Uniform Complaint Form

This form and the Leadership Public Schools Network Uniform Complaint Process is available for any parent, student, employee or resident who wishes to initiate a formal complaint at the LPS Network level. If you need help filling out this form, please ask an administrator or school manager for assistance. Complaints will be reviewed and responded to within 60 days. Your complaint will be acknowledged by email and you will receive a log number after receipt by the LPS Network.

For more information about the complaint procedure, please go to, [http://www.leadps.org](http://www.leadps.org) or see LPS Board of Trustees School Policy and Administrative Regulation 1311.

You may contact the LPS Network Director of Student Services (see contact information at the bottom of the form) with questions about this process or to file this formal complaint.

I. Contact Information of Complainant (the person filling out this form)

_____________________________________________________________________________________
Your name Student’s name

_____________________________________________________________________________________
Your phone number (including area code) Your email address

_____________________________________________________________________________________
Your address, city and zip code

_____________________________________________________________________________________
School name Student’s grade level
II. Basis of Complaint

This form may be used to file a formal complaint regarding:

- General complaints about a LPS Network policy, practice or procedure; a school site-level practice or procedure; or an LPS Network employee. (Note: Employee complaints may also be filed with the LPS Network Director of Student Services and will then be routed to Human Resources for resolution).

- Unlawful discrimination, including discriminatory harassment, intimidation or bullying. In this context, discrimination based on the following characteristics is unlawful under state or federal law: age; ancestry; color; disability (physical or mental); ethnic group identification; gender; gender expression; gender identity; genetic information; homelessness or foster status; marital, parenting or breastfeeding status; nationality; national origin; race or ethnicity; religion; sex (this includes sexual harassment and acts of sexual misconduct); sexual orientation; or based on association with any of these actual or perceived characteristics.

- Retaliation against a complainant or any other participant in the complaint process or anyone who has acted to uncover or report a violation subject to the uniform complaint procedures.

- LPS Network violations of state or federal law or regulations, including those covering the following programs: Adult Education; After School Education and Safety; Berkeley Peer Assistance and Review Programs; Career/Technical Education; Child Nutrition; Childcare and Development Programs; Compensatory Education; Consolidated Categorical Aid Programs; Education Opportunities of Pupils in Foster Care or Pupils who are Homeless and Former Juvenile Court Pupils; English Learner Programs; Every Student Succeeds Act; Local Control and Accountability Plans; Migrant Education; Physical Education Instructional Minutes (for grades one through six); Pupil Fees; Reasonable Accommodations to a Lactating Pupil; School Safety Plans; Special Education; State Preschool; Tobacco-Use Prevention Education.

III. Details of Complaint

Please describe the incident or concern that led to this complaint, in as much detail as possible, including: the location; the individuals involved; what was said during the incident; the dates/times when the incident(s) occurred or when the alleged acts first came to your attention; and to whom the incident was reported. Please also list any witnesses. You may attach additional sheets or documentation if desired. Note: Formal complaints should be filed no later than six months from when you became aware of the alleged incident.
Has the concern been discussed with the school principal, employee, or his/her/their supervisor? If yes, with whom?

If a discussion took place, when did it happen and what was the result of the discussion?

What is your desired remedy? Please describe what you would like for the outcome of this complaint process to be:

I certify that the information I am providing on this form is true and correct.

Complainant’s Signature: ____________________________________ Date: ______________

Supporting documents attached: Yes _____ No _____

Complainants are advised that while the LPS Network will make an effort to protect their privacy and confidentiality, investigation of the complaints may require disclosure of certain information to others. By filing a complaint, the complainant authorizes the LPS Network to investigate and make disclosures as may be reasonably necessary to the investigation and resolution of the complaint. Complaints will be reviewed and responded to within 60 days.

Retaliation for having filed a complaint is prohibited. If any participant in the complaint process experiences retaliation as a result of having participated in the process, please notify the site principal and/or LPS Director of Student Service.

IV. Please submit this signed complaint form to:
   Chris Harrell
   Leadership Public Schools, Director of Student Services
   99 Linden Street, Oakland, CA 94607
   Email: lpscomplaints@leadps.org Phone: (510)830-3780 ext. 115

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