

COMMUNITY RELATIONS

Uniform Complaint Procedures

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to the UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve any complaint alleging district violation of applicable state or federal law or regulations governing

- Adult Education Programs;
- After School Education and Safety Programs;
- Agricultural Vocational Education;
- American Indian Education Centers and Early Childhood Education Program Assessments;
- Bilingual Education;
- California Peer Assistance and Review Programs For Teachers;
- Career Technical Education (State);
- Child Care and Development;
- Child Nutrition;
- Compensatory Education;
- Consolidated Categorical Aid;
- Course Periods Without Educational Content (For Grades Nine Through Twelve) (Education Code 51228.3);
- Economic Impact Aid;
- Education of Pupils in Foster Care (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2);
- Pupils Who Are Homeless (Education Code 51225.1, 51225.2);
- Former Juvenile Court Pupils Now Enrolled in The District (Education Code 51225.1, 51225.2);
- English Learner Programs;
- Every Student Succeeds Act/No Child Left Behind (Titles I-VII);
- Local Control and Accountability Plans (LCAP) (Education Code 52075);
- Migrant Education;
- Physical Education Instructional Minutes (For Grades One Through Six) (Education Code 51210, 51223);
- Pupil Fees CR 4610;
- Reasonable Accommodations to A Lactating Pupil (Education Code 222);
- Regional Occupational Centers and Programs;

- School Safety Plans;
- Special Education;
- State Preschool;
- Tobacco-Use Prevention Education;
- and any other district-implemented program which is listed in Education Code 64000(a) (5 CCR 4610).

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

(cf. 5131.62 - Tobacco)

(cf. ~~5141.4 - Child Abuse Prevention and Reporting~~)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6159 - Individualized Education Program)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

(cf. 6178.2 - Regional Occupational Center/Program)

(cf. 6200 - Adult Education)

(cf. ~~5146 - Married/Pregnant/Parenting Students~~)

(cf. ~~3260 - Fees and Charges~~)

(cf. ~~3320 - Claims and Actions Against the District~~)

(cf. ~~0460 - Local Control and Accountability Plan~~)

(cf. ~~6173.1 - Education for Foster Youth~~)

(cf. ~~6173 - Education for Homeless Children~~)

(cf. ~~6173.3 - Education for Juvenile Court School Students~~)

(cf. ~~6142.7 - Physical Education and Activity~~)

(cf. ~~6152 - Class Assignment~~)

1. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, ~~or~~ parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

2. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

(cf. 5146 - Married/Pregnant/Parenting Students)

3. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)

(cf. 3320 - Claims and Actions Against the District)

4. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

5. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

6. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, a former juvenile court school student, or a child of a military family as defined in Education Code 49701 who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6173.3 - Education for Juvenile Court School Students)

7. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

8. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

1.9. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

2.10. Any other complaint as specified in a district policy

Alternative Dispute Resolution

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if he/she is different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy.

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

~~1. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.~~

~~2.3.~~ Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

~~In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any~~ Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments ~~shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures.~~ (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 ~~Prohibition of discrimination~~

222 ~~Reasonable accommodations; lactating students~~

8200-8498 ~~Child care and development programs~~

8500-8538 ~~Adult basic education~~

18100-18203 ~~School libraries~~

32280-32289 School safety plan, uniform complaint procedures

33380-33384 California Indian Education Centers

35186 ~~Williams uniform complaint procedures~~

44500-44508 California Peer Assistance and Review Program for Teachers

48853-48853.5 ~~Foster youth~~

48985 ~~Notices in language other than English~~

49010-49013 *-Student fees*
 49060-49079 *-Student records*
 49069.5 *-Rights of parents*
 49490-49590 *-Child nutrition programs*
49701 Interstate Compact on Educational Opportunity for Military Children
 51210 *-Courses of study grades 1-6*
 51223 *-Physical education, elementary schools*
 51225.1-51225.2 *-Foster youth, homeless children, ~~and~~ former juvenile court school students, and military-connected students; course credits; graduation requirements*
51226-51226.1 -Career technical education
 51228.1-51228.3 *-Course periods without educational content*
 52060-52077 *-Local control and accountability plan, especially:*
 52075 *-Complaint for lack of compliance with local control and accountability plan requirements*
 52160-52178 *-Bilingual education programs*
 52300-~~52490~~52462 *Career technical education*
 52500-52616.24 *-Adult schools*
54000-54029 -Economic Impact Aid
 54400-54425 *-Compensatory education programs*
 54440-54445 *-Migrant education*
 54460-54529 *-Compensatory education programs*
 56000-~~56867~~ 56865 *-Special education programs*
 59000-59300 *-Special schools and centers*
 64000-64001 *-Consolidated application process*
 GOVERNMENT CODE
 11135 *-Nondiscrimination in programs or activities funded by state*
 12900-12996 *-Fair Employment and Housing Act*
HEALTH AND SAFETY CODE
104420 -Tobacco-Use Prevention Education
 PENAL CODE
 422.55 *-Hate crime; definition*
 422.6 *-Interference with constitutional right or privilege*
 CODE OF REGULATIONS, TITLE 2
 11023 *-Harassment and discrimination prevention and correction*
 CODE OF REGULATIONS, TITLE 5
 3080 *-Application of section*
 4600-4687 *-Uniform complaint procedures*
 4900-4965 *-Nondiscrimination in elementary and secondary education programs*
 UNITED STATES CODE, TITLE 20
 1221 *-Application of laws*
 1232g *-Family Educational Rights and Privacy Act*
 1681-1688 *-Title IX of the Education Amendments of 1972*
 6301-~~6577~~6576 *-Title I basic programs*
 6801-7014 *-Title III language instruction for limited English proficient and immigrant students*
 7101-7184 *-Safe and Drug-Free Schools and Communities Act*
 7201-7283g *-Title V promoting informed parental choice and innovative programs*
 7301-7372 *-Title V rural and low-income school programs*
 12101-12213 *-Title II equal opportunity for individuals with disabilities*
 UNITED STATES CODE, TITLE 29
 794 *-Section 504 of Rehabilitation Act of 1973*
 UNITED STATES CODE, TITLE 42
 2000d-2000e-17 *-Title VI and Title VII Civil Rights Act of 1964, as amended*
 2000h-2-2000h-6 *-Title IX of the Civil Rights Act of 1964*
 6101-6107 *-Age Discrimination Act of 1975*
 CODE OF FEDERAL REGULATIONS, TITLE 28
 35.107 *-Nondiscrimination on basis of disability; complaints*
 CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act
100.3 -Prohibition of discrimination on basis of race, color or national origin
104.7 -Designation of responsible employee for Section 504
CODE OF FEDERAL REGULATIONS, TITLE 34
106.8 -Designation of responsible employee for Title IX
106.9 -Notification of nondiscrimination on basis of sex
110.25 -Notification of nondiscrimination on the basis of age

Management Resources:

[CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS](#)
[Sample UCP Board Policies and Procedures](#)
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter: Title IX Coordinators, April 2015
~~[Questions and Answers on Title IX and Sexual Violence, April 2014](#)~~
Dear Colleague Letter: Bullying of Students with Disabilities, August 2013
~~[Dear Colleague Letter: Sexual Violence, April 2011](#)~~
Dear Colleague Letter: Harassment and Bullying, October 2010
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001
U.S. DEPARTMENT OF JUSTICE PUBLICATIONS
Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002
WEB SITES
CSBA: <http://www.csba.org>
California Department of Education: <http://www.cde.ca.gov>
Family Policy Compliance Office: <http://familypolicy.ed.gov>
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>
U.S. Department of Justice: <http://www.justice.gov>

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1/23/18; [5/8/18 pending approval](#)