 600 Temple Ave, Camarillo Ca. 93010	Human Resources Department Pleasant Valley School District: 600 Temple Ave, Camarillo Ca. 93010

The complainant has the right to appeal the final report to the California Department of Education within 15 calendar days of receiving the decision or to seek review by the U.S. Department of Education, Office of Civil Rights, or may seek civil remedies for allegations of employment discrimination through the U.S. Equal Employment Opportunity Commission and California Dept. of Fair Employment and Housing. The District will investigate, mediate, if necessary, and report to the complainant within 60 calendar days.