



**Manhattan Beach  
Unified School District**

325 South Peck Avenue • Manhattan Beach • California 90266 • (310) 318-7345 • FAX (310) 303-3822

**UNIFORM COMPLAINT FORM**

OFFICIAL USE ONLY	
Issue #:	School/Site:
Date Issued:	Date Returned:
Time:	Time:
Signature of Administrator:	Signature of Administrator:

A complaint under the Uniform Complaint Procedures (UCP) is a written and signed statement alleging a violation of federal or state laws governing certain educational programs. The Manhattan Beach Unified School District (District) has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing these educational programs. As always, the District's Governing Board (Board) encourages early resolution of complaints whenever possible. However, to resolve complaints which may require a more formal process, the Board adopted the uniform system of complaint processes specified in Title 5 of the California Code of Regulations sections 4600-4694, as applicable, and District Board Policy (BP) and Administrative Regulation (AR) 1312.3. The District designates UCP compliance officer(s) who receive and coordinate the investigation of complaints and ensure District compliance with the law. UCP complaints should be submitted by mail or email to:

**Compliance Officers:**

Assistant Superintendent, Human Resources  
Manhattan Beach Unified School District  
325 South Peck Avenue  
Manhattan Beach, CA 90266  
(310) 318-7345, Ext. 5915  
tstekol@mbusd.org

OR

Director of Student Services  
Manhattan Beach Unified School District  
325 South Peck Avenue  
Manhattan Beach, CA 90266  
310-318-7345, Ext. 5989  
kaguero@mbusd.org

If you are unable to put your complaint in writing, due to conditions such as a disability or illiteracy, the District will assist you with filing the complaint. Complaints may be filed anonymously, and will be investigated if sufficient information is provided.

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Role:  Parent/Guardian  Employee  Student  Other

*A complaint filed on behalf of a student may only be filed by that student or that student's duly authorized representative.*



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**COMPLAINT**

Date(s) of Alleged Violation(s): \_\_\_\_\_

School/Dept. of Alleged Violation(s): \_\_\_\_\_

**Basis for Complaint (select all that apply):**

- Adult education
- After school education and safety programs
- Agricultural career technical education
- Career technical/technical education/technical training
- Child care and development programs
- Compensatory education
- Consolidated categorical aid programs
- Every Student Succeeds Act (ESSA)
- Migrant education
- Regional Occupation Centers and Programs (ROCP)
- School safety plans
- Sexual Harassment (BP 5147.7)
- Discrimination, including harassment, intimidation, or bullying, on the basis of (select all that apply):
  - Race
  - National origin
  - Sex
  - Ethnicity
  - Age
  - Gender
  - Color
  - Religion
  - Gender identity
  - Ancestry
  - Marital status
  - Parental status
  - Gender expression
  - Sexual orientation
  - Genes
  - Ethnic group identification
  - Physical or mental disability
  - Association with person/group with one or more of these actual or perceived characteristics
- Reasonable accommodations to a lactating student
- Pregnant or parenting student
- Pupil fees
- Local Control and Accountability Plans (LCAP)
- School plan for student achievement
- School Site Council
- Educational rights for foster youth






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 \_\_\_\_\_ I understand that the site administrator, Superintendent or designee, or Board may request from me further information about this complaint and, if such information is available, I shall present it upon request.

**I, \_\_\_\_\_ hereby certify that the above statements are true and correct to the best of my knowledge.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_