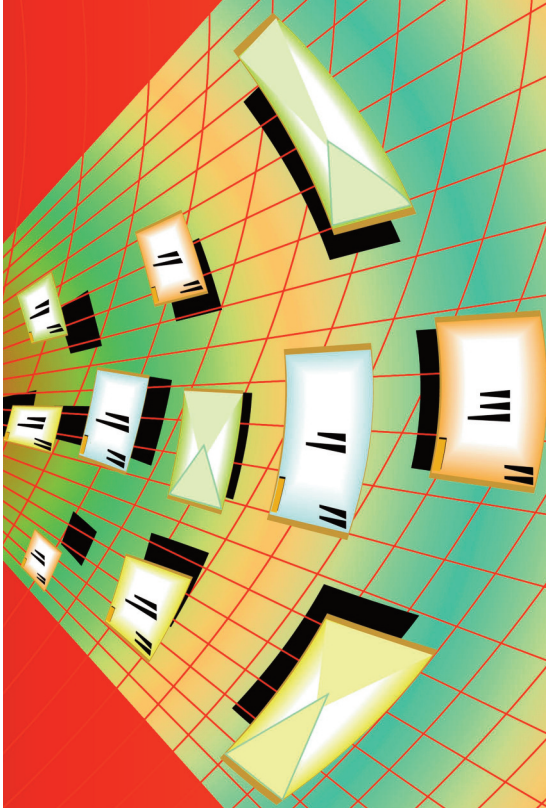


parties.

For distribution to pupils, employees, parents/guardians, district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested



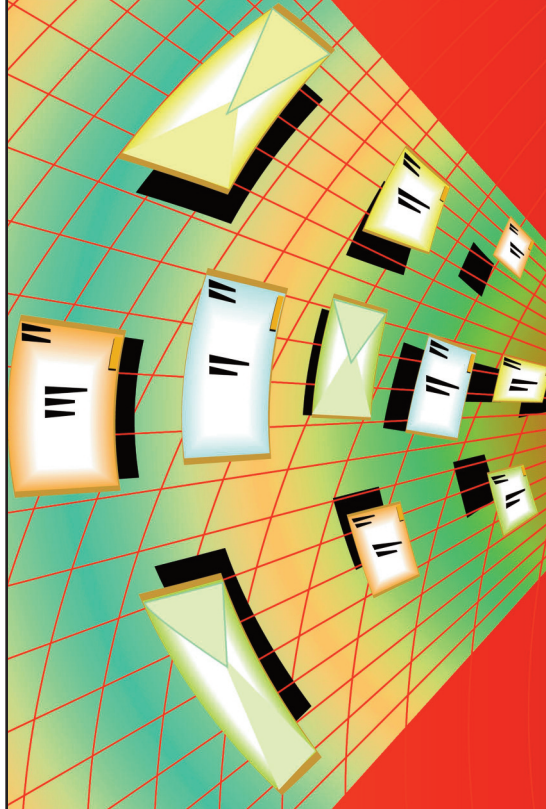
PROCEDIMIENTOS DE QUEJA UNIFORMES



Uniform Complaint Procedures Brochure Revised 9/2018



UNIFORM COMPLAINT PROCEDURES



For distribution to pupils, employees, parents/guardians, district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties.

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UNIFORM COMPLAINT PROCEDURES

The Board of Education has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 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 agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- Career Technical Education
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education of Pupils in Foster Care and Pupils who are Homeless, former Juvenile Court now enrolled in a school district, and Pupils from Military Families
- Every Student Succeeds Act
- Local Control Accountability Plans
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool
- Tobacco-Use Prevention Education

This complaint procedure will be disseminated to all employees, in written form, and a signed certification by the site/department administrator will be obtained. This procedure is being provided as part of the parent/pupil information packet distributed annually to

parents/guardians at the beginning of the first semester of each school year. Additionally, the procedure will be posted at a prominent place at each school site and at the district office and will become a part of every employee and pupil handbook.

Complaint forms are available at each school site and district office.

Compliance Officers

The Board of Education designates the following compliance officer(s) to receive and investigate complaints and ensure district compliance with law:

Norm Enfield, Ed. D.
Superintendent
(909) 628-1201 ext. 1100

Richard Rideout (Compliance Officer)
Assistant Superintendent, Human Resources
(909) 628-1201 ext. 1111

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(909) 628-1201

At the direction of the compliance officer additional district administrators will assist in investigations within their area of expertise.

The compliance officer or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

Notifications

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. (5 CCR 4622)

Takes immediate steps to intervene when it is safe to do so, and when school personnel witnesses an act of discrimination, harassment, intimidation, or bullying.

Filing of Complaint

A complaint concerning unlawful discrimination may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the

