

ANNUAL NOTICE ACALANES UNION HIGH SCHOOL DISTRICT

UNIFORM COMPLAINT PROCEDURES

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedure (UCP) to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties (5 CCR 4622). The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. (5 CCR 4622)

The district is primarily responsible for compliance with state and federal laws and regulations.

The person responsible for receiving complaints is the Director of Human Resources, (925) 280-6622.

The district shall investigate and seek to resolve complaints at the local level using the policies and procedures adopted by the local board as the Uniform Complaint Procedures. These procedures shall be used when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation ethnic group identification, race, ancestry, national origin, religion, age, gender, color or physical or mental disability, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, career/technical, Indian education, migrant education, vocational education, child care and development, programs, child nutrition programs, and special education programs.

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district (5 CCR 4630). Complainants shall be protected from retaliation and the identity of a complainant alleging discrimination shall remain confidential as appropriate.

The district complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the parties have agreed in writing to an extension of the timeline.

An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.

The complainant has a right to appeal the district's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the district's decision. The appeal to the CED must include a copy of the complaint filed with the district and a copy of the district's decision. The complainant has a right to take some complaints directly to the CDE or to pursue remedies before civil courts or other public agencies.

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

You may appeal the district's decision to the CDE by filing a written appeal with the State Superintendent within 15 days after receiving the district decision.

The appeal must:

1. Specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law is misapplies.
2. Include a copy of the original complaint and a copy of the district's decision.

CIVIL LAW REMEDIES

Civil law remedies may be available under state or federal discrimination laws, if applicable. A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil laws remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.