El-Tejon Unified School District

ANNUAL NOTIFICATION OF UNIFORM COMPLAINT PROCEDURES (UCP)

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties

The El-Tejon Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

The El-Tejon Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board (BP/AR/E 1312.3 Uniform Complaint Procedures and AR/E 1312.4 Williams Uniform Complaint Procedures). Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of 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, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 42.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610). The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Title I through Title VII, Adult Education, Consolidated Categorical Aid Programs, Migrant Education, Education of Foster Youth, Homeless, Former Juvenile Court Students or Child of Military Family (award of course credit), Lactating Pupil, Career and Technical Education and Training Programs, Local Control Accountability Plan, Child Care and Developmental Programs, Compensatory Education, After School Education and Safety, Regional Occupational Centers, Student Fees, School Safety Plans, and Retaliation against Complainant.

Complaints must be filed in writing with the Title IX Coordinator:
Corey Hansen, 4337 Lebec Rd, Lebec, CA, 93243, 661-248-6680, chansen@el-tejon.k12.ca.us

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

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 LEA person 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 LEA's Decision to the California Department of Education (CDE) by filing a written appeal within 30 calendar days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision. Civil law remedies may be available under state or federal discrimination 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 the LEA'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 El-Tejon Unified School District'sUCP policy and complaint procedures shall be available free of charge.