

ROUND VALLEY UNIFIED SCHOOL DISTRICT
UNIFORM COMPLAINT FORM

OFFICIAL USE ONLY	
Issue #:	School/Site:
Date Issued:	Date Returned:
Time:	Time:
Signature of Administrator:	Signature of Administrator:

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. The Round Valley Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing these educational programs. As always, the District’s Governing Board encourages early resolution of complaints whenever possible. However, to resolve complaints which may require a more formal process, the Board adopted the uniform system of complaint processes specified in Title 5 of the California Code of Regulation (AR) 1312.3. The District designated UCP compliance officers to receive and coordinate the investigation of complaints and ensure District compliance with the law. UCP complaints should be submitted by mail, email, or in person to:

Mike Gorman, District Superintendent
 Round Valley Unified School District
 76280 High School Street, Covelo, CA 95428
 707-983-6171 / mgorman@rvusd.us

If you are unable to put your complaint in writing, due to conditions such as a disability or illiteracy, the District will assist you with filing the complaint. Complaints may be filed anonymously and will be investigated if sufficient information is provided.

Name: _____

Address: _____

Phone Number: _____ E-mail address: _____

Role:

parent/guardian employee student other

(A complaint filed on behalf of a student may only be filed by that student or that student’s duly authorized representative.)

COMPLAINT

Date (s) of Alleged Violations: _____

School/Department of Alleged Violations: _____

Basis for Complaint (select all that apply):

- Adult Education
- Afterschool education and safety programs
- Agriicultural career technical education
- Career technical/ technical education/ technical training
- Child care and development programs
- Compensatory education
- Consolidated categorical aid programs
- Every Student Succeeds Act (ESSA)
- ROCP
- School Safety Plans
- Sexual Harassment
- Discrimination, including harassment, intimidation, or bullying on the basis of (check what applies):
 - Race Ethnicity Color Ancestry Gender Expression Age
 - Ethnic Group Identification National Origin Religion Marital Status
 - Sexual Orientation Physical or mental disability Sex Gender
 - Gender Identity Parental Status Genes Pupil fees
 - Association with person/group with one or more of these actual perceived characteristics
 - Reasonable accommodations to a lactating student
 - Pregnant or parenting student Local Control and Accountability Plan (LCAP)
 - School Plan for Student Achievement School Site Council
 - Educational rights for foster youth Physical education instructional minutes
 - Educational and graduation requirements for foster youth, homeless youth, and other youth (former juvenile court school students, children of military families, newcomers, migratory education students, etc.)
 - Courses of study without educational content
 - Deficiencies related to preschool health and safety issues for a California state preschool
 - Retaliation
 - Any other state/federal program the Superintendent of Public Instruction deems appropriate

DESCRIPTION OF COMPLAINT

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

DESCRIPTION OF COMPLAINT (continued)

Please sign statements below:

_____ I understand that the site administrator, Superintendent or designee, or Board may request from me further information about this complaint and, if such information is available, I will present it upon request.

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

Signature: _____ Date: _____

