

Tracy Joint Unified School District
Uniform Complaint Procedures Notice to Parents and Students

1. The Governing Board recognizes that the district has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on actual or perceived ethnic group identification, religion, age, gender, sex, sexual orientation, color, race, ancestry, national origin or physical or mental disability in any program or activity that receives or benefits from state financial assistance. These programs include, but are not limited to, adult basic education, consolidated categorical aid programs, migrant education, vocational education, childcare and development programs, and special education programs.

2. The Governing Board designates the following compliance officers to receive and investigate complaints and ensure district compliance with law.

Director of Student Services (209) 830-3280
or
Director of Assessment & Accountability (209) 830-3275
or
Associate Superintendent for Educational Services
(209) 830-3202
1875 W. Lowell
Tracy, CA 95376

3. The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

4. The Board acknowledges and respects student and employee rights to privacy. Complaints shall be investigated in a manner that protects these rights. The identity of any complainant alleging discrimination shall be kept confidential as appropriate.

5. The compliant review will be concluded within sixty calendar days from the date of receipt of the complaint unless the complainant agrees in writing to extend the time.

6. Complaints alleging unlawful discrimination may be filed 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 must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination (Title 5, Section 4630).

7. Civil Law Remedies: The Superintendent or designee shall ensure that complainants are advised that they may pursue civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to complainants. Complainants may seek help from agencies such as legal assistance agencies, local mediation

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centers or the county office of education. Local resources include:

California Legal Aid – (209) 946-0605

8. If a complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Governing Board. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60 calendar day time limit within which the complaint must be answered. The Board may decide not to hear the complaint in which case the decision of the compliance officer shall be the district's final written decision. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initially receiving the complaint or within an extended time period that has been specified in a written agreement with the complainant. If a complainant is dissatisfied with the district's decision, he/she may appeal in writing to the California Department of Education within 15 calendar days of receiving the district's decision. The appeal must include a copy of the locally filed complaint and a copy of the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension of filing appeals.