Newport-Mesa Unified School District
Uniform Complaint Procedure
Discrimination/Harassment Complaint Reporting Form

Board Policy 1312.3 – Uniform Complaint Procedures outlines how complaints alleging unlawful discrimination, harassment, intimidation and bullying against any protected group are addressed. 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 (EC § 231.5).

I. Contact Information:
Name: ________________________________________________________________
Address: ______________________________________________________________
City: ____________________ Zipcode: _________________________
Home Phone: _________________________ Work or Cell Phone: _______________

II. Complainant
You are filing this complaint on behalf of: ________________________________
☐ yourself ☐ your child or a (student) ☐ another student ☐ a group

III. School Information
School Name: ______________________________ Principal’s Name: ______________________________
Address: ______________________________ City: _______________________

IV. Basis of Complaint:
Please check the following box(s), based on the type(s) of discrimination, harassment, intimidation and/or bullying (Education Code §§ 200 and 220)

☐ Ancestry ☐ Age ☐ Color ☐ Race
☐ Physical or mental disability ☐ Gender ☐ Gender Identity ☐ Nationality
☐ Gender Expression ☐ Gender Expression ☐ Marital or parental status ☐ Association with any of these categories
☐ Sex (Title IX) ☐ Religious orientation ☐ Sexual Harassment

V. Details of Complaint
Please answer the following questions to the best of your ability. Attach additional sheets of paper if you need more space.

Please describe the type of incident(s) you experienced that led to this complaint, including the events or actions, in as much detail as possible:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

List the individuals involved in the incident(s):
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
List any witnesses to the incident(s):
___________________________  __________________________  __________________________
___________________________  __________________________  __________________________

Describe the location(s) where the incident(s) occurred:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Please list all the date(s) and time(s) when the incident(s) occurred or when the alleged acts first came to your attention:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

What steps, if any, have you taken to resolve this issue before filing a complaint?
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Signature of person filing complaint  Date

Received by: __________________________  Date Filed: _________

Title: __________________________

Please provide a duplicate copy to the complainant.