Livermore Valley Joint Unified School District

Uniform Complaint Procedure
Discrimination/Harassment Complaint Reporting Form

In accordance with the District's Uniform Complaint Procedures (5 CCR 4620) each school district shall follow uniform complaint procedures when addressing complaints alleging violation of applicable state and federal laws and regulations governing education programs. The UCP shall be used to investigate and resolve allegations involving unlawful discrimination, including discriminatory harassment (sexual harassment, sexual violence, or harassment based on a protected group/characteristic, intimidation or bullying). Protected groups put forth under Title IX and in California are enumerated by Education Code §§200 and 220, Government Code §11135, and include actual or perceived sex, sexual orientation, gender, ethnicity, race, ancestry, national origin, religion, color, mental or physical disability, and age, as well as association with a member of a protected class. The UCP also shall be used for allegations of a violation of specific federal and state programs that use categorical funds, such as Adult Education, After School Education and Safety, Agricultural Vocational Education, American Indian Education Centers, American Indian Early Childhood Education, Career Technical Education, Child Care and Development, Consolidated Categorical Aid, Foster Youth Services, Local Control Funding Formula and Local Control Accountability Plans, Migrant Education, Nutrition Services, Regional Occupational Centers, School Facilities, Special Education, Tobacco-Use Prevention Education, and Unlawful Pupil Fees. A full list of complaints covered by the UCP can be found under Board Policy 1312.3. Additionally, it is the policy of the State of California, pursuant to §200, that all persons should enjoy freedom from discrimination and/or harassment of any kind in the educational institutions of the state. This also includes sexual harassment, which is a form of sexual discrimination (EC §231.5).

For Williams Settlement Complaint Procedures: (a) Sufficiency of Materials,(b) Emergency or Urgent Facilities Issues, or (c) Teacher Vacancies and Misassignment Issues, USE SEPARATE WILLIAMS COMPLAINT FORM.

I. Contact Information:

Name:_____

Address:_____

City:_____ State:_____ Zip:_____

Home Phone:_____ Work or Cell Phone: _____

II. Complainant

You are filing this complaint on behalf of: _____

☐ yourself ☐ your child or a (student) ☐ another student ☐ a group

III. School Information

School Name: _____

Principal's Name: _____

Address:_____

City:_____ State:_____ Zip:_____

IV. Basis of Complaint *(Please check the appropriate box)*

☐ Discrimination or Harassment

Please check the following box(es), based on the type(s) of discrimination or harassment you experienced (Education Code §§ 200 and 220, Government Code §11135), including actual or perceived:

☐ Sexual orientation
☐ Gender/Sex
☐ Ethnicity
☐ Race/Ethnicity
☐ Gender Expression
☐ Gender Identity
☐ National origin/Nationality
☐ Religion
☐ Color
☐ AB9/Seth's Law
☐ Ancestry
☐ Mental or physical disability
☐ Age
☐ Association with any of these categories
☐ Sexual Harassment

☐ Compliance with State and Federal Programs

In accordance with the District's Uniform Complaint Procedures (5 CCR 4620) each school district shall follow uniform complaint procedures when addressing complaints alleging violations of the laws and regulations governing state and federal programs that use categorical funds, such as Adult Education, After School Education and Safety, Agricultural Vocational Education, American Indian Education Centers, American Indian Early Childhood Education, Career Technical Education, Child Care and Development, Consolidated Categorical Aid, Foster Youth Services, Local Control Funding Formula and Local Control Accountability Plans, Migrant Education, Nutrition Services, Regional Occupational Centers, School Facilities, Special Education, Tobacco-Use Prevention Education, and Unlawful Pupil Fees.

If this complaint is addressing State or Federal Program violation, please list the program(s): _____

_____

V. Details of Complaint

Please answer the following questions to the best of your ability. Attach additional sheets of paper if you need more space.

Please **describe** the type of incident(s) you experienced that led to this complaint, including the events or actions, in as much detail as possible: _____

_____

_____

List the **individuals** involved in the incident(s):_____

_____

_____

List any **witnesses** to the incident(s):_____

_____

_____

Describe the **location** where the incident(s) occurred: _____

_____

_____

Please list all the **date(s) and time(s)** when the incident(s) occurred or when the alleged harassment/discrimination first came to your attention: _____

_____

_____

What **steps**, if any, have you taken to resolve this issue before filing a complaint? _____

_____

_____

The **proposed remedy**, if any, that is being requested: _____

_____

_____

_____

_____ _____

Signature of person filing complaint Date

Complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying shall be initiated not later than six months from the date the alleged discrimination occurred, or the date the complaint procedures and form are available from the school or District Office free of charge. After filling out the complaint form, it should be directed to one of the District Compliance Officers:

Dr. Jessica Bonduris, Assistant Superintendent - Human Resources
Livermore Valley Joint Unified School District
685 E. Jack London Blvd., Livermore, CA 94551
Telephone: (925) 606-3268 / jbonduris@lvjusd.org

Michelle Pechette, Assistant Superintendent - Educational Services
Livermore Valley Joint Unified School District
685 E. Jack London Blvd., Livermore, CA 94551
Telephone: (925) 606-3224/ mpechette@lvjusd.org

The Compliance Officer(s) shall receive and coordinate the investigation of the complaint(s) and provide a written report of the investigation and Decision within sixty (60) calendar days. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with Uniform Complaint policies and procedures.

The complainant has a right to appeal the Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

Complainants who file a UCP complaint are advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders, may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

_____ _____

Received By: Date Filed:

_____

Title:

Please provide a duplicate copy to the complainant.

NON-DISCRIMINATION STATEMENT: The Livermore Valley Joint Unified School District is committed to equal opportunity for all individuals. District programs, activities, and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact one of our Title IX Coordators: Assistant Superintendent - Human Resources, Dr. Jessica Bonduris, at (925) 606-3268 or by email at jbonduris@lvjusd.org, or Director of Student Services, Michelle Pechette at (925) 606-3224 or by email at mpechette@lvjusd.org.