



AUBURN UNION SCHOOL DISTRICT  
 255 EPPERLE LANE  
 AUBURN, CA 95603  
 PHONE 530.885.7242  
 FAX 530.885.5170

## UNIFORM COMPLAINT PROCEDURE (P-34)

**To:** Parents/Guardians  
 Pupils  
 Providers  
 Employees  
 All Other Interested Parties

**From:** Michele Schuetz, Superintendent

This is to advise you of your right to file a written complaint as provided by Title 5, California Code of Regulations, Section 4600-4687. Uniform Complaint Procedures were developed in accordance with state law to respond to complaints against the Auburn Union School District involving educational programs operated with state or federal funds. The district is primarily responsible for compliance with state and federal laws and regulations.

These complaint procedures may be used to file complaints charging that the Auburn Union School District has discriminated based on someone's age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, 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. A separate complaint procedure is used to identify and resolve complaints related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or misassignment (See the attached Williams Uniform Complaint Procedures).

A complaint alleging unlawful discrimination 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 facts of the alleged discrimination.

### **WHAT PROGRAMS ARE COVERED**

Categorical aide programs, vocational education, special education, child nutrition, child development programs and any other program benefiting from state or federal funds in which discrimination occurs based on race, religion, national origin, age (40 and above), gender (including sexual harassment), color, physical or mental disability, medical condition (cancer-related), marital status, ancestry, or political belief or affiliation are covered by these complaint procedures.

### **HOW TO SUBMIT A COMPLAINT**

Any person, organization, or public agency concerned about a violation of state or federal regulations governing a categorical aid program, vocational education, special education, child nutrition, child development programs is to submit a written complaint to:

<b>Auburn Elementary</b>	Sam Schug, Principal	11400 Lariat Ranch Road, Auburn, CA 95603
<b>E.V. Cain</b>	Randy Ittner, Principal	150 Palm Avenue, Auburn, CA 95603
<b>Rock Creek</b>	Suzanne Flint, Principal	3050 Bell Road, Auburn, CA 95603
<b>Skyridge</b>	Jennifer Lewandowski, Principal	800 Perkins Way, Auburn, CA 95603
<b>Alta Vista</b>	Stacy Barsdale, Director of Special Education	255 Epperle Lane, Auburn, CA 95603

(This office will provide assistance to those who cannot complete a written complaint.)

**(CONTINUED ON BACK)**

Notice is given that confidentiality will be observed to every extent possible and the Auburn Union School District prohibits retaliation against anyone who files a complaint or anyone who participates in the complaint investigation process.

Complainants are further advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders, may also be available to them.

### **MEDIATION**

Within three (3) days of receiving the complaint, the Compliance Office shall informally discuss with the complainant the possibility of using mediation if all parties agree.

### **HOW A COMPLAINT IS INVESTIGATED AND ANSWERED**

Each complaint is investigated by the appropriate division which must do the following within sixty (60) days unless the complainant agrees in writing to an extension of the timeline:

1. Provide an opportunity for the person or organization complaining and Auburn Union School District personnel to present information related to the complaint.
2. Obtain specific information from other persons familiar with events and locations related to the complaint.
3. Review related documents.
4. Prepare a written report (in English and in the language of the complaint) on findings and recommended solutions.
5. Notify the person or organization of appeal procedures.

### **HOW TO APPEAL**

Persons or organizations disagreeing with the original decision have fifteen (15) days after receipt of the decision to file an appeal. The appeal must be in writing and must include a copy of the original complaint and of the decision provided to them. The appeal should be sent to:

California Department of Education  
Office of Superintendent of Public Instruction  
P.O. Box 944272  
Sacramento, CA 94244-2720

### **ANNUAL NOTIFICATION**

The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of Auburn Union School District complaint procedures and information about available appeals, civil law remedies, and conditions under which a complaint may be taken directly to the California Department of Education.

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge.

Last updated September 2010

Refer to Board Policy 1312.3 and Administrative Regulation 1312.3