



Discovery Charter Preparatory School
 13570 Eldridge Ave
 Sylmar, CA. 91342
 Telephone 818-897-1187 *Fax: 818-897-1295
www.discoveryprep.org

General Uniform Complaint Procedures Form

Last Name: _____ First Name: _____

Student Name (if applicable): _____ Grade: _____ Date of Birth: _____

Address: _____ Apt. /Suite #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email Address: _____ Date of Alleged Violation(s): _____

Alleged Violation(s): _____

For noncompliance allegations, check the program or activity referred to in your complaint if applicable:

<input type="checkbox"/> After School Education & Safety	<input type="checkbox"/> Bilingual Education	<input type="checkbox"/> California Peer Assistant & Review Programs for Teachers	<input type="checkbox"/> Child Nutrition
<input type="checkbox"/> Compensatory Education	<input type="checkbox"/> Consolidated Categorical Aid	<input type="checkbox"/> Course Periods without Educational Content	<input type="checkbox"/> Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in the District & Children of Military Families
<input type="checkbox"/> Every Student Succeeds Act/No Child Left Behind (Title I-VII)	<input type="checkbox"/> Local Control & Accountability Plans (LCAP)	<input type="checkbox"/> Migrant Education	<input type="checkbox"/> Physical Education Instructional Minutes
<input type="checkbox"/> Pupil Fees	<input type="checkbox"/> Reasonable Accommodations to a Lactating Pupil	<input type="checkbox"/> School Safety Plan	<input type="checkbox"/> Special Education
	<input type="checkbox"/> Tobacco-Use Prevention Education	<input type="checkbox"/> Other:	

For complaints of unlawful discrimination, harassment, intimidation or bullying (employee-to-student, student- to student, third party to student, employee-to-third party) filed no later than six months from the date it occurred or when knowledge was obtained that it occurred, check which actual or perceived protected groups upon which the alleged conduct was based:

- | | | |
|--|--|---|
| <input type="checkbox"/> Sex | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Gender |
| <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Gender Expression | <input type="checkbox"/> Ancestry |
| <input type="checkbox"/> Ethnic Group Identification | <input type="checkbox"/> Race or Ethnicity | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Nationality | <input type="checkbox"/> National Origin | <input type="checkbox"/> Immigration Status |
| <input type="checkbox"/> Color | <input type="checkbox"/> Mental or Physical Disability | <input type="checkbox"/> Lactating Student |
| <input type="checkbox"/> Association with a person or group with one or more of the actual or perceived groups listed here | | <input type="checkbox"/> Age |

For bullying complaints not based on protected groups and other complaints not listed on this form, contact Discovery Charter Preparatory’s Board of Directors at board@discoveryprep.org or 818-897-1187 or Principal, Dr. Karen Smith at ksmith@discoveryprep.org or (818) 928-2302. For complaints of employee-to-employee discrimination or harassment, contact Board of Directors at board@discoveryprep.org or Chief Financial Officer, Sheryl Schubert at schubert@discoveryprep.org or 818-897-1044.



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1. Please give facts about your complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

2. Have you attempted to discuss your complaint with any District personnel? If so, with whom and what was the result?

3. Provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents. Yes No

Signature: _____

Date: _____

Mail, Fax or E-mail your UCP Complaint/Documents to:

- Mail:** Discovery Charter Preparatory School
c/o Board of Directors or Principal
13570 Eldridge Avenue, Sylmar, CA 91342
- E-mail:** Board President, Julian Almaraz board@discoveryprep.org
Principal, Dr. Karen Smith ksmith@discoveryprep.org
- FAX:** (818)897-1295

For more information, please contact Dr. Karen Smith (818)928-2302.