

Complaint Officers

The District has identified the following administrators, who will be responsible for receiving and investigating complaints:

*Director of Student and Family
Support Services*

(916) 375-7600 ext. 1370

OR

*Assistant Superintendent of
Human Resources*

(916) 375-7600 ext. 1045

Williams complaints (textbooks, facility conditions, or teacher vacancies) are to be directed to:

*Assistant Superintendent of
Educational Services*

(916) 375-7600 ext 1302

For more information, contact:

**Pupil Personnel Services Department
(916) 375-7600**

**Washington Unified School District
Board of Education**

Teresa Blackmer
Mary Leland
Adam Menke
Sandra Vargas
Dave Westin

Dayton Gilleland, Ed.D., *Superintendent*

Uniform Complaint Procedures 2011-2012

(Board Policy and Administrative Regulation 1312.3)



Washington Unified School District
930 Westacre Road
West Sacramento, CA 95691
(916) 375-7600 * FAX (916) 375-7619
www.wusd.k12.ca.us



Purpose

The governing Board recognizes that the district is primarily responsible to comply 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)
Uniform complaint procedures shall be used when addressing complaints alleging:

Unlawful discrimination against any protected group as identified under Education Code sections 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or 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 district program or activity that receives or benefits from state financial assistance. (5 CCR 4610);

OR

Failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical

And technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

Procedure

All complainants must first contact the appropriate personnel at the school site or department and attempt to resolve all concerns. Appropriate personnel could include a teacher, principal, or a program director. In many cases, concerns can be addressed and resolved by working with site-level personnel.

The following uniform complaint procedures shall be used to address all unresolved complaints that allege that the district has violated federal and state laws or regulations governing educational programs:

1) Any individual, public agency, organization, or private school official or representative alleging a violation of state or federal statutes may file a complaint with the district. The written complaint is to be submitted to: Washington Unified School District, 930 Westacre Road, West Sacramento, CA 95691 and should be addressed to the Director of Student and Family Support Services. Discrimination complaints 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.

2) The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.

Appeal

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education (CDE) within 15 days of receiving the district's decision. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision. (5 CCR 4632)

Civil Law Remedies

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 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 (CDE) 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 or her right to file a complaint in accordance with 5 CCR 4632.