

NOTICE OF UNIFORM COMPLAINT PROCEDURES – AR 1312.3

Dear students, employees, parents/guardians, district advisory committees, school advisory committees, appropriate private school officials or representatives, and other interested parties: (5 CCR 4622)

The Rio School District is primarily responsible for compliance with federal and state laws and regulations. [T5CCR 4620] The Board of Trustees designates the following compliance officer to receive and investigate complaints and to ensure District compliance with law [T5CCR 4621]:

Assistant Superintendent of Educational Services
2500 Vineyard Avenue
Oxnard, CA 93036
(805) 485-3111

1. The review of complaints filed under the Uniform Complaint Procedure shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
2. An unlawful discrimination, HARASSMENT, INTIMIDATION, OR BULLYING complaint must be filed not later than six months from the date the alleged discrimination, HARASSMENT, INTIMIDATION, OR BULLYING occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination, HARASSMENT, INTIMIDATION, OR BULLYING.

The complainant has a right to appeal the District's decision to the California Department of Education by filing a written appeal within 15 days of receiving the District's decision.

4. The appeal to the California Department of Education must include a copy of the complaint filed with the District and a copy of the District's decision.
5. A complainant may pursue available civil law remedies outside of the District's complaint procedures in accordance with Education Code 262.3. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination, HARASSMENT, INTIMIDATION, OR BULLYING 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.
6. The Superintendent or designee shall make available copies of the District's Uniform Complaint Procedures free of charge. (5 CCR 4622)