

**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: \_\_\_\_\_

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**(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:** \_\_\_\_\_