

# **Klamath-Trinity Joint USD**

## **Exhibit**

### **Uniform Complaint Procedures**

E 1312.3

### **Community Relations**

#### **KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICT NOTICE OF UNIFORM COMPLAINT PROCEDURE**

The Klamath-Trinity Joint Unified School District shall follow uniform complaint procedure described below when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, 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, in any program or activity that receives or benefits from state financial assistance. The uniform complaint procedure described below shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in consolidated categorical aid programs, and federal safety planning requirements. Individuals, agencies, organizations, students and interested third parties have the right to file a complaint using this procedure described below. The district shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations.

Complaints must be filed in writing and with the appropriate compliance office identified below. Complaints alleging discrimination must be filed no later than six 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 district Superintendent or designee.

Complaints will be investigated and a written decision sent to the complainant within 60 days from the receipt of the complaint. This 60 day time period may be extended by written agreement of the complainant. The district's person responsible for investigating the complaint shall conduct and complete the investigation in accordance with 5 CCR 4680-4687 and in accordance with local procedures adopted under 5 CCR 4621. If the complainant is not satisfied with the local educational agency's decision, the complainant may file within 15 days of the receipt of the decision a written appeal with the California Department of Education (CDE) in Sacramento, California. The appeal to CDE must include a copy of the locally-filed complaint and a copy of the district's decision.

Complainants may also pursue available civil law remedies, including, but not limited to, injunctions, restraining orders or other orders in federal or state court. Further information about such remedies may be available through a public or private interest attorney, the County Lawyer Referral Service, Legal Aide Society, a mediator, or dispute resolution service.

A copy of the district's policy and complaint procedures may be obtained free of charge through the office of the Superintendent of the Klamath-Trinity Joint Unified School District.

Compliance Officer: Superintendent

Address: Klamath-Trinity Joint Unified School District  
PO Box 1308  
Hoopa, CA 95546

Phone: (530) 625-5600 ext. 1001

Legal Reference: 5 CCR 4622

Exhibit KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICT  
version: September 22, 2009 Hoopa, California  
revised: October 11, 2011