

Uniform Complaint Procedures Form



Your contact information:

Name: _____ Phone Number: _____ Today's Date: _____
Address: _____ Email: _____
Student name and grade (if applicable): _____
School/office of alleged violation: _____ Date of alleged violation: _____

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

Details of the Complaint:

Please describe the type of incident(s) you experienced that led to this complaint, in as much detail as possible, including all dates and times when the incident(s) occurred or when the alleged acts first came to your attention and location(s) where the incident(s) occurred:

List the individuals involved in the incident(s):

List any witnesses to the incident(s):

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

For allegations of noncompliance, please check the program or activity referred to in your complaint, **if applicable**:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under California *Education Code (EC)* sections 200 and 220 and *Government Code* Section 11135, including any actual or perceived characteristic as set forth in *Penal Code* Section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in *EC* Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.
- Every Student Succeeds Act (ESSA)
- Instructional Materials and Curriculum: Diversity
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Site Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- Any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

For complaints of discrimination, harassment, intimidation and/or bullying (employee-to-student, student- to-student, and third party to student), **please check which of the actual or perceived protected characteristics upon which the alleged conduct was based:**

- | | | |
|--|--|--|
| <input type="checkbox"/> Immigration Status | <input type="checkbox"/> Ancestry | <input type="checkbox"/> Ethnic Group Identification |
| <input type="checkbox"/> Race or Ethnicity | <input type="checkbox"/> Religion | <input type="checkbox"/> Nationality |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Age | <input type="checkbox"/> Color |
| <input type="checkbox"/> Mental or Physical Disability | <input type="checkbox"/> Lactating Student | |

Allegations of noncompliance of the following:

- Bullying that is not based on the above listed protected classes
- Retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to the uniform complaint procedures.

Signature of Person Filing Complaint

Date

Please submit this complaint to:

Wendy Kelly, Deputy Superintendent
HUMAN RESOURCES DEPARTMENT
Redwood City School District
750 Bradford Street
Redwood City, CA 94063
650-423-2251
wkelly@rcsdk8.net