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"We teach students to create, connect, and collaborate—for life!"

Uniform Complaint Procedures (UCP) **Student Services**

The following procedures shall be used to address complaints, including “Williams Uniform Complaints”, which allege that the Mesa Union School District (MUSD) has violated federal or state laws or regulations governing educational programs. Within 30 calendar days of receipt of a written complaint, the district will make every effort to resolve the complaint through investigation and will complete a written report. The time period may be extended based on the progress of the investigation. School principals shall maintain a record of each complaint and subsequent related action. Investigations of discrimination complaints shall be conducted in a manner that protects confidentiality of the parties and the facts to the extent the law permits.

FILING OF COMPLAINT

Any individual, public agency or organization may file a written complaint of alleged noncompliance with the Superintendent, 3901 North Mesa School Road, Somis, Ca 93066, (805) 485-1411. Uniform Complaint Forms are available in the District Office. The Superintendent will forward the complaint to the appropriate school principal or district administrator. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, District staff shall help him/her file the complaint.

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.

Unlawful discrimination is prohibited by the following Federal statutes:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin;
- Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs;
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability;
- The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age; and
- Title II of the American with Disabilities Act of 1990, which prohibits discrimination on the basis of disability.

Any individual, public agency, or organization may also file a complaint with the U.S. Department of Education, Office for Civil Rights, Old Federal Building, Room 229, 50 United Nations Plaza, San Francisco, California, 94102.

APPEAL PROCEDURES

If you are dissatisfied with the results of the complaint procedure identified on the back of the Complaint form you may appeal to the Superintendent of Schools.

REFERRING COMPLAINT ISSUE TO OTHER APPROPRIATE STATE OR FEDERAL AGENCIES

The following complaints shall be referred to the specific agencies for appropriate resolution and are not subject to the local procedures set forth in these guidelines:

1. Allegations of child abuse shall be referred to the applicable County Development Program of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.
2. Health and Safety complaints regarding a Child Development Program shall be referred to Department of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.
3. Discrimination issues involving Child Nutrition Programs or Title IX of the Educational Amendments of 1972 shall be referred to the U.S. Office of Civil Rights (OCR).
4. Employment discrimination complaints shall be referred to the State Department of Fair Employment and Housing (DFEH) pursuant to Title 22, CCR, Section 98410.