

San Gabriel Unified School District
Uniform Complaint Procedures Annual Notice

Date: August 2013

To: Employees, Students, Parents and/or Guardians,
Advisory Committees, Private School Officials and Other Interest Parties

Re: Uniform Complaint Procedures 2013-2014

- San Gabriel 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, harassment, intimidation or bullying and complaints alleging violation of state or federal laws governing educational programs.
- San Gabriel 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. Unlawful discrimination, harassment, intimidation or bullying complaints may be based on actual or perceived age, ancestry, color ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, 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.
- Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.
- The responsible staff member, position, or unit designated to receive complaints:

Assistant Superintendent of Educational Services: 408 Junipero Serra Drive San Gabriel, CA 91776, (626) 451-5442
- 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 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 San Gabriel Unified 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.
- Complainant has a right to appeal the local agency decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the San Gabriel Unified School District decision. The appeal must include a copy of the complaint filed with the San Gabriel Unified School District and a copy of San Gabriel Unified School District'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 San Gabriel Unified'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.
- San Gabriel Unified School District UCP policy and complaint procedures shall be available free of charge [T5CCR 4622].