

VINELAND SCHOOL DISTRICT

Uniform Complaint Procedures (UCP) Complaint Form

(For Complaints Regarding Discrimination, Harassment, Intimidation, and/or Bullying)

Complainant Contact Information

Name* _____

Student Name (if applicable) _____ Date of Birth _____

Address _____ City _____ Zip Code _____

Home Phone _____ Cell or Work Phone _____

I am filing this complaint on behalf of: myself my child or a student another child or student a group

Basis of the Complaint

Discrimination, harassment, intimidation, or bullying** in district programs or activities on the basis of the following actual or perceived protected class or characteristic (check all that apply):

- Sex Sexual Orientation Gender
 Gender Identity Gender Expression Ancestry
 Ethnic Group Identification Race or Ethnicity Religion
 Nationality National Origin Age
 Marital or Parental Status Physical or Mental Disability Color
 Genetic Information Association with a person or group with one or more of the actual or perceived categories listed above

*For complaints alleging noncompliance with the legal prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities or noncompliance with the legal requirements pertaining to the Local Control Accountability Plan (LCAP), the complaint can be filed anonymously if the complaint provides enough evidence or information leading to evidence to support an allegation of noncompliance and to allow an appropriate investigation. However, if the complainant wishes to receive a copy of the District's decision in response to the complaint, the complainant's contact information requested above must be provided.
**For complaints of bullying that are not based on the above listed protected classes or characteristics, please contact your school site principal for further investigation and response.

Noncompliance with state or federal laws regarding the following (check all that apply):

- Adult Education Programs Consolidated Categorical Aid Programs
 Migrant Education Career/Technical Education Programs
 Child Care and Development Programs Child Nutrition Programs
 Special Education Programs Pupil Fees, Charges, or Deposits for Educational Activities
 Development and Adoption of School Safety Plan Local Control Accountability Plan (LCAP)

Details of the Complaint

Date of Alleged Violation _____ Location of Alleged Violation _____

Name of Person(s) Being Complained About (if applicable) _____

Please complete the following to the best of your ability. (Attach additional sheets of paper if you need more space and attach any supporting or relevant documentation.)

1. Please describe with as much detail as possible the facts underlying your complaint. Provide details such as the names of those involved, the dates an incident or incidents occurred, whether witnesses were present and the names of any witnesses, etc. Please provide any details, which you feel might be helpful to the complaint investigator.

2. Please describe what steps, if any, you have taken to resolve this issue before filing this complaint. Have you attempted to discuss this issue with the person about whom you are complaining or with other District personnel? If so, with whom and what was the result?

3. Please describe your desired outcome or remedy so as to assist the complaint investigator in attempting to satisfactorily resolve your complaint.

Signature _____

Date _____

This complaint form must be submitted to the District Compliance Officer at the address listed below unless the complaint alleges noncompliance with the legal prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities. In such cases, this complaint form may be submitted to your school site principal. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying must be initiated no later than six months from the date of the alleged discrimination, harassment, intimidation, or bullying, or six months from the date the complainant first obtained knowledge of the facts of the discrimination, harassment, intimidation, or bullying. Complaints alleging noncompliance with the legal prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities must be filed not later than one year from the date the alleged violation occurred. Complaints will be investigated in a manner that protects the integrity of the process and the confidentiality of the parties to the extent that the investigation of the complaint is not obstructed. The District's governing board prohibits any form of retaliation against any person for the filing of a complaint or participation in the complaint process.

Once completed, please deliver your complaint and any attachments to: **Dr. Matthew W. Ross, Superintendent**

The district will investigate and report its decision to the complainant within 60 calendar days of the District's receipt of the complaint per the District's Uniform Complaint Procedures found at Board Policy and Administrative Regulation 1312.3. The complainant has the right to appeal the district's final decision to the California Department of Education, or to the State Superintendent of Public Instruction for complaints alleging noncompliance with the legal requirements pertaining to the LCAP, within 15 calendar days of receiving the decision.