RIVERSIDE UNIFIED SCHOOL DISTRICT

Uniform Complaint Procedures Form

The Riverside Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations, including those related to unlawful discrimination, harassment, intimidation, or bullying against any protected group, and all programs and activities that are subject to the uniform complaint procedures. The District will investigate and seek to resolve complaints in accordance with Administrative Regulation 1312.3, Uniform Complaint Procedures (UCP). As the complainant (person filing the complaint), please complete this form, providing as much information as possible and attaching any applicable supporting documentation, to assist the District in its investigation of the complaint. (*Note:* For complaints that are not related to subjects listed on this form, please contact the School Principal or the District Resolution Officer: David Marshall at drmarshall@riversideunified.org or (951) 788-7135 Ext. 80426.)

Last Name		First Name		Preferred Pronoun	
Address		City		Zip Code	
Email				Phone #1	
Preferred Language		Translation Needed	☐ Yes ☐ No	Phone #2	
Complainant is a:	☐ Student ☐ Parent/Guardian/Caregiver ☐ Employee ☐ Community member ☐ Public agency ☐ Organization ☐ Other *(specify)*:				
Complaint is filed on behalf of:	☐ Myself ☐ A student, not the complainant named above ☐ Not applicable				
Name of Affected Student *(if applicable)*					
Student's Date of Birth		Age		Gender	Grade Level
School/Office of Alleged Violation				Date of Alleged Violation	

PROGRAM OR ACTIVITY ☐ *Check if not applicable*

If the complaint is alleging the District's noncompliance in the implementation of specified programs and activities, indicate below the program or activity that is the subject of this complaint. More than one may be selected.

- ☐ Accommodations for pregnant and parenting students
- ☐ Adult Education program
- ☐ After School Education and Safety program (ASES)
- ☐ Agricultural career technical education
- ☐ Career Technical Education (CTE)
- ☐ Child care and development program
- ☐ Compensatory education
- ☐ Consolidated categorical aid programs
- ☐ Course periods without educational content
- ☐ Educational and graduation requirements for a student who is:
  - ☐ foster ☐ homeless ☐ military ☐ migratory
  - ☐ newcomer ☐ formerly in Juvenile Court
- ☐ Every Student Succeeds Act (ESSA)
- ☐ Instructional materials and curriculum: diversity
- ☐ Local Control and Accountability Plan (LCAP)
- ☐ Migrant child education
- ☐ Physical education instructional minutes
- ☐ Reasonable accommodations to a lactating student
- ☐ Regional occupational centers and programs
- ☐ School or athletic team names, mascots, or nicknames
- ☐ School Plans for Student Achievement (SPSA)
- ☐ School Site Councils (SSC)
- ☐ State preschool
- ☐ State preschool health and safety issues
- ☐ Student fees

DISCRIMINATION, HARASSMENT, INTIMIDATION, AND/OR BULLYING ☐ *Check if not applicable*

If the complaint is alleging unlawful discrimination, harassment, intimidation, and/or bullying, indicate below all applicable actual or perceived characteristics subject to this complaint.

- ☐ Ancestry
- ☐ Ethnic group identification
- ☐ Immigration status
- ☐ Nationality
- ☐ National origin
- ☐ Race or ethnicity
- ☐ Age
- ☐ Color
- ☐ Disability
- ☐ Genetic information
- ☐ Medical condition
- ☐ Religion
- ☐ Gender
- ☐ Gender expression
- ☐ Gender identity
- ☐ Sex
- ☐ Sex stereotypes
- ☐ Sexual orientation
- ☐ Parental, marital, or family status
- ☐ Pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery

1. Please give the facts about your complaint. Provide details that may be helpful to the complaint investigator, such as the names of those involved, date(s), location(s), frequency, whether witnesses were present, etc. (If necessary, continue the response to this question on a separate page. Be sure to indicate any additional pages by marking "Yes" to Question 3.)

2. What is the resolution/outcome you are seeking?

3. Have you attempted to discuss your complaint with any Riverside Unified School District personnel? If so, with whom, on what date(s), and what was the result/outcome?

4. What other measures have you taken to resolve the issue before filing this complaint?

5. Do you have any written documents and/or other types of evidence that you can provide that may be relevant or supportive of your complaint?

☐ No ☐ Yes, copies of the documents/evidence are attached to this complaint

Signature of Complainant:_____ Date:_____

Submit your complaint and any supporting documents to the District's compliance officer:

Raúl Ayala, Director of Pupil Services
5700 Arlington Avenue, Riverside, CA 92504
Phone: (951) 352-1200 • Email: rayala@riversideunified.org

The Riverside Unified School District prohibits, at any district program, activity, or employment setting, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, against an individual or group based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability, medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics and provides equal access to the Boy Scouts of America and other designated youth groups.