



Fresno Unified School District UNIFORM COMPLAINT PROCEDURES

Please complete all information. If you need help filling out the form, please call 457- 3736.

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint; you must indicate that a response is required and provide contact information. **Response requested?** ____Yes ____No

Date: _____ Name of Complainant: _____ School: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell: _____ E-mail address: _____

Name of Parent if Not Complainant

Please check appropriate box and circle specific descriptor in the complaint description of the box you checked:

- A. 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), in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race, color, ethnicity, national origin, immigration status, ancestry, age, creed, religion, political affiliation, gender, gender identity, gender expression, genetic information, mental or physical disability, sex, sexual orientation, marital status, pregnancy status, parental status, medical condition, military veteran status, or association with a person or a group with one or more of these actual or perceived characteristics or any other basis protected by law or regulation, in its educational program(s) or employment, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135 or based on the 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 Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance. (5 CCR 4610).
- B. Any complaint alleging the district's 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 (Education Code 222).
- C. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015).
- D. Any complaint, by or on behalf of any student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2).
- E. 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).
- F. Any complaint, by or on behalf of 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 51225.1, 51225.2).
- G. Any complaint alleging district noncompliance with applicable legal requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan (LCAP), including the development of a local control funding formula (LCFF) budget overview for parents/guardians (Education Code 52075).
- H. 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, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001).



I. I am filing a complaint alleging the district’s noncompliance with the Physical Education instructional minutes requirement for students in elementary school (Education Code 51210, 51222, 51223).

J. I am filing a complaint alleging the district’s noncompliance with Pupil Instruction: course periods without educational content or previously completed courses 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).

K. Any complaint alleging district noncompliance with the prohibition against requiring pupils to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610; Education Code 49010-49013).

Name of activity: _____ Amount of fee, deposit, or charge \$: _____
School: _____ Name of person receiving fee: _____

L. Any complaint alleging district violation of applicable state or federal law or regulations governing any program subject to the UCP which is offered by the district, including: After School Education and Safety programs, adult education, agricultural career technical and vocational education, American Indian education centers and early childhood education program assessments, bilingual education, California Peer Assistance and Review programs for teachers, state and federal career technical and technical education and training programs, child care and development programs, consolidated categorical aid programs, Economic Impact Aid, English learner programs, the federal Every Student Succeeds Act, migrant education, Regional Occupational Centers and Programs, School safety plans, compensatory education, California State Preschool Programs, health/safety issues, and any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000. Please specify the program(s).

Name of Program: _____ Alleged violation: _____

M. I am filing a 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.

Note: For each box that you checked, please use this page to specifically describe the nature of your complaint. Be as factual and specific as possible. Complaints alleging unlawful discrimination, discriminatory harassment, intimidation, or bullying must be initiated no later than **six months** from the date when the alleged incident occurred or when the complainant first obtained knowledge of the facts supporting the alleged discrimination. A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred. Therefore, you must at least indicate the approximate date of the alleged violation. If the violation has occurred over a period of time or is continuing, please indicate the time period in question.

Please describe your complaint providing specific examples. Be as specific as possible, giving date of incident, names and time. (If you need additional space, you may attach a separate sheet of paper to this complaint form).

REMEDY REQUESTED: What is the outcome you are seeking as the result of this complaint? (If you need additional space, you may attach a separate sheet of paper to this complaint form.)

File this form with, Constituent Services Office, 2309 Tulare Street, Fresno, CA 93721 or submit via fax (559) 457-3933 or email to constituent.services@fresnounified.org.

Within 60 calendar days following the receipt of the complaint, unless the complainant agrees in writing to an extension of time, a written report of the district’s investigation shall be completed.

Signature of Complainant: _____

Date: _____

(For Office Use Only)

Date Received: _____

Expected Response Date: _____

The complainant is open to an informal resolution of this complaint.
 The complainant is not open to an informal resolution of this complaint.