

How a Complaint Is Investigated and Answered

Each complaint is investigated by the appropriate District office or division or local district office which must do the following within sixty days:

1. Provide an opportunity for the person or organization complaining and District personnel to present information related to the complaint.
2. Obtain specific information from other persons familiar with events and locations related to the complaint.
3. Review related documents.
4. Prepare written report (in English and in the language of the complainant) on findings and recommended solutions.
5. Notify the person or organization of appeal procedures.

Complaints about special education programs and services may also be referred by the District or the complainant may file the complaint with the California Department of Education, Special Education Division. To file a special education complaint directly with the California Department of Education (CDE), you may write to the CDE at the address listed under the section entitled "How to Appeal" in this brochure.

How to Appeal

Persons or organizations disagreeing with the local district, school, or office decision have fifteen days after receipt of the decisions to file an appeal. The appeal must be in writing and must include a copy of the original complaint, as well as a copy of the local site decision provided to them.

1. If the original complaint involved one of the educational programs (listed 1-9) inside, the appeal should be sent to:

State of California
Department of Education
State Superintendent of Public
Instruction

1430 N Street
Sacramento, CA 95814

2. If the original complaint involved discrimination under Section 504, the ADA, Title IX, or Title VI, and the decision was provided by a local district, school, or office, the appeal may be directed to:

Deanne Neiman, Director
Educational Equity Compliance
Los Angeles Unified School District
333 South Beaudry Avenue
20th floor
Los Angeles, CA 90017

Appeals of local site decisions involving Title IX or Title VI may also be directed to the Department of Education (see address above) for resolution.

Uniform Complaint Procedures

2005 — 2006



Specially Funded Division
Specially Funded Programs
Compliance and Technical Support Branch

(213) 229-2000

August 2005

Why This Brochure?

Uniform Complaint Procedures were developed and established to handle complaints against the District that involve specific educational programs which are conducted with state or federal funds or that regard charges that the District has unlawfully discriminated against someone. (Procedures established in accordance with State law, Title 5, California Code of Regulations, Sections 4600-4687)

These same complaint procedures may be used to file complaints against the District which allege unlawful discrimination under the following federal laws: Section 504 or the Americans with Disabilities Act (discrimination based on physical or mental disability); Title IX (discrimination based on gender, including sexual harassment); and Title VI (discrimination based on race, color, or national origin). Discrimination complaints must be filed within six months of last occurrence or when knowledge was first obtained.

This brochure provides notice by the District that these complaint procedures are available for use under the circumstances described.

What Programs Are Covered?

These complaint procedures cover the following educational programs:

1. Adult Basic Education
2. Career and Technical Education
3. Child Care and Development
4. Child Nutrition
5. Consolidated Programs
6. Indian Education
7. Migrant Education
8. Special Education
9. Any other program benefiting from state or federal funds in which occurs discrimination/harassment based on age, sex, sexual orientation, gender identity, ethnic identification, race, ancestry, national origin, religion, color, mental or physical disability.

How to Submit a Complaint

Any person, organization, or public agency concerned about a violation of state or federal regulations governing an educational program listed in this brochure is to submit a written complaint to:

**Deborah S. Ernst, Director
Specially Funded Programs
Compliance and Technical Support Branch
701 W. Cesar E. Chavez Avenue
Suite 102
Los Angeles, CA 90012**

This office will provide assistance to those who cannot complete a written complaint.

The District assures confidentiality to the maximum extent possible. The District prohibits retaliation against anyone who files a complaint or anyone who participates in the complaint investigation process.

Complaints are further advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders, may also be available to them.

Only complaints with the original signature will be accepted. The sixty-day time line shall begin when the complaint is received.