Turlock Unified School District

Uniform Complaint Procedures (UCP) Complaint Form

Instructions

What is a UCP Complaint? The Uniform Complaint Procedures (UCP) are used to resolve complaints alleging violations of federal or state laws governing specific educational programs, or acts of unlawful discrimination, harassment, intimidation, or bullying.

What is NOT covered by the UCP? Many concerns fall outside the legal scope of the UCP and are handled through different District procedures. To ensure your concern is addressed through the appropriate procedure, please note:

- **Personnel Complaints:** General complaints against an employee (e.g., regarding professionalism, grading, or classroom management) that do not involve illegal discrimination, harassment, intimidation, or bullying should use the "***Complaints Concerning District Personnel***" form (BP/AR 1312.1).
- **Williams Complaints:** For concerns regarding instructional materials, teacher vacancy & misassignment, or school facilities, please use the "***Williams Complaint***" form (BP/AR 1312.4).
- **Title IX Sexual Harassment Complaints:** Complaints alleging sexual harassment prohibited by Title IX should be submitted using the District's Title IX Sexual Harassment Complaint Procedures (AR 4119.12).

Section 1 – Complainant Information

Name: _____

Address: _____

City/State/Zip: _____

Phone:_____ Email: _____

Preferred method of contact: ☐ Phone ☐ Email ☐ Mail

Are you filing on behalf of someone else? ☐ Yes ☐ No

Student Name (if applicable): _____

School: _____ Grade: _____ DOB: _____

Relationship to student(s):

☐ Parent/Guardian ☐ Student ☐ Employee ☐ Community Member ☐ Other: _____

Section 2 – Type of Complaint (Check All That Apply)

☐ Program Noncompliance (Fill out Part A on Page 2)

☐ Discrimination / Harassment / Intimidation / Bullying (Fill out Part B on Page 2)

Part A: Alleged Program Noncompliance: For complaints of alleged program noncompliance, use this section. Check the specific program or activity your complaint refers to. Note: These complaints must be filed within one year of the date the alleged violation occurred, unless the District grants an extension of the filing timeline for good cause.

- ☐ Accommodations for Pregnant and Parenting Pupils
- ☐ Adult Education
- ☐ After-school education and safety
- ☐ Agriculture Career Technical Education
- ☐ Career Technical Education
- ☐ Child Care & Development Programs
- ☐ Child Nutrition Programs
- ☐ Consolidated Categorical Aid Programs (e.g., Title I)
- ☐ Course Periods without Educational Content (Grades 9-12)
- ☐ Education and Graduation for Foster/Homeless/ Military-Connected Youth
- ☐ Local Control & Accountability Plan (LCAP) and School-Level Planning Processes
- ☐ Migrant Education
- ☐ Physical Education Instructional Minutes
- ☐ Pupil Fees
- ☐ Regional Occupational Centers and Programs
- ☐ School Safety Plans
- ☐ Special Education
- ☐ State Preschool
- ☐ Tabacco-Use Prevention Education
- ☐ Other Federal or State Categorical Program:

_____

Part B: Unlawful Discrimination, Harassment, Intimidation, or Bullying: For complaints of alleged unlawful discrimination, harassment, intimidation, or bullying of protected groups, use this section. Check this section only if the conduct was based on actual or perceived protected groups. Note: These complaints must be filed within six months from the date the alleged conduct occurred or from the date the complainant first obtained knowledge of the conduct, unless the time for filing is extended by the Superintendent or designee.

- ☐ Age
- ☐ Ancestry
- ☐ Color
- ☐ Disability (Mental or Physical)
- ☐ Ethnicity / Ethnic Group Identification
- ☐ Gender
- ☐ Gender Expression
- ☐ Gender Identity
- ☐ Nationality
- ☐ National Origin
- ☐ Race or Ethnic Group Identification
- ☐ Religion
- ☐ Sex
- ☐ Sexual Orientation
- ☐ Association with a person or group with one or more protected characteristics

Section 3 – Prior Attempts to Resolve

Have you discussed this issue with school or district personnel? ☐ Yes ☐ No

If yes: Name/Title: _____ Date(s): _____

Outcome: _____

_____

_____

_____

Section 4 – Description of Complaint

Describe what happened, when it occurred, where it occurred, who was involved, and any witnesses. Attach additional pages if needed.

Section 5 – Supporting Documents

☐ I have attached supporting documents. ☐ No supporting documents are attached.

Section 6 – Requested Resolution

What action or remedy are you seeking from the District?

_____

_____

_____

Section 7 – Certification

I certify the information provided in this complaint is true and correct to the best of my knowledge.

Printed Name: _____ Date: _____

Signature: _____

Important Information

How to Submit: Please submit your completed UCP form to:

> **Turlock Unified School District – UCP Compliance Officer**
> In Person: 1574 E. Canal Drive, Turlock, CA 95380
> Via Email: HRComplaints@turlock.k12.ca.us

Review of Complaint: Upon receipt, the District will review the complaint to determine whether the allegations fall within the scope of the Uniform Complaint Procedures (UCP). Complaints may be filed anonymously; however, the District's ability to investigate and respond may be limited if insufficient information is provided.

- **Complaints Outside the Scope of UCP:** If the complaint does not fall within the jurisdiction of the UCP, the District will notify the complainant and may redirect the complaint to the appropriate District procedure.
- **Complaints Within the Scope of UCP:** If the complaint falls within the scope of the UCP, the District will conduct an investigation and issue a written decision to the complainant within 60 calendar days from the date the compliant is received, unless the timeline is extended by written agreement between the District and the complainant.

Appeal Rights: If the complainant disagrees with the District's written decision, the complainant may file an appeal with the California Department of Education within 30 calendar days of receiving the District's decision.

Protection from Retaliation: Retaliation against any individual who files a complaint or participates in the investigation of a complaint is strictly prohibited by District policy and state law.

Confidentiality: To the extent possible, the District will maintain the confidentiality of the complainant and individuals involved in the complaint process, consistent with the District's legal obligation to investigate and resolve the complaint.