

## 10.3. UNIFORM COMPLAINT PROCEDURE for Complaints Alleging Discrimination, Including Sexual Harassment and Discriminatory Bullying, and Complaints Concerning Categorical Aid Programs

The Board recognizes that it is the School's responsibility to ensure compliance with applicable federal and state laws and regulations governing the educational programs listed below and to investigate allegations of non-compliance. Any person, including any parent of a pupil enrolled in a federally or state funded consolidated aid program, may file a complaint alleging a violation of law, policy, or regulation governing such program. Programs making up the consolidated categorical aid programs are:

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| a) Adult Education   | i) Nutrition Services, including Child Nutrition                                |
| b) After School Education & Safety                         | j) Physical Education Instructional Minutes                                     |
| c) Agricultural Vocational Education                       | k) Pupil Instruction: Course Periods Without Educational Content                |
| d) Career Technical/Technical Education/Technical Training | l) Pupil Services: Lactation Accommodations                                     |
| e) Child Care and Development (Including State Preschool)  | m) Regional Occupational Centers and Programs and Workforce Development Centers |
| f) Consolidated Categorical Aid                            | n) Special Education  |
| g) Foster and Homeless Youth Services                      | o) Tobacco-Use Prevention Education   |
| h) Migrant Education                                       |   |

In addition, discrimination complaints may be filed with the School alleging unlawful discrimination on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability, in any of the above programs conducted by the School which are funded directly by, or that received or benefited from any state financial assistance. Complaints alleging unlawful discrimination include complaints regarding sexual harassment and/or discriminatory bullying. Any person may also file a complaint with the School through the Uniform Complaint Process regarding the imposition of pupil fees and the failure to comply with legal requirements pertaining to the Local Control Accountability Plan (LCAP).

Write the nature of the complaint. (This should be a description in your own words of the grounds of your complaint, including all names, dates, and places necessary for a complete understanding of your complaint.) Please use additional space on the reverse side if necessary.

- Copies of the School's complaint procedures are available free of charge and can be obtained at the school site.
- Discrimination complaints shall be filed with the School or the California Department of Education not later than six months from the date the alleged discrimination occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination.
- If the complainant is dissatisfied with the resolution of his /her complaint by the Executive Director, he/she may appeal to Board within 5 days of the receipt of the report. If the complainant appeals either the Board or Executive Director's resolution to the California Department of Education, the appeal must be filed with 15 days of the receipt of the Executive Director or Board Report.
- The Board prohibits retaliation for the filing of a complaint, the reporting of discrimination, or for the participation in the complaint procedures. The School shall maintain the identity of a complainant alleging discrimination confidential, except to the extent necessary to carry out the investigation or complaint proceedings.

**Please print your name, address, and telephone number:**

Complainant's Name

Complainant's Phone Number

Complainant's Address

Complainant's Signature

Date

No part of this policy precludes a complainant from pursuing civil law remedies outside of the School's administrative procedures at the complainant's own expense. Such remedies may include mediation centers, public/private interest attorneys, injunctions, restraining orders, etc. The Board recognizes that a neutral mediator can often suggest an early compromise or resolution that is agreeable to all parties in the dispute. The director shall ensure that the mediation results are consistent with state and federal laws and regulations. For discrimination complaints, a complainant must wait until sixty (60) days has elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies.