

JOURNEY SCHOOL – UNIFORM COMPLAINT PROCEDURE
COMPLAINT FORM

In accordance with Journey’s Uniform Complaint Procedures (5 CCR 4620) each school district and/or charter school shall follow uniform complaint procedures (UCP). A UCP is a written and signed statement alleging a violation of federal or state laws or regulations, which may include: complaints regarding certain programs and activities (listed in Journey School’s UCP); complaints alleging the charging of pupil fees for participation in an educational activity; complaints regarding non-compliance with the requirements of the School’s Local Control and Accountability Plans (“LCAP”); or an allegation of unlawful discrimination, harassment, intimidation, or bullying in certain programs or activities.

Not all complaints fall under the scope of the UCP. Complaints arising from the employment relationship are separately addressed by the School’s employment policies. Many concerns, including classroom assignments, grades, hiring and evaluation of staff, homework policies and practices, student advancement and retention, student discipline, student records, the Brown Act, and other general education requirements, are not UCP complaints. The School, however, may use these complaint procedures to address complaints not covered by the UCP in its sole discretion. Only allegations within the subject matters falling within the UCP can be appealed to the CDE.

A UCP complaint is written, signed and delivered to the responsible party detailed in the UCP. Complainants may use this form, write a letter or email a UCP complaint. A signature on a UCP complaint may be handwritten, typed (including in an email), or electronically-generated.

I. Contact Information:

Name: _____
Address: _____
City: _____ Zip: _____
Home Phone: _____ Work or Cell Phone: _____

II. Complainant

You are filing this complaint on behalf of: _____
 yourself your child or a (student) another student a group

III. School Information

School Name: _____
Principal’s Name: _____
Address: _____ City: _____

V. Details of Complaint

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

Please **describe** the type of complaint that you are filing, including a description of the events or actions, in as much detail as possible:

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List the **people** involved that have led to this complaint:

List any **witnesses** of the incident(s):

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

Signature of person filing complaint

Date

Received by:
Title:

Date Filed:

Please provide a duplicate copy to the complainant.