LOS ALAMITOS UNIFIED SCHOOL DISTRICT

UNIFORM COMPLAINT REPORTING FORM

The Los Alamitos Unified School District is committed to providing a safe, caring, and positive educational and social environment where everyone is treated with respect. In accordance with the District's Uniform Complaint Procedures (Board Policy 1312.3), each school site shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation and/or bullying against any protected group. Protected groups are enumerated by Education Code §§ 200 and 220. Additionally, it is the policy of the State of California, pursuant to Section 200, that all individuals shall enjoy freedom from discrimination and/or harassment of any kind in the educational institutions of the state. This also includes sexual harassment, which is a form of sexual discrimination (Education Code § 231.5).

CONTACT INFORMATION

Name: _____

Address: _____

Primary Phone Number: _____ email: _____

COMPLAINANT

This complaint is being filed on behalf of: _____
(name of individual or group)

☐ yourself ☐ your student ☐ another student ☐ a group

SCHOOL INFORMATION

School Name: _____

Principal's Name: _____

TYPE OF UNIFORM COMPLAINT: Please check box or boxes that apply.

1) A violation of federal or state law or regulation governing the following program(s).

☐ Career Technical Education (Education Code §§ 52300-52490)
☐ Child Care and Development Programs (Education Code §§ 8200-8493)
☐ Compensatory Education Programs (Education Code §§ 54400-54425)
☐ Consolidated Categorical Aid (Education Code § 64000(a))
☐ Accommodations for Pregnant and Parenting Pupils (Education Code 46015)
☐ Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
☐ Student Fees (Education Code 49010-49013)
☐ Local Control Accountability Plan (Education Code §§ 52060-52077)
☐ Migrant Education (Education Code §§ 54440-54445)
☐ Physical Education, Elementary Schools (Education Code § 51223)
☐ Every Student Succeeds Act (Education Code 52059; 20 USC 6301 et seq.)

2) **Discrimination, harassment (including sexual harassment), intimidation, or bullying against any protected group based upon a person's actual or perceived characteristics of:**

☐ Sexual Orientation	☐ Ancestry
☐ Gender	☐ Disability (Physical or Mental)
☐ Race or Ethnicity	☐ Age
☐ Nationality	☐ Gender Expression
☐ National Origin	☐ Ethnic Group Identification
☐ Religion	☐ Sex (Title IX)
☐ Color	☐ Genetic Information
☐ Marital Status or Parental Status	☐ Gender Identity

☐ Association with a person or group with one or more of these actual or perceived characteristics
☐ Please check if this is a complaint concerning **sexual harassment**.
☐ Please check if this is a complaint concerning **bullying.**

3) _____ **Reasonable accommodations to a lactating student (Education Code § 222).**
4) _____ **Assignment to a course without educational content (Education Code § 51228.3).**
5) _____ **Retaliation against a complainant or other participant involved in the complaint process.**

DETAILS OF COMPLAINT

A. In as much detail as possible, describe the nature of the incident you experienced that led to the filing of this complaint (you may attach a separate sheet or sheets of paper if necessary).

B. List the **individual(s)** involved in this complaint.

C. List any **witness(es)** to the incident that led to this complaint.

D. Describe the **location** where the incident(s) occurred.

E. List the **dates** and **times** of when the incident(s) occurred or when the alleged acts first came to your attention.

F. **What steps,** if any, have you taken to resolve this matter prior to filing this complaint?

G. What **solution** or **remedy** are you seeking?

I understand that the District may request further information about this matter, and if such information is available, I agree to present it upon request. I also understand that a copy of this complaint may be given to the employee or supervisor against whom the complaint is made (if applicable). I acknowledge that the District prohibits retaliation or harassment against any individual or the student of a parent/guardian/caregiver who submits a complaint.

Signature of Person Filing the Complaint Date

For Uniform Complaints regarding **student-to-student sexual harassment or bullying**, please return this form to the **School Principal**.

For all other Uniform Complaints, please return this form to:

The Department of Human Resources
Los Alamitos Unified School District
10293 Bloomfield Street
Los Alamitos, CA 90720

FOR OFFICE USE ONLY:

Received by: _____ Date Filed: _____

Title: _____