

October 24, 2022

Dear District Employees:

The purpose of this communication is to provide guidance to Orland Unified School District staff regarding the District's anti-discrimination and anti-retaliation policy. The District is committed to creating an educational environment free from discrimination, including retaliation, in all academic, extracurricular, and school sponsored activities. All District administrators, teachers, and personnel play an integral role in furthering this commitment and are responsible for reporting incidents of discrimination to District administration. This memorandum provides District staff with FAQs and guidelines for addressing complaints of discrimination and retaliation by students/parents.

What Board Policy and Administrative Regulation Governs Complaints of Discrimination Brought by Students/Parents?

Student/parent complaints alleging unlawful discrimination or harassment in District-sponsored academic or extra-curricular activities are investigated and resolved in accordance with the District's Board Policy ("BP") and Administrative Regulation ("AR") 1312.3 – Uniform Complaint Procedures ("UCP"). Complaints that are not subject to the District's UCP may be processed and resolved through another applicable BP or AR or alternative process. A copy of the District's BP/AR 1312.3 is attached hereto for your reference. Additional District BPs and AR's are accessible at:

<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030626>

What is Discrimination under the UCP?

Discrimination under the UCP includes discrimination in any District program or activity based on an individual's actual or perceived race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information.

How does an Individual File a UCP Complaint?

As outlined in BP/AR 1312.3, UCP complaints should be submitted to the District's Human Resources department. The Human Resources department's contact information is as follows:

Human Resources
903 South Street
Orland, CA 95963
(530) 865-1200
hr@orlandusd.net

What Should I do if I Receive a Student Complaint of or Observe Potentially Discriminatory Conduct?

If you receive a complaint of discrimination or observe conduct you believe to be discriminatory, you should immediately notify either your school site administrator or the District’s Human Resources Manager, Ronne Blofsky.

Who is Responsible for Investigating Complaints of Discrimination?

The District’s Human Resources department is responsible for investigating and resolving complaints regarding discrimination. In some instances, the District may designate a school site administrator, District office administrator, or outside investigator to investigate complaints subject to the UCP. Any individuals assigned to investigate a UCP shall comply with BP/AR 1312.3, including the timelines and steps outlined therein. To avoid conflicts of interest, individuals accused of discrimination will not participate in the investigation of those complaints.

What Remedial Actions are Available when Allegations of Discrimination have been Sustained?

When the District determines that discrimination has occurred, the appropriate remedial action will depend on the particular circumstances and are determined on a case-by-case basis. It is imperative that remedial actions directly address, in an age-appropriate manner, issues of discrimination, including retaliation regarding race, color and national origin. Principals, Assistant Principals, and Counselors, in particular, play an important role in ensuring that remedial actions align with this goal.

How Are Investigation Records Maintained?

All records of investigations pertaining to discrimination, including retaliation, will be maintained in accordance with the District’s records retention policy outlined in BP/AR 3580. Pursuant to AR 3580, investigator records are classified as Class 2 records, which are records considered temporarily worth keeping, but which shall be retained until reclassified as Class 3 (Disposable) records. These records will be maintained by Human Resources in the District’s office. The District maintains paper and electronic files of investigation records.

If you have any questions regarding the District’s anti-discrimination and anti-retaliation policy or any of the information in this guidance, please do not hesitate to reach out to me or Ms. Blofsky.

Sincerely,



Victor Perry
Superintendent