

**MT. DIABLO UNIFIED SCHOOL DISTRICT  
UNIFORM COMPLAINT PROCEDURES**

**ANNUAL NOTIFICATION**

The Superintendent or designee shall annually provide written notification of the Mt. Diablo Unified School District uniform complaint procedures (UCP) to students, employees, parent/guardians, the Mt. Diablo Unified School District advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties (5 CCR 4622). The Superintendent or designee shall make available copies of the Mt. Diablo Unified School District's uniform complaint procedures free of charge. (5 CCR 4622)

The Mt. Diablo Unified School District is primarily responsible for compliance with state and federal laws and regulations.

The person(s), position(s), or unit(s) responsible for receiving complaints is:

Jennifer Sachs, Executive Director, Instructional Support  
1936 Carlotta Drive  
Concord, California 94519  
Phone: (925) 682-8000 X4026  
Fax: (925) 689-1466  
Email: [sachs@mdusd.org](mailto:sachs@mdusd.org)

Mt. Diablo Unified School District shall investigate and seek to resolve complaints at the local level using the policies and procedures adopted by the local board as the Uniform Complaint Procedures. These procedures shall be used when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color or physical or mental disability, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, career/technical, Indian education, migrant education, vocational education, child care and development, programs, child nutrition programs, and special education programs.

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the Mt. Diablo Unified School District (5 CCR 4630). Complainants shall be protected from retaliation and the identity of a complainant alleging discrimination shall remain confidential as appropriate.

Mt. Diablo Unified School District's complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the parties have agreed in writing to an extension of the timeline.

An unlawful discrimination complaint 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.

The complainant has a right to appeal the Mt. Diablo Unified School District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the Mt. Diablo Unified School District's decision. The appeal to the CDE must include a copy of the complaint filed with Mt. Diablo Unified School District and a copy of the Mt. Diablo Unified School District's decision.

The complainant has a right to take some complaints directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies.

### **APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION**

You may appeal Mt. Diablo Unified School District's decision to the California Department of Education (CDE) by filing a written appeal with the State Superintendent with fifteen days after receiving Mt. Diablo Unified School District's decision.

The appeal must:

1. Specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law is misapplied.
2. Include a copy of the original complaint and a copy of Mt. Diablo Unified School District's decision.

### **CIVIL LAW REMEDIES**

Civil law remedies may be available under state or federal discrimination laws, if applicable. A complainant may pursue available civil law remedies outside of Mt. Diablo Unified School 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.

**UNIFORM COMPLAINT PROCEDURES**

Direct to Uniform Complaint Officer:  
Executive Director, Instructional Support  
1936 Carlotta Drive, Concord, CA 94519

Date Received: _____
Date Contacted Complainant: _____
Date Notified of Resolution: _____

- The district shall follow complaint procedures when addressing complaints alleging unlawful discrimination based on actual or perceived or perceived age, sexual orientation, gender, ethnic group identification, race ancestry, national origin, religion, color, mental or physical ability, 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 that receives or benefits from state financial assistance.
- Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, special education programs, and federal school safety planning requirements.

**MT. DIABLO UNIFIED SCHOOL DISTRICT  
UNIFORM COMPLAINT FORM**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SCHOOL/PROGRAM: \_\_\_\_\_ DATE: \_\_\_\_\_

In the space provided below, please indicate the nature of the problem. Please be as specific as possible.

Have you discussed the problem with a staff member or administrator? If so, what was the outcome of your discussion?

Indicate below your recommendations for resolving the problem.