

ANNUAL NOTICE: UNIFORM COMPLAINT PROCEDURES

The Petaluma City Elementary and Joint Union High School Districts are primarily responsible for compliance with state and federal laws and regulations. Individuals, agencies, organizations, students and interested third parties have the right to file a complaint regarding alleged unlawful discrimination based on actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color, or physical or mental disability, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, career/technical education or training programs, migrant education, child care and development programs, child nutrition programs, and special education programs.

A complaint alleging unlawful discrimination must be filed in writing with the appropriate compliance officer, identified below, no later than six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination.

In accordance with adopted procedures, complaints will be investigated and a written decision sent to the complainant within 60 calendar days unless the complainant agrees in writing to extend the timeline. If the complainant is not satisfied with the district's decision, the complainant may file within fifteen (15) days of receipt of the decision a written appeal with the California Department of Education (CDE). The appeal must include a copy of the locally filed complaint and a copy of the district's decision. A copy of the district's policy and complaint procedures may be obtained through the superintendent's office.

Complainants may also pursue available civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders in federal or state courts. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. Further information about such remedies may be available through a public or private interest attorney, the Sonoma County Lawyer Referral Service, Legal Aid Society, a mediator, or dispute resolution service.

Title of Compliance Officer: Human Resources Administrator
Address: 200 Douglas Street, Petaluma, CA 94952
Telephone Number: (707) 778-4608

Ref.	Board	Policy/Administrative	Regulation	1312.3
4/12/10				