



Cupertino Union School District Uniform Complaint Procedures Public Notification

The district's Board Policy, Uniform Complaint Procedures, addresses complaints alleging unlawful discrimination on the basis of ethnic group identification, religion, age, sex (including sexual harassment), color, and physical or mental disabilities, or failure to comply with the law in selected state and federal programs, child care and child development programs, child nutrition and special education programs. The timeline for filing a discrimination complaint shall not exceed six (6) months from the alleged occurrence or when knowledge was first obtained. If you are unable to put your complaint in writing, district staff will assist you. The district will not retaliate against complainants and the complainant's identity will remain confidential.

The Director of Instruction, Pupil Services, is designated as compliance officer to receive and investigate complaints. Investigations shall be conducted in a manner that protects confidentiality of the parties and the facts. A final written decision shall be sent to the complainant within sixty (60) calendar days of the district's initially receiving the complaint.

Uniform Complaint Procedures

- Step 1 File Complaint – A complaint must be filed no later than six (6) months from the date when the alleged incident occurred.
- Step 2 Mediation – Within three (3) calendar days of receiving the complaint, the compliance officer will discuss the possible use of mediation.
- Step 3 Investigation of Complaint – The compliance officer will hold a meeting within five (5) calendar days of receiving the complaint to review the result of mediation and begin the investigation, if necessary.
- Step 4 Compliance Officer's Written Decision – Within forty (40) calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the investigation and decision including:
 1. Findings and disposition of the complaint, including corrective action, if any.
 2. Rationale of above disposition.
 3. Notice of complainant's right to appeal decision to the Board of Education and the California Department of Education, and procedures to initiate such an appeal.
- Step 5 Appeal to the Board of Education – If dissatisfied with the compliance officer's decision, the complainant may file, within five (5) calendar days, the complaint in writing to the Board of Education.
- Step 6 Board of Education Decision – The compliance officer will send the Board's decision to the complainant. **Total Time (Steps 1 – 6): 60 calendar days.**
- Step 7 Appeal to California Department of Education – If dissatisfied with the Board's decision, the complainant may appeal in writing to the California Department of Education within fifteen (15) calendar days of receiving the Board's decision.

The district and California Department of Education provide administrative remedies. Civil law remedies may be pursued through local, state, or federal legal aid agencies, or offices of private/public interest attorneys. For more information regarding civil law remedies, call the Santa Clara County Bar Association, 4 North Second Street, Suite 400, San Jose, CA 95113, Phone (408) 287-2557.

To file a complaint or receive more information, please contact the compliance officer: **Director of Instruction, Pupil Services, Cupertino Union School District, 10301 Vista Drive, Cupertino, CA 95014, Phone (408) 252-3000, Extension 116.**

(Chinese, Hebrew, and Japanese translations are on the following pages)