

## UNIFORM COMPLAINT NOTICE AND PROCEDURES

The Uniform Complaint Process, timelines and forms to submit a complaint are listed on the Bellevue Union district web page at the following links: [BP UCP](#), [AR UCP](#), (UCP Form)

Bellevue Union School District annually notifies its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

Bellevue Union School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

Complaint	Individual	District Office	Email
CCR Title 5 Division 1	Students or employees	<b>Chris Kim</b> Business Services	<a href="mailto:business@busd.org">business@busd.org</a>
Gender Equity	K-6 Students	<b>Aracely Romo-Flores</b> Curriculum & English Learners	<a href="mailto:curriculum@busd.org">curriculum@busd.org</a>
Section 504	Disabled Students Disabled Employees	<b>Tracy Whitaker</b> Student Services <b>Stacy Spector</b> Human Resources	<a href="mailto:studentservices@busd.org">studentservices@busd.org</a> <a href="mailto:hr@busd.org">hr@busd.org</a>
Sexual Harassment/ Discrimination	K-6 students Employees	<b>Tracy Whitaker</b> Student Services <b>Stacy Spector</b> Human Resources	<a href="mailto:studentservices@busd.org">studentservices@busd.org</a> <a href="mailto:hr@busd.org">hr@busd.org</a>
Title IX and other*	K-6 Students Employees	<b>Tracy Whitaker</b> Student Services <b>Stacy Spector</b> Human Resources	<a href="mailto:studentservices@busd.org">studentservices@busd.org</a> <a href="mailto:hr@busd.org">hr@busd.org</a>
Title II	Student or Employee	<b>Julie Synyard</b> State and Federal Programs	<a href="mailto:jsynyard@busd.org">jsynyard@busd.org</a>