

Trustees
Dr. Bruce L. Hahn
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CHOWCHILLA ELEMENTARY SCHOOL DISTRICT

Mailing Address for all Departments
355 N. 5th St. / P.O. Box 910
Chowchilla, CA 93610
(559) 665-8000 / fax: (559) 665-3036

Dr. Charles Martin
Superintendent

Linda Russell-Scheet
Assistant Superintendent

C. Lynette Walker
Director of Business Services

Annual Notification for Employees, Students Parents/Guardians, Advisory Committee Members Appropriate Private School Officials or Designees and Other Interested Parties

Administrative Regulation 1312.3
Community Relations / Uniform Complaint Procedures

The Governing Board recognizes that the district has primary responsibility for compliance with state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs. To file a complaint, contact the Superintendent's office, 355 N 5th Street, Chowchilla, California 93610, 559-665-8000.

The Superintendent or designee shall meet the notification requirements of 5 CCR 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies, and conditions under which a complaint may be taken directly to the California Department of Education.(cf. 5145.6 - Parental Notifications) The Superintendent or designee is also the responsible staff member designated to receive complaints.

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district. The timeline for filing a discrimination complaint is six months from the date of the alleged occurrence or when knowledge is first obtained. A review of the complaint will be concluded within 60 calendar days.

The complainant has the right to appeal the local agency's decision to the California Department of Education, PO Box 944272, Sacramento, CA 94244, in writing, within 15 days of receiving the local agency's decision. The complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and district's decision.

Complainants may pursue any civil law remedies that may be available under state and federal discrimination laws, if applicable, outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5CCR 4622. (Education Code 262.3)

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

The Board acknowledges and respects student and employee rights to privacy. Discrimination 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.

For additional information regarding the Uniform Complaint Procedure please contact the Superintendent's Office and request a copy of Board Policy and Administrative Regulation 1312.3.

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

Fairmead School • Merle L. Fuller School • Ronald Reagan Elementary School • Stephens School • Wilson Middle School