

# Placer County Office of Education

## Uniform Complaint Procedures Annual Notice

### 2025-2026 School Year

For students, employees, parents/guardians, school and county office advisory committee members, appropriate private school officials, and other interested parties.

The Placer County Superintendent of Schools ("County Superintendent") and the Placer County Board of Education ("County Board") have the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The Placer County Office of Education ("County Office") shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures ("UCP") adopted by the County Board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, genetic information, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, marital or parental status, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

Consolidated Categorical Aid Programs  
Career Technical and Technical Education and Training Programs  
Child Care and Developmental Programs  
Child Nutrition Programs  
Special Education Programs  
Safety Planning Requirements  
Accommodation of lactating student  
Implementation of Local Control and Accountability Plan (LCAP)  
Retaliation for involvement in UCP complaint process

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to Board Policy and Board Regulation 1312.3, Uniform Complaint Procedures. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity. In addition, complaints alleging noncompliance with certain legal requirements may be filed for:

Noncompliance with certain legal requirements applicable to foster students  
Noncompliance with coursework credit requirements applicable to homeless students  
Noncompliance with certain legal requirements regarding course assignments  
Noncompliance with physical education instructional minutes requirement in grades 1-6

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

The County Superintendent prohibits retaliation in any form for the participation in complaint procedures, including but not limited to, the filing of a complaint or the reporting of instances of discrimination, harassment, intimidation or bullying.

The County Superintendent recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with the UCP, whenever all parties to a complaint agree to try resolving the complaint through mediation, the County Superintendent or designee shall initiate mediation.

Revised 7/1/2025

Complaints other than complaints relating to pupil fees may be filed in writing with the following compliance officer:

Brian Swank, Executive Director, Human Resources

Human Resources

1400 West Stanford Ranch Road, Rocklin, CA 95765

(530) 889-5952

\* Please note: Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a County Office school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the County Superintendent or her designee.

Complaints will be responded to regardless of the manner in which the complaint is made or received. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request. If additional accommodations are needed, please contact the compliance officer.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The County Office staff member responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the County Superintendent's Decision to the California Department of Education by filing a written appeal within 15 days of receiving the County Superintendent's Decision. The appeal must include a copy of the complaint filed with Placer County Office of Education and a copy of the County Superintendent's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of County Office's complaint procedures. 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.

A copy of the County Office's UCP policy and regulation, and complaint form shall be available free of charge.

# UNIFORM COMPLAINT PROCEDURE FORM

**Brian Swank, Executive Director, Human Resources  
Placer County Office of Education  
1400 West Stanford Ranch Road  
Rocklin, CA 95765  
530-889-5952**

## I. COMPLAINT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Street Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Work: ( ) Home: ( )

II. THIS COMPLAINT IS FILED ON BEHALF OF:

my child      Student's Legal Name: \_\_\_\_\_

School of Attendance:

self       PCOE Employee

Parent

Other

an agency \_\_\_\_\_

Address

Name and position

Please fill in specific information about the complaint on page 2.

initial I have received a copy of Board Policy and Board Regulation 1312.3

Mediation is a process in which a third party attempts to resolve the dispute between parties. Participation is strictly voluntary by both parties.

initial I agree to participate in mediation and hereby agree to extend the 60-day time line by an additional 30 days, should mediation be used.

I hereby certify that the information in this formal complaint is correct to the best of my knowledge.

## UNIFORM COMPLAINT PROCEDURES FORM (Continued)

1. Please identify the violation(s) of state and/or federal law as identified in the UCP Annual Notice and in Board Regulation 1312.3, that you believe has occurred in a county office program or due to any action of the county office.

---

---

---

2. Location of program or incident in which the alleged violation occurred:

---

---

---

3. Date(s) in which the alleged violation occurred or when it first came to your attention.

---

---

---

4. Describe the events or actions which have led you or your student/minor to believe that the county office has failed to comply with state or federal law or regulations. Attach additional information if necessary.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

5. What steps, if any, have you taken to resolve this issue prior to the filing of this written complaint?

---

---

---

---

---

---

---

---