

STUDENT DISCRIMINATION/HARASSMENT COMPLAINT FORM

General Statement of Policy Prohibiting Religious, Racial or Sexual Harassment

Murrieta Valley Unified School District maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

Complainant _____ School _____ Grade _____

Home Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Type of Discrimination:

Sexual Orientation - Gender Identity - Racial - Religion - Race - National Origin – Sexual

Name of person you believe harassed or was violent toward you or another person

If the alleged harassment or violence was toward another person, identify that person

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used, any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved, etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur? _____

List any witnesses who were present

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complainant Signature _____

Date _____

Received by: _____

Date _____

Uniform Complaint Procedures Williams Settlement Form
For Education Code Section 35186 Complaints

Education Code (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: Yes No

Name: (Optional) _____ Mailing Address: _____

Phone Number: (Optional) Day: _____ Evening: _____

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- A school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

3. Teacher Vacancy or Misassignment

- Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: _____

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

Course or Grade Level and Teacher Name: _____

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

Please file this complaint at the following location:
(Principal or the designee of the district superintendent and address)

AB 1575 COMPLAINT FORM

(Uniform Complaint Procedures for complaints filed under California Education Code Section 49013)

Anyone may use this form to file a complaint regarding a "pupil fee" that is required for participation in an educational activity offered by a California public school, as defined in California Education Code Section 49010. After completing this form, file it with the School Principal. If the Principal does not have sufficient authority to fix the problem, he or she will forward this form to the appropriate school district official for resolution.

► **Do you want to receive a copy of the written response to your complaint?**

Yes, I request a copy of the written response to my complaint.

Name: _____ Address: _____

City & Zip Code: _____ Phone Number (optional): _____

No, I do not request a copy of the written response. I am filing this complaint anonymously.

► **I request immediate action to address the imposition of the following pupil fees: *Please check all that apply and provide supporting details (attach additional pages if needed).***

(Please note that the remedy must be provided to all affected pupils, parents, and guardians per California Education Code Section 49013.)

I. Fees Charged for Registration or Participation:

- A fee was charged as a condition for registration for school or classes
- A fee was charged as a condition for participation in a class or extracurricular activity (whether or not the activity or class is compulsory, elective, or for course credit)

Description of the fee: include (1) the school, class or extracurricular activity for which the registration or participation fee was charged, (2) details regarding how the fee requirement was communicated, and (3) the total amount of the fee. _____

II. Security Deposits or Other Payments for Materials or Equipment:

- A security deposit or other payment was required to obtain materials or equipment, including, but not limited to, a lock, locker, book, class apparatus, musical instrument, uniform, etc.

Description of the payment: include (1) the class or extracurricular activity, (2) details regarding how the security deposit or other payment requirement was communicated, (3) the item of equipment or material for which a deposit or payment was required, and (4) the total amount of the deposit or payment. _____ *(cont. on next page)*

(cont. from page 1) _____

III. Required Purchases for Educational Activities:

A purchase was required to obtain materials, supplies, equipment or uniforms associated with an educational activity.

Description of the required purchase: include (1) the class or extracurricular activity, (2) details regarding how the requirement to purchase the materials, supplies, equipment or uniform was communicated, (3) the item required to be purchased, and (4) the total cost of the purchase.

IV. Miscellaneous/Other Fees or Charges:

The school is violating the requirements Article 5.5 (commencing with Section 49010) of Ch. 6 of Part 27 of Div. 4 of Title 2 of the California Education Code, regarding prohibition of pupil fees for participation in educational activities.

Description with as much detail as possible: _____

► **IMPORTANT:** I am mailing / hand-delivering (circle one) this form on _____ (date)
to Principal _____ (name) at _____ (school name & address).

Please make and keep a copy of this completed form for your records.