

# **Orland Unified School District**

## **Annual Notice Regarding the Uniform Complaint Procedure**

### **Nondiscrimination Policy Statement**

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, race, color, religion, national origin, ethnic group identification, marital or parental status, physical or mental disability, actual or perceived sex or sexual orientation, or any other unlawful consideration including a person's association with a person or group with one or more of these actual or perceived characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

### **Sexual Harassment Policy**

The Governing Board prohibits sexual harassment of district employees, students or applicants by any person in any form.

### **Uniform Complaint Procedures**

The Governing Board of the Orland Unified School District recognizes its responsibility for insuring that the district fully complies with applicable state and federal laws and regulations governing educational programs. The district shall follow the Uniform Complaint Procedures (UCP) when addressing complaints alleging unlawful discrimination, harassment, intimidation, and bullying or failure to comply with state or federal law.

The following programs are covered by the Orland Unified School District Uniform Complaint Procedures:

Career/Vocational Education, Child Nutrition services, Consolidated Categorical Aid Programs (School Improvement Program, English Learners, Title I and School Based Coordinated Program), Migrant Education, Special Education and allegations of unlawful discrimination, harassment, intimidation, and bullying (sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability).

Complaints regarding allegations of unlawful discrimination, harassment, intimidation, and bullying must be filed no later than six months from the alleged occurrence or when knowledge was first obtained.

### **Formal Complaint Procedure**

The complainant submits a written complaint to the Principal or to the Assistant Superintendent. Within five days of receiving the complaint an investigation will take place. The investigation shall include an opportunity for the complainant and/or representative to present evidence regarding the complaint. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations. The refusal by OUSD to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail to refuse or cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on the evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. Each complaint investigation and/or mediation shall be completed within sixty days of the receipt of the written complaint unless the complainant agrees in writing to an extension of the timeline.

### **Resolution of the Complaint**

A written report of the investigative findings will be given to the complainant. The complainant has the right to appeal the decision to the California Department of Education within 15 days of receipt of the findings.

### **Civil Law Remedies**

Nothing in this policy precludes a complainant from pursuing civil law remedies outside of the district's UCP, such as civil law remedies through mediation centers, the County Office of Education and public/private attorneys. For discrimination complaints, however, a complainant must wait until 60 days from the filing of an appeal with the California Department of Education before pursuing civil law remedies. An appeal to CDE must include a copy of the locally filed complaint and a copy of the District's decision.

**For more information contact:**

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**Superintendent**  
**865-1200**