

**Complaint Procedures**  
Allegation of District Violation of Law or  
Regulation or Unlawful Discrimination

**The Governing Board recognizes that the District is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs.** Anyone wishing to file a complaint alleging that the District is in violation of a federal or state law or regulation governing special education, categorical aid programs or alleging unlawful discrimination regarding actual or perceived sex, sexual orientation, gender ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or age or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, should call the Superintendent's Office to obtain a complaint form. **The Superintendent or designee shall make available copies of the District's uniform complaint procedures free of charge.** The completed complaint form shall be filed with the Superintendent whose office is located at 14535 E. Whittier Blvd. Complaints will be processed by Mary Branca, Assistant Superintendent, Personnel; Dr. Dorka Duron, Assistant Superintendent, Educational Support Services; or Linda Low, Assistant Superintendent Student Services. Discrimination complaints must be filed no later than six months from the occurrence or first knowledge. When a complaint is filed, the party initiating the complaint shall be informed of any available civil law remedy.

The District has sixty (60) calendar days, beginning on the day of receipt of the complaint, to reach resolution through mediation or complete an investigation with a written report. ~~The complainant shall have an opportunity for appeal at the state level following receipt of the report.~~ **The complainant has a right to appeal the District's decision to the CDE by filing a written appeal within 15 days of receiving the District's decision. Pursuant to Education Code 262.3, for discrimination complaints, 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.** All investigations of complaints shall be conducted in a manner that protects confidentiality of the parties and the facts and protects complainants from retaliation. **Copies of the complaint forms will be made available free of charge.**