



# Huntington Beach Union High School District Board Policies and Administrative Regulations

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## Community Relations

### Williams Uniform Complaint Procedures

The Governing Board recognizes that the district is responsible for complying with applicable state and federal laws and regulations governing educational programs.

The district shall follow the Williams Uniform Complaint Procedures when addressing complaints alleging violation of the Williams legislation outlined in Education Code 35186. The district shall investigate and resolve complaints regarding the insufficiency of textbooks and instructional materials, teacher vacancy or misassignment, and the condition of school facilities, including conditions of restrooms.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Williams complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis. Complaints may be filed anonymously.

The Board prohibits retaliation in any form for participating in complaint procedures, including but not limited to the filing of a complaint or the reporting of Williams violations. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The principal or Superintendent or designee shall make all reasonable efforts to investigate any problem within his/her authority and shall remedy a valid complaint within a reasonable period of time not to exceed 30 working days from the date the complaint was received.

If a complainant is not satisfied with the resolution of the complaint, he/she has the right to describe the complaint to the Governing Board at the next regularly scheduled meeting. For any complaint that concerns a facilities condition that poses an emergency or urgent threat to the health and safety of the staff or students, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 calendar days of receiving the district's response.

Williams Uniform Complaint Procedures (continued)

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the Board of Trustees. These summaries will be publicly reported at a regularly scheduled meeting of the Board of Trustees.

Legal References:

EDUCATION CODE

- 200-262.3 Prohibition of discrimination
- 8200-8498 Child care and development programs
- 8500-8538 Adult basic education
- 18100-18172 School libraries
- 32289 School safety plan, uniform complaint procedure
- 35186 Williams uniform complaint procedure
- 48985 Notices in language other than English
- 49060-49079 Student records
- 49490-49590 Child nutrition programs
- 52160-52178 Bilingual education programs
- 52300-52499.6 Regional occupational centers and programs
- 52500-52616.24 Adult schools
- 52800-52870 School-based coordinated programs
- 54400-54425 Compensatory education programs
- 54440-54445 Migrant education
- 54460-54529 Compensatory education programs
- 56000-56885 Special education programs
- 59000-59300 Special schools and centers
- 62000-62005.5 Evaluation and sunseting of programs
- 64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

- 3080 Application of section
- 4600-4670 Uniform complaint procedures
- 4680-4687 Williams uniform complaint procedures
- 4900-4965 Nondiscrimination in elementary and secondary education programs

Williams Uniform Complaint Procedures (continued)

Legal References: (continued)

UNITED STATES CODE, TITLE 20

6301-6577 Title I Basic Programs

6601-6777 Title II Preparing and Recruiting High Quality Teachers and Principals

6801-6871 Title III, Language instruction for limited English proficient/immigrant students

7114 Local educational program, safety plans

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

U.S. Dept. of Education, Office for Civil Rights: <http://www.ed.gov/offices/OCR>

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