West Contra Costa Unified School District

Uniform Complaint Procedure (UCP) Form

Date: _____ /_____ /_____

Last Name: _____ First Name: _____

Street Address: _____ Apt./Ste #: _____

City: _____ Zip Code: _____

Home Phone: (_____) _____ - _____ Message/Work Phone: (_____) _____ - _____

School/Office of Alleged Violation: _____

_____

Please check the category(ies) referred to in your complaint:

- ☐ Adult Education
- ☐ Pre-School
- ☐ Child Nutrition Programs
- ☐ Migrant Education Formula
- ☐ Foster and Homeless Youth
- ☐ Career and Technical Education
- ☐ Consolidated Categorical Aid Programs
- ☐ Student Fees
- ☐ Physical Educational Instructional Minutes
- ☐ Implementation of Local Control Funding & Accountability Plan
- ☐ Regional Occupation Centers and Programs

Unlawful Discrimination : 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, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. Please check all that apply:

- ☐ Race or Ethnicity
- ☐ Color
- ☐ Ancestry
- ☐ Nationality
- ☐ National Origin
- ☐ Immigration Status
- ☐ Ethnic Group Identification
- ☐ Age
- ☐ Religion
- ☐ Marital Status
- ☐ Pregnancy
- ☐ Parental Status
- ☐ Physical or Mental Disability
- ☐ Sex
- ☐ Sexual Orientation
- ☐ Gender
- ☐ Gender Identity
- ☐ Gender Expression
- ☐ Genetic Information
- ☐ Other: _____

_____

Office Use Only: Date Received: _____/_____/_____ By: _____

_____

_____ Informal Complaint _____/_____/_____ Date of Informal Resolution

_____ Formal Complaint _____/_____/_____ Date of Formal Resolution

_____ Not Resolved

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Preschool Complaints: Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

☐ The preschool does not have outdoor shade that is safe and in good repair

☐ Drinking water is not accessible and/or readily available throughout the day

☐ The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children

☐ Restroom facilities are not available only for preschoolers and kindergarteners

☐ The preschool program does not provide visual supervision of children at all times

☐ Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time

☐ Playground equipment is not safe, in good repair, or age appropriate

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Explanation of Complaint: Please describe the issue of your complaint in detail. Give detailed information such as dates, times, places, types of complaints, and witness names. You may attach additional pages and include as much text as necessary and as you wish to fully describe the situation.