



LVUSD Conflict Resolution and Complaint Procedures

At Las Virgenes Unified School District, we strive to resolve contentious issues in a timely and diplomatic manner. We encourage all parties to seek resolution through thoughtful, open and honest discourse. When resolving conflicts, we begin at the lowest appropriate level for resolution, and escalate only if necessary.

In the event that an issue is not readily resolved informally, complainants must follow Board-approved policies regarding the resolution of complaints and must comply with the timelines identified in the appropriate policy.

Please use the appropriate documents as described below. The documents are found on our website, at <https://lvusd.org/domain/82>

Complaints Concerning District Employees: For complaints against LVUSD employees, please refer to Board Policy and Administrative Regulation 1312.1, Complaints Concerning District Employees. This policy and regulation has been summarized in these pages. To submit a complaint, please use the Formal Written Complaint forms contained in these pages.

Employee Complaint Procedure: Employees should utilize the Employee Complaint Procedure outlined in Board Policy and Administrative Regulation 4144, 4244, and 4344, Employee Complaint Procedure, and the Formal Written Complaint forms contained in these pages.

Uniform Complaint Procedures ("UCP"): The UCP should be used for complaints which allege unlawful discrimination on the basis of age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity conducted by a local agency, which is funded directly by or that receives or benefits from any state financial assistance.

The UCP should also be used for complaints regarding adult education, consolidated categorical aid, migrant education, career technical/technical education/technical training, child care and development, child nutrition, and special education.

Additionally, the UCP should be used to allege the unauthorized charging of pupil fees for educational activities in violation of Education Code section 49011 and Board Policy 3260.

Please see Board Policy and Administrative Regulation 1312.3, Uniform Complaint Procedures. When filing a uniform complaint, complainants must use the Uniform Complaint Procedure Discrimination/Harassment Complaint Reporting Form provided in the following pages.

Williams Uniform Complaint Procedures: The Williams Uniform Complaint should be utilized for complaints pertaining to issues of insufficient instructional materials, unsafe/unclean facilities, or teacher vacancies or misassignments. Please see Board Policy and Administrative Regulation 1312.4 and the Williams Uniform Complaint form in the following pages.