



UNIFORM COMPLAINT PROCEDURES

(Board Policy/Rule 1312.3)

For Office Use Only
Date Received

In accordance with the district's Uniform Complaint Procedures (UCP) (BP/R 1312.3), UPC procedures shall be applied when addressing the following allegations:

- Allegations of discrimination, harassment, intimidation, and/or bullying;
- Allegations that federal or state laws or regulations governing educational programs or activities have been violated;
- Allegations that students were required to pay fees, deposits, or other charges for participating in educational programs or activities;
- Allegations that Lodi USD failed to comply with the requirements of the Local Control Accountability Plan (LCAP).

To report all alleged violations in these areas, please complete the information below and return to:

Aisha Brice, Coordinator, Positive School Climate

Lodi Unified School District,
1305 East Vine Street, Lodi, CA 95240
209-331-7976 or 209-331-2245 abrice@lodiUSD.net

To report all alleged violations regarding Head Start and State Preschool, please complete the information below and return to:

Susan Petersen, Director of Education, Area 1

Lodi Unified School District,
1305 East Vine Street, Lodi, CA 95240
209-331-7995 or 209-331-7257 spetersen@lodiUSD.net

Complainant's information:

Name: _____

Address: _____

Phone numbers: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

This complaint is filed on behalf of:

☐ My child: Student's Name: _____ School: _____

☐ Myself: ☐ LUSD Employee ☐ Parent ☐ Other: _____

☐ An Agency: _____ Agency Contact Name/Phone: _____

ALLEGATIONS OF DISCRIMINATION, HARASSMENT, INTIMIDATION, AND/OR BULLYING

The person who discriminated, harassed, intimidated, and/or bullied me or another person is a:

- | | | |
|----------------------------------|--|--|
| <input type="checkbox"/> Student | <input type="checkbox"/> Certificated Employee | <input type="checkbox"/> School Administrator |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Classified Employee | <input type="checkbox"/> Other (please describe) |

The name(s) of the individual(s) who discriminated, harassed, intimidated, and/or bullied me or another person is/are:

ALLEGATIONS THAT FEDERAL OR STATE LAWS OR REGULATIONS GOVERNING EDUCATIONAL PROGRAMS OR ACTIVITIES HAVE BEEN VIOLATED

Failure of a Lodi USD educational program or activity to comply with federal or state laws or regulations. Type of program or activity:	<input type="checkbox"/> Career/Technical Education (CTE) <input type="checkbox"/> Child Care and Development Programs <input type="checkbox"/> Special Education Programs <input type="checkbox"/> Child Nutrition Programs <input type="checkbox"/> Migrant Education <input type="checkbox"/> Adult Education <input type="checkbox"/> Federal Consolidated Categorical Programs (Title I, Title II, Title III, Title IV, Title V, Title IX)	<input type="checkbox"/> State Consolidated Categorical Aid Programs (Professional Development Program, State Compensatory Education, Limited English Proficient (EL), School Improvement Program (SIP), school library programs, Economic Aid Impact (EIA) Programs, Miller-Unruh basic reading programs)
The federal or state law or regulation that was violated is:	Please explain:	

ALLEGATIONS THAT STUDENTS WERE REQUIRED TO PAY FEES, DEPOSITS, OR OTHER CHARGES FOR PARTICIPATING IN EDUCATIONAL PROGRAMS OR ACTIVITIES

I was charged pupil fees:	<input type="checkbox"/> For school or classes <input type="checkbox"/> As a condition for participating in a class or an extracurricular activity	<input type="checkbox"/> As a security deposit for a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment <input type="checkbox"/> To obtain materials, supplies, equipment, or clothes associated with an educational activity
The fee was to be used for:	Please give examples of what was done:	

ALLEGATIONS THAT LODI USD FAILED TO COMPLY WITH THE REQUIREMENTS OF THE LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

I believe Lodi USD failed to comply with the requirements of the Local Control Accountability Plan (LCAP):	Please give examples of what was done:
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FOR ALL UNIFORM COMPLAINTS

Please describe your complaint in detail. You may attach additional pages if necessary.	Specific nature of the complaint: include names, dates, times, location, witnesses, etc.:
Please describe what steps you have already taken, if any, to resolve this issue prior to the filing of this written complaint.	Dates and results of any previous meetings with site/district personnel regarding your concerns:
What would you like Lodi USD to do as a result of your complaint?	Suggested remedy:

Declaration of Complainant

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I have received a copy of Lodi USD Board Policy/Rule 1312.3, which includes information as to the appeal process.

I hereby certify that the information in this formal complaint is correct to the best of my knowledge.

Signature of Person Filing Complaint: _____

Print Name: _____ Date: _____

Lodi Unified School District prohibits retaliation in any form for the filing of a complaint or participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant or persons involved in the complaint investigation/resolution process. The identification of a complainant or individuals involved in the complaint will remain confidential, as appropriate.

If applicable, explain why you believe that you were retaliated against for filing a complaint on any of the grounds listed above.	Please provide how you were retaliated against and by whom:
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Signature: _____

Date: _____