

SAN LEANDRO UNIFIED SCHOOL DISTRICT

ANNUAL NOTICE OF UNIFORM COMPLAINT PROCEDURES

**(For a complete copy of the Uniform Complaint Procedures,
refer to Board Policy and Administrative Regulations 1312.3)**

The San Leandro Unified School District Board of Education recognizes that the District has primary responsibility for ensuring that it complies with applicable 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 the Uniform Complaint Procedures (UCP), as set forth in Board Policy and Administrative Regulation 1312.3, when addressing complaints alleging:

- Unlawful discrimination, harassment, intimidation, and bullying, against any protected group as identified under Education Code 200 and 220 and Government Code 11135, or Penal Code 422.55, including actual or perceived sex, sexual orientation, gender, gender identity and gender expression, ethnic group identification, race or ethnicity, ancestry, national origin, nationality, religion, color, genetic information, mental or physical disability, marital or parental status, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.
- Failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, career/technical and technical education programs, child care and development programs, child nutrition programs, and special education programs.

The Board acknowledges and respects student and employee rights to privacy. Therefore, discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties.

This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation, as determined by the Superintendent or designee on a case-by-case basis.

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the 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 may offer mediation. 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. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

Complaint Process:

1. **Informal Resolution:** Before initiating a formal complaint, an attempt may be made to informally resolve the issues through a discussion with the complainant and the relevant parties.
2. **Formal Complaint:** If a resolution cannot be reached at the informal level, the complainant should submit a complaint form to the Assistant Superintendent, Educational Services
3. **Investigation:** The Superintendent or designee will investigate the complaint and provide a written report of the investigation and decision. The decision will contain the complaint, corrective actions (if any), and rationale for such disposition.
4. **Appeals:** If the complainant disagrees with the written decision, he/she may appeal the decision to the California Department of Education within 15 days of receiving the District's final written decision.

5. Timeline: The formal complaint process, including appeals to the Board of Education, shall be concluded within 60 calendar days from the District's receipt of the complaint, unless the complainant agrees in writing to an extension of time.
6. Discrimination Claims: A complaint alleging discrimination must be initiated no later than six (6) months from the date when the alleged discrimination or violation of law occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination or violation of laws.
7. Civil Law Remedies: A complainant may also pursue civil law remedies, such as injunctions or restraining orders through local, state, or federal legal aid agencies, offices, local mediation centers, or public/private interest attorneys. Local agencies that may be able to offer assistance include the Alameda County Bar Association and the legal Aid Society of Alameda County. Complainants have a right to seek civil law remedies no sooner than sixty days have elapsed since filing an appeal with the California department of Education, with the exception of injunctive relief, for which the moratorium does not apply.

Complaints should be directed to:

Director, Family & Student Support Services
San Leandro Unified School District
2600 Teagarden St
San Leandro, California 94577

This notice shall be distributed annually to parents/legal guardians in the District's Student and Parent/Legal Guardian Handbook. This notice shall also be distributed to all school sites, and district to office departments for distribution to students, employees, advisory committees, appropriate private school officials/ representatives, and other interested parties. A complete copy of the complaint procedures is available, free of charge, at the school site or at the District Office at 2600 Teagarden Street, San Leandro, California 94577