



El Monte Union High School District

3537 Johnson Ave. El Monte, CA 91731

Uniform Complaint Procedure

Annual Notice

(Education Code 32289)

To: Parents/guardians, students, employees, district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties,

The El Monte Union High School District has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. Formal complaints may be filed regarding alleged acts of discrimination or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, career technical education and career technical training program, childcare and development programs, child nutrition programs, and special education programs. The district shall investigate and seek to resolve those complaints in accordance with the district's uniform complaint procedures. A complaint may also be filed for noncompliance with the school safety planning requirements of Title IV of the No Child Left Behind Act. The complainant will have the opportunity to provide relevant information. A written report will be given to the complainant within 60 days of receipt of complaint unless the complainant agrees in writing to an extension of the time line. A complainant has the right to appeal the district's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the district's decision. The appeal to the CDE must include a copy of the complaint filed with the district, a copy of the district's decision, and the rationale for appealing the district's decision.

Complaints alleging discrimination must be filed within six months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies available under state or federal discrimination laws, if applicable, or the appeal process available pursuant to Education Code 262.3, allowing the complainant to take a complaint directly to the California Department of Education or pursue remedies before civil courts or other public agencies.

Copies of the district's complaint procedures are available free of charge at the Principal's office and at the district office.

Refer allegations and/or complaints, in written form to the following compliance officers:

Assistant Superintendent Education Services/
Assistant Superintendent Personnel
3537 Johnson Avenue
El Monte, CA 91731
(626) 444-9005