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## UNIFORM COMPLAINT PROCEDURES

The Uniform Complaint Procedures of the Visalia Unified School District are supported by Education Code as well as Board of Trustee Policy. The Uniform Complaint Procedure addresses complaints alleging unlawful discrimination or failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, and special education programs.

The Board of Trustees encourages the resolution of complaints through the mediation process. Furthermore, the Board of Trustees prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in the complaint procedures.

When it is alleged that district has violated federal or state laws or regulations governing educational programs, the following complaint procedures are established:

1. Filing of Complaint
2. Mediation
3. Investigation of Complaint
4. Response
5. Final Written Decision

Legal Reference: California Code of Regulations, Title 5, Sections 4600-4671; BP 1312.3(a); AR 1312.3(b)

###### Appeals to the California Department of Education

If dissatisfied with the district’s decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district’s decision. Civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to complainants. In discrimination complaints, an alleged victim may not seek civil remedies pursuant to Education Code 262.3 until at least 60 days have elapsed from the filing of an appeal.

###### Visalia Unified School District Compliance Officers

Todd Oto, Assistant Superintendent, 559.730.7515

 Consolidated Programs, Migrant Ed, Adult Basic Education, Vocational Ed, Instructional Materials, Special Education

 **Robert GrÖeber, Assistant Superintendent, 559.730.7529**

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 Human Resources Development