

# STONY CREEK JOINT UNIFIED SCHOOL DISTRICT

## ANNUAL NOTICE OF UNIFORM COMPLAINT PROCEDURES

The Stony Creek Joint Unified School District Board of Trustees recognizes that the District has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations governing education 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 1017.2 when addressing complaints alleging:

Unlawful discrimination based on ethnicity, religion, age, gender, sexual orientation, color, physical or mental disability, sex, race, ancestry, or natural origin

Failure to comply with state and/or federal laws and regulations in adult education, consolidated categorical aid program vocational education, child care and development, child nutrition, and special education programs

Deficiencies in instructional materials, teacher vacancy or misassignment, or related to emergency or urgent facility conditions that pose a threat to the health and safety of pupils or staff

Este aviso, que resume el procedimiento de quejas uniforme está a su disposición en Español de su escuela o a la oficina de su distrito escolar

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

Complaints and responses regarding a deficiency in instructional materials, teacher vacancy or misassignment, or emergency or urgent facility conditions that pose a threat to the health and safety of pupils or staff shall be public records.

The District prohibits retaliation against any participant in the complaint process.

The Superintendent 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. When utilized, the Superintendent will ensure that the mediation results are consistent with state and federal laws and regulations.

### Complaint Process:

1. **Informal Resolution:** Before initiating a formal complaint, an attempt shall be made to informally resolve the issues through a discussion with the complainant and relevant parties. The complainant will be provided an opportunity to present relevant information.
2. **Filing Complaint:** Obtain a copy of the Complaint Form from the school or district office.

Complaints alleging a deficiency related to instructional materials, teacher vacancy or misassignment, emergency or urgent facility conditions posing a threat to the health and safety of pupils or staff must be filed with the principal or the person whom he or she designates. Such complaints may be filed anonymously, but a complainant who identifies him/herself is entitled to a response if requested.

3. **Investigation:** The Superintendent or designee will investigate the complaint and provide a written report of the investigation and decision.

Complaints alleging a deficiency related to instructional materials, teacher vacancy or misassignment, emergency or urgent facility conditions posing a threat to the health and safety of pupils or staff will be remedied within a reasonable time period, not to exceed 30 business days from the date the complaint was received.

4. **Appeals:** If any party disagrees with the Superintendent's written decision, he or she may appeal the decision to the District's Board of Trustees.

Complainants alleging a deficiency related to instructional materials, teacher vacancy or misassignment, emergency or urgent facility conditions posing a threat to the health and safety of pupils or staff, and who are not satisfied with the resolution of the Superintendent, have an opportunity to appeal to the District's Board of Trustees at a regularly scheduled meeting. If, however, the appeal is based on a complaint about a facility condition that poses an emergency or urgent threat, the complainant has the right to file an appeal to the Superintendent of Public Instruction within 15 days of receiving the District's Level 1 decision. The complainant must specify how the decision is incorrect, and attach the complaint and the decision. If the appeal is upheld, an order will be issued to address the violations.

5. **Timeline:** The formal complaint process, including appeals to the Board of Trustees, shall be concluded within 60 calendar days from the District's receipt of the complaint.

Excluding appeals, complaints alleging a deficiency related to instructional materials, teacher vacancy or misassignment, emergency or urgent facility conditions posing a threat to the health and safety of pupils or staff will be remedied within a time period, not to exceed 30 business days from the date the complaint was received.

Any complaint may be appealed to the California Department of Education within 15 calendar days of receiving the Board's decision.

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 law.

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 or private interest attorneys. Local agencies that may be able to assist you include the Glenn County Bar Association and Legal Services of Northern California.

**Complaints shall be directed to:**  
Superintendent  
Stony Creek Joint Unified School District  
3430 C/R 309  
Elk Creek, California 95929  
(530) 968-5361