

# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

## **Amended** Annual Notification Regarding

### UNIFORM COMPLAINT PROCEDURES - COMPLAINTS OF DISCRIMINATION CONCERNING DISTRICT EMPLOYEES

This document constitutes an amendment to the district's uniform complaint procedures policy found on page 33 of the Parent Student Handbook.

#### **Uniform Complaint Procedure**

The Board of Education recognizes that the district has primary responsibility for ensuring that it complies with the applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints against employees and school resource officers at the local level. The district shall follow the Uniform Complaint Procedures (UCP) when addressing complaints alleging:

Unlawful discrimination based on **race, ancestry, national origin, ethnic group identification**, religion, age, gender, **actual or perceived sex, sexual orientation**, color or physical or mental disability, a person's association with a person or group with one or more of these actual or perceived characteristics, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child care and development programs, child nutrition programs, and special education programs.

The Board acknowledges and respects students and employee rights to privacy. Discrimination The Superintendent shall ensure that employees designated to investigate complaints are knowledgeable about laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. The Superintendent or designee shall ensure that the mediation results are consistent with state and federal laws and regulations.

#### COMPLIANCE OFFICER

The Board of Education designates the following compliance officer to receive and investigate complaints and ensure district compliance with the law:

Assistant Superintendent  
Human Resources  
Room No. 230  
1108 Bissell Avenue  
Richmond, CA 94801  
Telephone: 510-231-1167  
Facsimile: 510-620-2074

Copies of the District's complaint procedures shall be available free of charge.

## NOTIFICATIONS

Uniform Complaint Procedures are distributed to every student and family in the Parent-Student Handbooks that are sent home every year. Procedures are distributed at parent-teacher meetings, site council meetings, and to new students as part of the enrollment process. Procedures and forms are available at every school site; from appropriate private school officials or representatives; and from the following administrative offices: Bilingual, Transfer, Preschool, Student Welfare and Attendance,

If the Board chooses not to hear the appeal, the compliance officer's decision will be considered final. The district has 60 days to process a formal complaint.

The District's decision will be reported in writing, sent to the complainant within 60 calendar days of receipt of the complaint. The report will contain the following elements: [T5CCR 4631(e)]

- a. The findings of fact based on the evidence gathered.
- b. Conclusion of law
- c. Disposition of the complaint
- d. The rationale for such a disposition.
- e. Corrective actions, if any are warranted.
- f. Notice of the complainant's right to appeal the LEA's Decision to CDE.
- g. Procedures to be followed for initiating an appeal to CDE.

#### APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

The complainant may appeal in writing to the California Department of Education (CDE) within 15 days of receiving the District's response. The appeal to the CDE must include a copy of the locally filed complaint and a copy of the District's decision.

#### CIVIL LAW REMEDIES

Nothing in this policy precludes a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation centers, public/private interest