

UNIFORM COMPLAINT PROCEDURES

FAIRFIELD-SUISUN UNIFIED
SCHOOL DISTRICT



Regarding compliance with the following programs administered by the State Department of Education:

- Consolidated categorical aid programs
- Vocational education
- Child care and development programs
- Child nutrition programs
- Migrant education
- Special education programs
- Adult education

To obtain further information regarding Uniform Complaint Procedures, please contact:

Director of Administrative Services
2490 Hilborn Road
Fairfield, CA 94534
(707) 399-5008

GOAL

One of the primary responsibilities of the Fairfield-Suisun Unified School District is to ensure compliance with applicable state and federal laws and regulations. The District has adopted policies and procedures for the investigation and resolution of complaints alleging failure to comply with applicable state and federal laws.

RESPONSIBILITY FOR UNIFORM COMPLAINT PROCEDURES

The District Director of Curriculum and Assessment shall monitor compliance with provisions outlined in the District's uniform complaint procedure process. Complaints or allegations regarding noncompliance with applicable state and federal laws should be submitted in writing to the Director of Curriculum and Assessment.

SCOPE OF COMPLAINT PROCEDURES

This procedure applies to the following programs administered by the State Department of Education:

- Consolidated categorical aid programs
- Migrant education
- Vocational education
- Child care and development programs
- Child nutrition programs
- Special education programs
- Adult education

This procedure also applies to complaints which allege unlawful discrimination on the basis of actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, 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 in any program or activity conducted by the district.

WHO MAY FILE A COMPLAINT

A complaint may be filed by an individual, including a person's duly authorized representative or any interested third party, public agency, or organization. Individuals who may file complaints include District students, employees, and parents or guardians. The District provides assurance

regarding protection against retaliation and provisions of confidentiality.

FILING A COMPLAINT AND TIMELINE

A written complaint alleging unlawful discrimination shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, or by one who believes an individual or any specific class of individuals has been subjected to prohibited discrimination and evidence relevant to the complaint can be presented during the process. A complaint alleging unlawful discrimination shall be filed with the Director of Curriculum and Assessment, 2490 Hilborn Road, Fairfield, CA 94534, no later than six months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination. The District has 60 days from the date the complaint is received to investigate and render a decision, unless the complainant agrees in writing to extend the timeline.

APEALS

Any complainant(s) may appeal a District decision to the California Department of Education (CDE) by filing a written appeal with CDE within 15 days of receiving the District decision. The complainant shall specify the reason(s) for appealing the District decision. The appeal shall include:

- a copy of the original complaint; and
- a copy of the District decision.

CIVIL LAW REMEDIES

Please be advised that you are not required to exhaust the District Uniform Complaint Procedure prior to pursuing civil law remedies. Civil law remedies include legal and equitable actions filed in California and federal courts. Statutory authority for such actions includes, but is not limited to, the following:

1. California Education Code Sections 200, et seq. prohibition of sex discrimination.
2. California Government Code Sections 11135 prohibition of discrimination in programs funded by the state.

3. Title VI, Civil Rights Act of 1964 (42 U.S.C. Sections 2000d) prohibition of race, color, or national origin discrimination.
4. Title IX, Education Amendments of 1972 (20 U.S.C. Sections 1681, et seq.) prohibitions of sex discrimination.
5. Sections 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794) prohibition of discrimination of disabled persons.
6. Americans with Disabilities Act (42 U.S.C. Sections 12101, et seq.) prohibition of discrimination against disabled persons.

DIRECT STATE INTERVENTION

A complaint may be filed directly with the California Department of Education, without first exhausting the District Uniform Complaint Procedure, if one or more of certain conditions exist (Title 5 California Code of Regulations Section 4650). For more information regarding the right to direct state intervention, please contact the District Director of Curriculum and Assessment.

PAMPHLETS

Upon request, a copy of the Uniform Complaint Procedure will be furnished free of charge.

QUESTIONS

For more information regarding Uniform Complaint Procedures or assistance with the process, please call or contact:

Fairfield-Suisun Unified School District
2490 Hilborn Road
Fairfield, CA 94534
(707) 399-5008

FAIRFIELD-SUISUN UNIFIED SCHOOL DISTRICT

**COMPLAINT OF VIOLATION OF LAW OR UNLAWFUL DISCRIMINATION
UNIFORM COMPLAINT PROCESS
BOARD POLICY 1312.3**

Employee Involved: _____ School/Office Involved: _____

Complainant Name: (Please print) _____

Address: _____

Telephone: _____

State the nature of the problem. (Give any specific facts and details which are pertinent to the incident [dates, times, etc.]. Attach additional sheets, if necessary.)

Indicate the date you shared your concern with the employee involved: _____ (Date)

Complainant Signature: _____ Date: _____

F O R O F F I C E U S E

Response of District Representative:

Signature of District Representative: _____ Date: _____