

# PLEASANTON UNIFIED SCHOOL DISTRICT

## ANNUAL NOTICE OF UNIFORM COMPLAINT PROCEDURES

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This notice informing you of the Uniform Complaint procedures is available in Spanish from any school or the District office upon request.

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.

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The Pleasanton 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 educational 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 1330, when addressing complaints alleging:

Unlawful discrimination based on ethnicity, religion, age, gender, sexual orientation, color, or physical or mental disability.

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

The Board acknowledges and respects student 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. 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. 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.
2. **Filing Complaint:** Obtain a copy of the Complaint Form from the school or district office. Submit form to the assistant superintendent of human resources.
3. **Investigation:** The supervisor will investigate the complaint

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and provide a written report of the investigation and decision.

4. **Appeals:** If any party disagrees with the supervisor's written decision, he or she may appeal the decision to a compliance officer of the District. Following the decision of the compliance officer, either party may appeal the decision to the District's Board of Trustees.
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. 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 Alameda County Bar Association and the

Legal Aid Society of Alameda County.

**UCP Complaints related to students shall be directed to:**

Student Services  
Pleasanton Unified School District  
5758 W. Las Positas Blvd.  
Pleasanton, California 94566  
Phone: (925) 426-4290

**UCP Complaints against Employees shall be directed to:**

Human Resources  
Pleasanton Unified School District  
5758 W. Las Positas Blvd.  
Pleasanton, California 94566  
(925) 462-5500

**Human Resources will direct Title IX complaints to:**

Title IX Coordinator  
Pleasanton Unified School District  
5758 W. Las Positas Blvd.  
Pleasanton, California 94566  
(925) 462-5500

This notice shall be distributed annually to parents in the District's annual notice to parents. This notice shall also be distributed to all school sites, Public Information Office, Human Resources, Educational Services, and Pupil Services for distribution to students, employees, advisory committees, and other interested parties.