

UNIFORM COMPLAINT PROCEDURE

(BP/AR 1312.3)

The District is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The District shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the District's uniform complaint procedures. (5 CCR 4620) The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination such as discriminatory harassment or intimidation against any person participating in District programs and activities, based on their actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on their association with a person or group with one or more of these actual or perceived characteristics, in District programs and activities, including, but not limited to, those funded directly by or that receive or benefit from any state financial assistance. (5 CCR 4610)

Uniform complaint procedures shall also be used when addressing complaints alleging:

- District violation of applicable state and federal law or regulations governing accommodations for pregnant and parenting pupils, adult education programs, after school education and safety programs, agriculture career technical education, compensatory education, consolidated categorical aid programs, course periods without educational content, , educational and graduation requirements for pupil in foster care, homeless, military families, and formerly juvenile court now enrolled in a school district, Every Student Succeeds, Local Control and Accountability Plans (LCAP), migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, physical education instructional minutes, reasonable accommodation to a lactating pupil, regional occupational centers and programs, school plans for student achievement, school safety plans, school site councils, state preschool, and state preschool health and safety issues in LEA exempt from licensing.
- Any complaints alleging District noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. (5CCR4610) Pupil fees or LCAP complaints may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.
- Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
- Any other state or federal educational program the superintendent of public instruction or designee deems appropriate.

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher

vacancies and misassignments, shall be investigated pursuant to the District's Williams Complaint Procedure. (AR 1312.4)

A standardized notice shall be posted with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district. This notice shall include complaint process information, as applicable.

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California Health and Safety Code (HSC) a notice shall be posted in each California state preschool program classroom in each school in the local educational agency notifying parents, guardians, pupils, and teachers of both of the following:

- The health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) apply to California state preschool programs pursuant to HSC Section 1596.7925.
- To obtain a UCP form to file a complaint, please visit the District's Website at: <https://www.chino.k12.ca.us/Page/17169> or contact the Division of Human Resources at (909) 628-1202 ext. 1110.

The Board encourages the early, informal resolution of complaints at the site level whenever possible. A complaint must be filed not later than one year from the date it occurred, or one year from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. These uniform procedures require the complainant to submit a written complaint to Human Resources who will coordinate an investigation and response within sixty days of receipt of the written complaint unless the complainant agrees in writing to extend the timeline. A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within thirty days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the District when one of the conditions listed in 5 CCR 4650 exists; including cases in which the District has not taken action within sixty days of the date the complaint was filed with the District. If a District is found to have violated a State or Federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. We advise complainants of the right to pursue civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may also be available to complainants. Contact the appropriate compliance officer for additional information or assistance.

Copies of the Uniform Complaint Procedure forms are free of charge and are available on the District's website or by calling (909) 628-1202, Ext. 1111.

Uniform Complaints Compliance Officers

The Board designates the following compliance officers to receive and investigate complaints and ensure District compliance with law:

Norm Enfield, Ed.D. | Superintendent, Chino Valley Unified School District | (909) 628-1202, Ext. 1100

Richard Rideout | Assistant Superintendent, Human Resources

Chino Valley USD | 5130 Riverside Drive, Chino, CA 91710 | (909) 628-1202, Ext. 1111

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