

## **Community Relations**

### **UNIFORM COMPLAINT PROCEDURES**

**SP 1312.00**

The County Superintendent of Schools recognizes that the County Office has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The County Office shall investigate and seek to resolve complaints at the local level. The County Office shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination on the basis of ethnic-group identification, religion, age, sex, color, or physical or mental disability or failure to comply with state or federal law in consolidated categorical aid programs, court/community school programs, vocational education and special education programs.

The County Superintendent 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.

The County Superintendent acknowledges and respects student and employee rights to privacy. 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 or proceedings, as determined by the County Superintendent or designee on a case-by-case basis.

The County Superintendent or designee 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 County Superintendent or designee.

The County Superintendent recognizes that a neutral mediator can often suggest an early compromise that may be agreeable to all parties in a dispute. The County Superintendent may offer mediation as a means to address and resolve the complaint. If mediation is offered, the County Superintendent or designee shall initiate a mediation process before beginning formal compliance investigation. The County Superintendent or designee and mediator shall ensure that mediation results are consistent with state and federal laws and regulations.

### **Compliance Officer**

The County Superintendent designates the Assistant Superintendent of Student Programs and Support Services as the Compliance Officer for matters pertaining to students and programs; and designates the Assistant Superintendent of Human Resources/Administrative Services as the Compliance Officer for matter pertaining to employees. The appropriate Compliance Officer shall receive and investigate complaints and ensure County Office compliance with law. The Compliance Officers can be contacted at 2240 Eastside Road, Ukiah, CA 95482, telephone number: (707)

467-5012.

### **Notifications**

The County Superintendent or designee shall meet the notification requirements (Title 5, Section 4622), including the annual dissemination of district complaint procedures, the identity of the person responsible for processing complaints, local civil law remedies, the appeal and review procedures and timelines for filing a discrimination complaint. This notification shall be distributed to parents or guardians of students, employees, students, the district advisory committee, school advisory committees and other interested parties in English and, when necessary, in the primary language of the recipient of the notice, pursuant to Section 48985 of the Education Code.

## **MENDOCINO COUNTY OFFICE OF EDUCATION**

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**Date Adopted:** 05/29/2001

**Date Revised:**