

UNIFORM COMPLAINT PROCEDURES

Last Revised Date: 05/14/2024

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:

Coordinator, Positive School Climate

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

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

Director of Education

Lodi Unified School District,
1305 East Vine Street, Lodi, CA 95240
209-331-7995 or 209-331-7257
compliance@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:

- ☐ Student ☐ Certificated Employee ☐ School Administrator
☐ Parent ☐ Classified Employee ☐ Other (please describe)

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

This person's behavior can best be described as:	☐ Discrimination ☐ Intimidation ☐ Harassment ☐ Bullying ☐ Other (please describe) The specific action(s) this person engaged in is/are:	
Witness(es) to unlawful discrimination, harassment, intimidation, or bullying is/are:	☐ Student ☐ Certificated Employee ☐ School Administrator ☐ Parent ☐ Classified Employee ☐ Other (please describe) ☐ There was no witness(es) The name(s) of the individual(s) who witnessed this harassment and/or discrimination is/are:	
This unlawful discrimination, harassment, intimidation, and/or bullying has already been reported to the following: You may attach additional pages if necessary.	☐ Student ☐ Certificated Employee ☐ School Administrator ☐ Parent ☐ Classified Employee ☐ Other (please describe) ☐ I have not reported this incident(s) to anyone before The name(s) of the individual(s) who were told about this incident(s) is/are:	
Type of unlawful discrimination, harassment, intimidation, and/or bullying: You may attach additional pages if necessary.	☐ Verbal ☐ Written (including emails) ☐ Physical Please give examples of what was done:	
I believe unlawful discrimination, harassment, intimidation, and/or bullying was based on:	☐ Actual or perceived sex ☐ Sexual orientation ☐ Ethnic group identification/Ethnicity ☐ Race/Color ☐ National origin/Nationality/Ancestry ☐ Religion ☐ Medical condition ☐ Retaliation	☐ Marital status ☐ Mental or physical disability ☐ Age ☐ Gender ☐ On the basis of a person's association a person or group with one or more of these actual or perceived characteristics ☐ Or because I am perceived to be in a protected category

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:	☐ Career/Technical Education (CTE) ☐ Child Care and Development Programs ☐ Special Education Programs ☐ Child Nutrition Programs ☐ Migrant Education ☐ Adult Education ☐ Federal Consolidated Categorical Programs (Title 1, Title II, Title III, Title IV, Title V, Title IX)	☐ 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:	☐ For school or classes ☐ As a condition for participating in a class or an extracurricular activity	☐ As a security deposit for a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment ☐ 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: _____