

**PALERMO UNION SCHOOL DISTRICT
UNIFORM COMPLAINT PROCEDURES: ANNUAL NOTIFICATION**

The District shall annually provide written notification of the Uniform Complaint Procedures to students, employees, parents/guardians, advisory committees, private school officials, and other interested parties. (5CCR 4622)

The District is primarily responsible for compliance with state and federal laws and regulations 5CCR 4620. The Governing Board designates the following compliance officer to receive and investigate complaints and to ensure District compliance with law (5CCR 4621):

Kathleen Andoe-Nolind, Superintendent
7390 Bulldog Way
Palermo, CA 95968
(530) 533-4842 ext. 7

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a Decision or ruling is made. The following procedures are used to address all complaints pursuant to Education Code 262.3:

Filing of Complaint: Any individual, public agency or organization may file a written complaint of alleged noncompliance by the District.

- a. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
- b. 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.
- c. The complainant has a right to appeal the District's Decision to the California Department of Education by filing a written appeal within 15 days of receiving the Decision (5CCR 4632).

Mediation: within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation.

Investigation of Complaint: The compliance officer may hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint.

Response: Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and Decision.

Civil Law Remedies: A complainant may pursue available civil law remedies outside of the District's complaint procedures pursuant to ED 262.3, 5CCR 4622.

The Superintendent or designee shall make available copies of the District's uniform complaint procedures free of charge. (5CCR 4622)