

NEW JERUSALEM ELEMENTARY SCHOOL DISTRICT



Superintendent: Kellyann Reis

Board of Trustees: William Koster, Angela Reece, Kyle Robertson

New Jerusalem Elementary School District UNIFORM COMPLAINT PROCEDURES

Please complete all information. If you need help filling out the form, please call 209-830-6363.

A complaint under the Uniform Complaint Procedures (UCP) is a written and signed statement alleging a violation of federal or state laws governing certain educational programs. New Jerusalem Elementary School District (NJESD) has the primary responsibility to ensure compliance with applicable laws and regulations governing these programs. In accordance with NJESD's Board Policy 1312.4, NJESD follows the UCP when addressing complaints alleging failure to comply with laws including, but not limited to, allegations about discrimination, harassment, intimidation, bullying, and noncompliance with laws relating to pupil fees.

Any NJESD student, staff member, or parent who feels that unlawful discrimination, harassment, intimidation, bullying, or sexual harassment has occurred should immediately contact a teacher, the school principal, or the NJESD Compliance Officer.

Submit completed form to:

Compliance Officer
Damon Auchard, Director of Compliance
31400 S. Koster Rd.
Tracy, CA 95304
209-830-6363

Name of Complainant: _____ School: _____

Complainant Address: _____

City: _____ State: _____ Zip: _____ Complainant Phone: _____

Parent Name: _____ Parent Phone: _____



(209) 830-6363
(209) 830-9707



mail@njes.org
www.njesd.net



31400 South Koster Rd,
Tracy, CA 95304

COMPLAINT

Date(s) of alleged violation: _____

School/Department of alleged violation: _____

DESCRIPTION OF COMPLAINT

Please describe your complaint in detail, including date(s), name(s) of people involved in the complaint, and the result of any previous meeting or discussions with the site or staff regarding the complaint. You may attach additional pages as necessary to fully describe your complaint.

[illegible]

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I understand that the Compliance officer may request further information about this complaint and, if such information is available, I shall present it upon request.

(Signature)

I, _____ hereby certify that the above statements are true and correct to the best of my knowledge.

Signature: _____ Date: _____



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