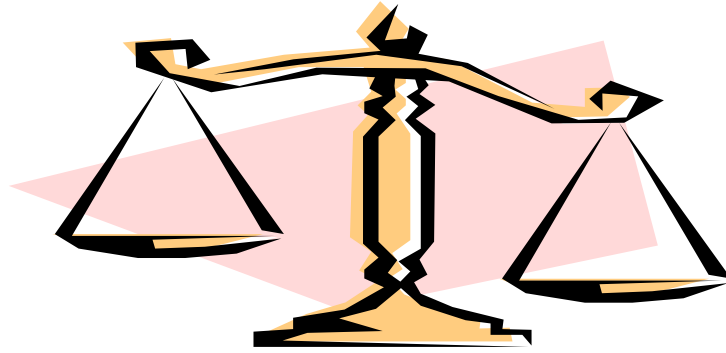


Uniform Complaint Procedure



TITLE IX, TITLE 5, SECTION 504, AND AMERICANS WITH DISABILITIES ACT

Title IX, Title 5, Section 504, and Americans with Disabilities Act are laws that prohibit your school from discrimination, harassment, intimidation, and bullying based on actual or perceived age, ancestry, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical information, nationality, race, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

Equal treatment must be given in the areas of:

1. classes you can take,
2. the way you are treated in the classroom and on campus,
3. counseling you receive, and
4. extracurricular activities you participate in; however, there are rules for some special sports so check with your counselor or principal so there is no misunderstanding,
5. the special services you may be identified to receive.

These laws also protect you from sexual harassment, which means no teacher, administrator, other school employee, or student can make sexual advances to you. It means they cannot touch you or speak to you in a sexual manner at school or school-sponsored events. If you have any questions regarding sexual harassment, check with your counselor or principal. Complainants have a right to pursue available civil remedies, such as a mediation center, public/private interest attorneys, and legal assistance agencies.

The Uniform Complaint Procedure provides direction for filing a complaint for the reasons listed above as well as a complaint related to the implementation of the following programs, which are part of Title 5:

- Adult Education
- Title I
- Title VI
- School Improvement
- Limited English Proficient
- Vocational Education
- Tenth Grade Counseling
- Migrant Education
- Child and School Nutrition*

*Discrimination/Civil Rights Complaints must be filed with the USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964.

You may file a complaint if you feel your rights under Title IX, Title 5, Section 504, or Americans with Disabilities Act have been violated.

For your own protection and the protection of other people involved, the names of everyone involved must be kept confidential. You may inform your parents or your principal, but they, too, are bound by the same code of ethics.

THE COMPLAINT PROCEDURE

Step 1 – Filing a Complaint

If you have a complaint, you are to submit it in writing to the Superintendent at the Palo Verde Unified School District. The Superintendent shall be considered the representative of the District for the purposes of receiving and coordinating responses to complaints and related correspondence regarding this policy.

If you are unable to put a complaint in writing due to a condition such as illiteracy or disabilities, district staff will help you file the complaint.

Complaints alleging unlawful discrimination must be initiated no later than six months from the date when the alleged discrimination occurred or when you first obtained knowledge of the facts, unless the time for filing is extended by the superintendent,

upon written request by you stating the reason for the extension.

The Superintendent will acknowledge receipt of the complaint and refer it to the appropriate site or district office within five days, notifying the complainant of the person to whom it is being referred.

Step 2 – Resolution of the Complaint

Each Complaint shall be investigated by the appropriate site or district office and shall be resolved within sixty days of the original receipt of the written complaint unless an extension of the timelines has been agreed upon in writing by you. The site or district shall:

1. Obtain statements from you and from the other individuals who were witnesses to the alleged violation or who can provide relevant information concerning the alleged violation. The investigation may include an opportunity for the people in the dispute to meet and discuss the dispute.
2. Review documents that may provide information relevant to the alleged violation.
3. Prepare a written report of the investigative findings, corrective actions, if any, suggested resolution(s), and a rationale for the findings, along with any supporting documentation.
4. Advise you of the right to appeal the decision to the California Department of Education and the procedures to be followed for the appeal.

STEP 3 – APPEAL PROCESS

You may appeal the district's decision to the California Department of Education by filing a written appeal with the State Superintendent within fifteen days after receiving the district decision. Extensions for filing appeals may be granted in writing for good cause.

1. You shall specify the reason(s) for appealing the decision.
2. The appeal shall include a copy of the original complaint and a copy of the district's decision.

If you have any questions about your rights under Title IX, Title 5, Section 504, or the Americans with Disabilities Act, call:

Palo Verde Unified School District
Edward Singh
Director of Special Services
825 N. Lovekin Blvd.
Blythe, CA 92225
(760) 922-4164 x: 1242

**If you believe your rights under
Title IX,
Title 5, Section 504, or
Americans with Disabilities Act
have been violated . . .**



Step 1

**File a written complaint
with the Superintendent**



Step 2

**Participate in
process toward resolution**



Step 3

**If you aren't satisfied with
the resolution, file a written appeal
to the California Department
of Education.**

This brochure is in compliance with the California Department of Education code; California Code of Regulations, Title 5; Title IX, Education Amendments of 1972; Section 504 Rehabilitation Act of 1973; Improving America's Schools Act of 1994; and the Americans with Disabilities Act of 1990.