



Old Adobe Union School District
UNIFORM COMPLAINT PROCEDURES (UCP) FORM
EXHIBIT 1312.3 (1): Uniform Complaint Procedures

The Governing Board recognized that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

To file a complaint under the Uniform Complaint Procedure, please complete this form.

Complainant/Name: _____

Address: _____

Home/Cell Phone: _____

Email Address: _____

Student Name (*if applicable*): _____

School Name: _____

Are you a:

- Parent
- Student
- Staff Member
- Community Member

Step 1 Please check the box next to the item that describes your complaint. Please check only one box. If you believe more than one item describes your complaint, please explain in Step 2.

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
3. Child care and development programs (Education Code 8200-8498)
4. Compensatory education (Education Code 54400)
5. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)

6. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
7. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
8. Every Student Succeeds Act (Education Code 52059; 20 USC 6301 et seq.)
9. Local control and accountability plan (Education Code 52075)
10. Migrant education (Education Code 54440-54445)
11. Physical education instructional minutes (Education Code 51210, 51222, 51223)
12. Student fees (Education Code 49010-49013)
13. Reasonable accommodations to a lactating student (Education Code 222)
14. Regional occupational centers and programs (Education Code 52300-52334.7)
15. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
16. School safety plans (Education Code 32280-32289)
17. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
18. State preschool programs (Education Code 8235-8239.1)
19. State preschool health and safety issues in license-exempt programs (Education Code 8235.5)
20. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
21. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

Step 2: Details of the complaint (provide additional pages as needed):

Step 3: Did you attempt to resolve your complaint with the person(s) involved? If yes, please provide details of this attempt (provide additional pages if needed):

If you did not attempt to resolve your complaint with the person(s) involved, why?

Did you take any other steps prior to filing this written complaint to resolve your concerns? If so, please describe them.

Step 4: Identify the specific remedy you seek (additional pages if necessary)

Step 5: Please provide names and contact information for individuals with information about the circumstances of the complaint.

Please note that a copy of your complaint shall be provided to the complained employee. If your complaint alleges unlawful discrimination, harassment, intimidation, or bullying and you, or the alleged victim requests confidentiality, please note that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Once the district has received your complaint, the District's Compliance Officer or Designee will contact you to explain the investigation process and schedule an interview.

Please file this complaint at the Old Adobe Union School District Office:

Superintendent's Office
845 Crinella Drive
Petaluma, CA 94954

I declare under penalty of perjury under the laws of the State of California, that I have made true, correct, and complete answers and statements on this complaint form and/or any attachment to this complaint form.

Signature

Date

Received by

Date

OLD ADOBE UNION SCHOOL DISTRICT