



## LOMPOC UNIFIED SCHOOL DISTRICT Student/Parent Concerns or Formal Complaints

### Level One Concerns to School Staff

The parent/guardian or student should attempt to express their concerns directly to the staff member involved in the incident(s) in question by requesting a meeting, sending an email or submitting a written concern unless direct contact would be inappropriate or uncomfortable.

Policy: [AR 1312.1 Complaints Concerning District Employees](#)



### Level Two Concerns to Site Administration and Principal

The parent/guardian or student may express their concerns to the site administrator, then the principal, if they feel a satisfactory resolution did not result from contact with the staff member or if direct contact would be inappropriate or uncomfortable. Contact the school office or school principal for further information on how to file a concern or complaint.



### Level Three Concerns to the District Office

The parent/guardian or student may express their concerns to a District Office administrator if, after speaking with the site principal, they do not feel their concerns have been adequately addressed. A written description of the concern/complaint is requested to ensure submission to the appropriate department.

Concern Reporting Form for Printing  
[English](#) [Spanish](#)  
Concern Reporting Form – Fillable  
[English](#) [Spanish](#)

### Level Four

#### Formal Complaints Regarding Violations of State or Federal Laws

*Violations of State or Federal Law do not need to go through the tiered process. Complaints may be filed directly as indicated below.*

#### Uniform Complaints:

Complaints that address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP). Written complaints should be submitted to Pupil Support Services or emailed to [ucp@lusd.org](mailto:ucp@lusd.org).

Policy: [AR 1312.3 Uniform Complaint Procedures](#)

Uniform Complaint Form for Printing

[English](#)

[Spanish](#)

Uniform Complaint Form – Fillable

[English](#)

[Spanish](#)

#### Williams Act Violations:

Complaints in regards to insufficiency of instructional material, teacher vacancy or misassignment, or condition of school facilities. Alleged violations should be submitted to the principal at the school at which the complaint arises.

Policy: [AR 1312.4 Williams Uniform Complaint Procedures](#)

Williams Uniform Complaint Form for Printing

[English](#)

[Spanish](#)

Williams Uniform Complaint Form – Fillable

[English](#)

[Spanish](#)

#### Title IX Violations:

Complaints in regards to discrimination based on sex in educational programs or activities. Reports of sexual harassment should be submitted directly to or forwarded to the district's Title IX Coordinator in Education Services, or emailed to [TitleIX@lusd.org](mailto:TitleIX@lusd.org).

Policy: [AR 5145.71 Title IX Sexual Harassment Complaint Procedures](#)