

**RIM OF THE WORLD UNIFIED SCHOOL DISTRICT
Uniform Complaint Procedure (UCP) Form**

The Rim of the World Unified School District, under Board Policy and Administrative Regulation 1312.3, has a complaint procedure that provides a process to resolve complaints alleging district violation of applicable state or federal laws or regulations governing any program subject to UCP which is offered by the district.

The Rim of the World Unified School District is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" of Board policy 1312.3.

The complaint must be filed within six months of the alleged incident.

The form may be completed and submitted to the school site principal or to the District Office. The school/district has up to 60 days to issue a written response to the complainant.

Contact information:

Name: _____ Date: _____

Mailing Address: _____

Phone Number: Home: _____ Cell: _____

Date(s) the event(s) occurred: _____

Location and/or person that is subject of the complaint:

School/Facility Name/Address: _____

Name of Staff Member(s): _____

Nature of the charge or complaint: _____

(Use additional pages, if necessary)

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Has the charge or complaint been discussed with the school principal, designee, teacher, or other employee or their supervisor? Yes No

If "Yes," who did you speak to (name and title): _____

Date(s) in which you spoke to above named individual(s): _____

What was the result of the discussion? _____

What resolution to the complaint you are seeking? (Final action may differ from requested resolution):

I understand that additional information may be requested of me (us) pertaining to the contents of this complaint, or during the investigation. Further, I agree to provide the requested information in a timely manner.

I (We) certify under penalty of perjury that the foregoing statements are true and correct.

Executed this _____ day of _____ 20____, at _____, CA.

Print: _____

Signature: _____

Print: _____

Signature: _____