

Castro Valley Unified School District

UNIFORM COMPLAINT PROCEDURES

Purpose: The Uniform Complaint Procedures (UCP) may be used for complaints alleging non-compliance of state and federal laws and regulations governing educational programs or discrimination. Most parents'/guardians' concerns can be resolved informally with the school principal. If this is not possible, this form may be used to file a formal complaint.

Name: _____

Phone Number: _____ Email: _____

Mailing Address: _____ City/Zip Code: _____

Please check: Parent/Guardian Student District Employee Other _____

Subject of complaint (please check all that apply):

- Violation of law or regulation governing the following program(s):
 - Adult Education
 - After school education programs
 - Early childhood education program assessments
 - Bilingual education
 - California Peer Assistance and Review programs for teachers
 - Career/Technical Education
 - Child Development
 - Child Nutrition
 - Compensatory education
 - Consolidated categorical aid programs
 - Economic Impact Aid
 - The federal Every Student Succeeds Act
 - Regional Occupational Centers and Programs
 - School safety plans
 - Special Education
 - California State Preschool Programs
 - Tobacco-Use Prevention Education programs
 - Any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000

Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).

Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student.

Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015.

Prohibition against requiring students to pay fees, deposits or other charges for participation in educational activities.

Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians.

Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council.

Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1).

Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for

coursework satisfactorily completed in another school, district, or country (Education Code 51225.2).

Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3).

Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223).

Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.

Date of Problem: _____ Course/Grade Level and Teacher Name: _____

Location of Problem (School Name, Address, and Room Number or Location):

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation.

By signing below, you attest you have read the school district policy of Uniform Complaint Procedures. If you wish to submit a complaint anonymously, please contact the district office via telephone, 510-537-3000.

SIGNED: _____ DATE: _____

This complaint form must be submitted to the district office at the address listed below.

Please file this complaint at the following location:

Office of the Superintendent
4400 Alma Avenue
Castro Valley, CA 94546

For Office Use Only

COMPLAINT RECEIVED BY: _____ DATE & TIME: _____