



**Davis Joint Unified School District**  
526 B Street, Davis, California 95616 • (530) 757-5300

Office Use Only
Date Received _____
By: _____

### Federal/State Uniform Complaint Form

To be used only if this complaint is about a legally protected class of people who are protected against unlawful discrimination (based on race, ethnicity, color, gender, sexual orientation, mental or physical disability, religion, or age) or failure to comply with state or federal law in these programs: adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

**Name of Complainant:** \_\_\_\_\_ **Date Complaint Filed** \_\_\_\_\_

**Address** \_\_\_\_\_ **Telephone** \_\_\_\_\_

*Please see the directions on the reverse side of this form.*

**Specific Complaint** (You may attach additional information if more space is needed).

**Remedy Sought:**

Please explain.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

This Federal/State Uniform Complaint Form is to be filed at the  
Office of the Director of Student Services, Davis Joint Unified School District, 526 B Street, Davis, CA 95616

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## *Federal/State Uniform Complaint Procedures*

### ***Step 1: Filing of Complaint***

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district. Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

### ***Step 2: Complaint Resolution***

The district encourages the early, informal resolution of complaints at the site or district level when appropriate and whenever possible.

### ***Step 3: Investigation of Complaint***

The compliance officer shall contact the complainant within five days of receiving the formal complaint. Depending on the nature of the complaint and the person(s) involved, the Director of Student Services may refer the complaint to other administrators to work or assist in resolving the complaint. In such cases, the Director of Student Services shall continue to monitor the process to assure compliance.

The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute (e.g., the complainant and persons if any, who are the focus of the complaint) may discuss the complaint and question each other or each other's witnesses.

*The compliance officer/designee may elect to provide the complainant and/or other parties to the dispute with a draft of findings of fact and request a critique of that document by the complainant prior to Step 4.*

### ***Step 4: Official Response***

Within 30 days of formally receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board. Such a filing shall include the specific facts that comprise all of the facts that cause the complainant to feel the response is not satisfactory, and all of the main reasons that cause the complainant to feel that the administrative response is unsatisfactory. The filing is shall also factually identify what specific district actions would provide an appropriate remedy to the complaint.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant.

### ***Step 5: Final Written Decision and Conclusions***

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

1. The findings of facts, and disposition of the complaint, including corrective actions, in any.
2. The rationale for the above disposition
3. Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal
4. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

If an employee is disciplined as a result of the complaint, this report shall simply state that corrective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

### ***Appeals to the California Department of Education***

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 calendar days of receiving the district's decision.