

**ORO GRANDE SCHOOL DISTRICT**  
**Oro Grande, California**

**Exhibit**

**Uniform Complaint Procedures**

**E 1312.3(a)**

**Community Relations**

UNIFORM COMPLAINT FORM

It is the intent of the Board of Trustees to provide a process for individuals, public agencies, and/or organizations to address complaints to appropriate district personnel and to receive a timely response without fear of retaliation. It is also the intent of the Board of Trustees to protect personnel from unfair and unfounded accusations and to resolve any complaints expeditiously.

Please complete the uniform complaint procedures form with as much detailed information as is available so the Compliance Officer can thoroughly investigate the allegation(s) supposed.

Date of filing complaint: \_\_\_\_\_

Date of alleged incident: \_\_\_\_\_

Type of complaint (check any/all categories that apply):

Alleged Unlawful Conduct Regarding Violations of Federal or State Laws or Regulations Governing Specific Educational Programs

Discrimination     Harassment     Intimidation     Bullying     Other

Alleged Unlawful Conduct Regarding Participating in Educational Activities

Fees     Deposit     Charges

Any other Alleged Noncompliance with Federal or State Laws or Regulations:

Other \_\_\_\_\_  
*(Please specify alleged noncompliance category)*

Name of person filing complaint: \_\_\_\_\_  
*(Anonymous complaints will not be accepted – please print)*

**E 1312.3(b)**

Group or organization represented (if any): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address, if any: \_\_\_\_\_

Home Address: \_\_\_\_\_

Details of alleged noncompliance incident and/or behavior: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(You may attach additional pages if necessary)*

Please deliver or mail this completed form to the Compliance Officer:

S. Michael Buckhave  
Deputy Superintendent School Operations

Oro Grande School District  
19900 National Trails Highway  
Oro Grande, CA 92368  
1 (760) 243-5884 ext. 102

.....  
For District Use Only:

Date Compliance Officer received written complaint: \_\_\_\_\_

Date complaint investigation was completed: \_\_\_\_\_

Date complaint was resolved: \_\_\_\_\_

Decision Reached: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action taken: \_\_\_\_\_ Date: \_\_\_\_\_

**12/16 Board approved: January 11, 2017**