

# VUSD Uniform Complaint Form

VUSD ensures it complies with applicable state and federal laws and regulations governing education programs. The district prohibits discrimination, harassment, intimidation, and bullying in all district educational programs, activities, or employment on the basis and/or association with a person or group with one or more of these actual or perceived characteristics: age, ancestry, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family, immigration status or marital status.

Complaints may be communicated in writing to the Uniform Complaint Procedures (UCP) officer. UCP investigations into complaints shall begin within 10 business days of the receipt of the complaint. The district will respond in writing within 60 calendar days of the receipt of the complaint.

Complete and submit this form to any Visalia Unified School District staff member or mail to VUSD, Attention Assistant Superintendent, Educational Services, 5000 W. Cypress, Visalia, CA 93277.

**Description of Complaint:** *(Please provide a detailed description of complaint including name(s), location(s), date(s), what happened, and specific laws, regulations, or district rules violated. Attach additional pages and/or use the back of this form, if necessary)*

**Requested Remedy:** *(Please provide your suggested resolution or corrective action to the complaint.)*

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Staff: When giving or receiving this form, please ensure complainant has a current copy of BP & AR 1312.3.**

**Received by:** *(Please print)*

**Date:**

**Title:**