

**UNIFORM COMPLAINT PROCEDURES**

The Board of Education recognizes that the District is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation, and/or bullying based on actual race, ethnic group identification, religion, age, gender, gender identity or expression, or genetic information; color, ancestry, national origin, marital or parental status, sex, sexual orientation, physical or mental disability; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics; or in any program or activity that receives or benefits from state financial assistance. The District shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs and special education programs, and the development and adoption of the school safety plan.

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

*(cf. 0420.1 - School-Based Coordinated Program)*

*(cf. 0420.2 - School Improvement Program)*

*(cf. 0430 - Comprehensive Local Plan for Special Education)*

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 5131.2 - Bullying)*

*(cf. 5145.3 - Nondiscrimination / Harassment)*

*(cf. 5148 - Child Care and Development)*

*(cf. 6171 - Title I Programs)*

*(cf. 6174 - Education for English Language Learners)*

*(cf. 6175 - Migrant Education Program)*

*(cf. 6178 - Career Technical Education)*

Uniform complaint procedures shall also be used to address any complaint alleging the District's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

*(cf. 3260 - Fees and Charges)*

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

*(cf. 3553 - Free and Reduced Price Meals)*

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*(cf. 3555 - Nutrition Program Compliance)*  
*(cf. 5141.4 - Child Abuse Prevention and Reporting)*  
*(cf. 5148 - Child Care and Development)*  
*(cf. 6159 - Individualized Education Program)*  
*(cf. 6171 - Title I Programs)*  
*(cf. 6174 - Education for English Language 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)*

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

Upon receipt of a written complaint from an individual, public agency or organization, uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

The Board acknowledges and respects student and employee rights to privacy. Discrimination, harassment, intimidation, and/or bullying complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*  
*(cf. 5125 - Student Records)*  
*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

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*(cf. 1312.1 - Complaints Concerning District Employees)*  
*(cf. 1312.2 - Complaints Concerning Instructional Materials)*  
*(cf. 4031 - Complaints Concerning Discrimination in Employment)*  
*(cf. 5141.4 - Child Abuse Reporting Procedures)*

The District's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and misassignments
4. Deficiency in the District's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination.

*Legal Reference:*

EDUCATION CODE

*200-262.3 Prohibition of discrimination*  
*8200-8498 Child care and development programs*  
*8500-8538 Adult basic education*  
*18100-18179 School libraries*  
*35146 Closed sessions*  
*35160 Authority of governing boards*  
*351866 Williams Uniform Complaint Procedures*  
*44670.1-44671.5 School personnel staff development and resource centers*  
*48985 Notices in language other than English*  
*49010-49013 - Student Fees*  
*49060-49079 Student records*  
*49490-49560 Child nutrition programs*  
*51513 Personal beliefs*  
*52000-52049.1 School improvement programs*  
*52160-52178 Bilingual education programs*  
*52300-52483 Career technical education*  
*52500-52616.24 Adult schools*  
*52800-52863 School-based coordinated programs*  
*54000-54041 Economic impact aid programs*  
*54100-54145 Miller-Unruh Basic Reading Act*  
*54400-54425 Compensatory education programs*  
*54440-54445 Migrant education*  
*54460-54529 Compensatory education programs*  
*56000-56885 Special education programs*  
*59000-59300 Special schools and centers*  
*64000 Consolidated application process*

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GOVERNMENT CODE

54957-54957.8 *Closed sessions*

11135 *Nondiscrimination in programs or activities funded by the state*

CODE OF REGULATIONS, TITLE 5

3080 *Application of section 4600-4671*

4600-4671 *Uniform Complaint Procedures*

UNITED STATES CODE, TITLE 20

6301-6577 *Title I basic programs*

6601-6777 *Title II preparing and recruiting high quality teachers and principals*

7101-7184 - *Safe and Drug-Free Schools and Communities Act*

Policy

Adopted: September 11, 2000

Revised: June 25, 2012

Revised: April 22, 2013

**BREA OLINDA UNIFIED SCHOOL DISTRICT**