

ADMINISTRATIVE REGULATION

Student Non-Discrimination, Responding to Complaints

A. Duties and Responsibilities of School Employees

If school personnel witness an act of discrimination, harassment, intimidation, or bullying, the individual shall take immediate steps to intervene when safe to do so. Anyone performing work for the District who witnesses or experiences conduct they perceive as harassing, discriminatory, retaliatory, or otherwise inconsistent with this Policy must immediately report the matter by way of submitting a complaint. While an oral complaint may be submitted, a written complaint is preferred to ensure a proper investigation and outcome. complaints should be made in writing. Important information to include in the complaint includes:

- the facts of the incident or incidents;
- the dates the incident occurred;
- the names of the individuals involved; and
- the names of any witnesses

B. Responding to Complaints

All complaints that allege the District has engaged in unlawful discrimination or harassment shall be directed to the Compliance Officer. Complaints will be investigated in accordance with Board Policy 3119, the Uniform Complaint Procedures. The Compliance Officer shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

Complaints alleging bullying or cyberbullying not on the basis of a protected characteristic shall be directed to the Compliance Officer. Complaints will be investigated in accordance with Board Policy 5141, the District's Bullying and Cyberbullying Policy. The Compliance Officer shall maintain a record of each complaint to the extent required by law.

All known complainants and respondents involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

C. Notification

The superintendent or the designee shall regularly publicize, within the district and in the community, the district's nondiscrimination policy and the availability of complaint procedures. The district's policy shall be posted in all schools and offices, including staff lounges and student government meeting rooms. The district shall notify parents and guardians of their child's right to a free public education, regardless of immigration status or religious beliefs. The district's policy shall be translated in students' language(s) if at least 15 percent of the students enrolled in the school speak that language as their primary language other than English.

Ref: EC Sections 200-262.4

Government Code Sections 11135, 12920-12996

Civil Code Section 51.7

Penal Code Section 422.55

California Code of Regulations, Title 2, Section 7287.6

California Code of Regulations, Title 5, Sections 4900-4965

United State Code, Title 20, Sections 1681-1688

United State Code, Title 29, Sections 621-634

Adopted: July 19, 2022