

EXCELSIOR CHARTER SCHOOLS

UNIFORM COMPLAINT PROCEDURES (UCP)

COMPLAINT FORM

Use this form to submit a complaint alleging a violation of a state or federal law or regulation within the scope of California's Uniform Complaint Procedures (UCP). Use of this form is encouraged but is not required. Excelsior will assist a complainant who is unable to put a complaint in writing due to a disability, illiteracy, or similar circumstance.

I. CONTACT INFORMATION

Last Name: _____ First Name: _____

Address: _____ Apt/Unit: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

II. COMPLAINANT

You are filing this complaint:

- ☐ On your own behalf
- ☐ On behalf of a pupil (only the pupil or the pupil's duly authorized representative may file on behalf of an individual pupil)
- ☐ As an interested third party, public agency, or organization
- ☐ Other: _____

Name of pupil, if applicable: _____

III. SCHOOL / PROGRAM INFORMATION

School/Campus: _____ Grade, if applicable: _____

Principal/Administrator, if known: _____

Program or department involved, if known: _____

IV. BASIS OF UCP COMPLAINT - CHECK ALL THAT APPLY

This complaint alleges noncompliance with state or federal law or regulation involving one or more of the following UCP areas:

- | | |
|---|---|
| ☐ Accommodations for Pregnant and Parenting Pupils | ☐ Adult Education Programs |
| ☐ After School Education and Safety | ☐ Agricultural Career Technical Education |
| ☐ Career Technical and Technical Education / Training Programs | ☐ Child Care and Development Programs |
| ☐ Compensatory Education | ☐ Consolidated Categorical Aid Programs |
| ☐ Course Periods without Educational Content | ☐ Every Student Succeeds Act (ESSA) |
| ☐ Instructional Materials and Curriculum: Diversity | ☐ Local Control and Accountability Plan (LCAP) |

- | | |
|---|--|
| ☐ Migrant Child Education | ☐ Physical Education Instructional Minutes |
| ☐ Pupil Fees | ☐ Reasonable Accommodations to a Lactating Pupil |
| ☐ Regional Occupational Centers and Programs | ☐ School Plans for Student Achievement |
| ☐ School or Athletic Team Names, Mascots, or Nicknames | ☐ Schoolsite Councils |
| ☐ State Preschool / Applicable State Preschool Health and Safety Issues | ☐ Educational/graduation requirements or specified rights for foster youth, pupils experiencing homelessness, military-family pupils, former juvenile court pupils, migratory pupils, or pupils participating in a newcomer program |
| ☐ Other state or federal educational program within the UCP scope: _____ | |

V. DISCRIMINATION / HARASSMENT / INTIMIDATION / BULLYING, IF APPLICABLE

If your complaint alleges unlawful discrimination, harassment, intimidation, or bullying in a program or activity subject to the UCP, identify the protected characteristic(s) you believe are involved:

- | | |
|--|--|
| ☐ Race or ethnicity | ☐ Color |
| ☐ Ancestry | ☐ Nationality / national origin |
| ☐ Ethnic group identification | ☐ Religion |
| ☐ Sex | ☐ Sexual orientation |
| ☐ Gender | ☐ Gender identity |
| ☐ Gender expression | ☐ Physical or mental disability |
| ☐ Age | ☐ Association with a person or group with one or more protected characteristics |

☐ Other protected characteristic under applicable law:

- ☐ Retaliation for filing, participating in, or reporting a matter subject to the UCP

VI. DETAILS OF COMPLAINT

Describe the alleged violation(s) as specifically as possible. Include dates, locations, individuals involved, and how you became aware of the issue. Attach additional pages or supporting documents if needed.

Describe what happened:

Individuals involved:

Witnesses, if any:

Steps already taken to address the issue, if any:

Requested resolution or corrective action, if any:

VII. SIGNATURE

A UCP complaint is generally a written and signed statement. A signature may be handwritten, typed (including in an email), or electronically generated. Certain complaints may be filed anonymously as permitted by law.

Signature of Person Filing Complaint: _____ **Date:** _____

Printed Name: _____

VIII. SUBMIT THIS COMPLAINT TO

Dale Lee
Assistant Superintendent of Administrative Services
UCP Compliance Officer
Excelsior Charter Schools
15505 Civic Drive, Victorville, CA 92392
760-245-4262
dalel@excelsior.com

Important routing information

Not every school complaint is a UCP complaint. Special education complaints, employment discrimination complaints, child abuse allegations, Title IX matters, Section 504 matters, and school meal program discrimination complaints may be governed by separate procedures or agencies. Excelsior will review the allegations and route matters to the appropriate process when necessary.

For current information about California Uniform Complaint Procedures, visit the California Department of Education UCP webpage.