

## **Humboldt County Office of Education Notice of Uniform Complaint Procedure**

The Humboldt County Office of Education shall follow the uniform complaint procedure described below when addressing complaints alleging discrimination based on actual or perceived sex, sexual orientation, gender, gender identification, gender expression or genetic information, ethnic group identification, race or ethnicity, ancestry, nationality, national origin, religion, color, mental or physical disability, marital or parental status, 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 the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, complaints regarding the requirements for the development and adoption of a school safety plan and when addressing failure to comply with state and/or federal laws in consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and developmental programs, child nutrition programs, special education programs, implementation of the Local Control Accountability Program (LCAP) and federal safety planning requirements as well as complaints alleging bullying or retaliation, provision of reasonable accommodation for a lactating student, elementary physical education requirements, retaliation against a complainant, or any other complaint as specified in Office of Education policy. Individuals, agencies, organizations, students and interested third parties have the right to file a complaint using this procedure described below. The Office of Education 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 officer identified below. Complaints alleging discrimination must be filed not later than six (6) 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 Humboldt County Superintendent of Schools or his or her designee.

Complaints will be investigated and a written decision sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The Office of Education's person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621. If the complainant is not satisfied with the local educational agency's decision, the complainant may file within fifteen (15) days of 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 Office of Education 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 Office of Education's policy and complaint procedures may be obtained free of charge through the office of the Humboldt County Superintendent of Schools.

Compliance Contact: Office of the Superintendent  
Address: Humboldt County Office of Education  
901 Myrtle Avenue  
Eureka, CA 95501  
Phone: (707) 445-7030

*Legal Reference: Title 5 California Code of Regulations Section 4622*