



**LAKE TAHOE UNIFIED SCHOOL DISTRICT**  
**Uniform Complaint Procedures (BP/AR 1312.3)**

Step 1 Filing of the UCP	Appeal Procedure to the Board	Appeal to CA Dept. of Education
<p><b>Complainant</b> files District UCP Complaint Form or other written notice with the Superintendent/Compliance Officer at the <b>Education Center, 1021 Al Tahoe Boulevard, South Lake Tahoe, CA 96150</b>. If the complaint is filed at a site, it will be immediately forwarded to the Ed Center where it will be dated and recorded.</p> <p><b>If a complainant is unable to write a written complaint, a LTUSD staff member will be provided to assist with the filing. All records of complaints that reach the formal level will be maintained at the District Office regardless of resolution.</b></p> <p><i>Note: Williams Act Complaints (BP/AR 1312.4) use a different procedure, and form, and do not precisely follow the UCP timelines. Please see the LTUSD/CTE UCP Brochure for more information.</i></p>	<p><b>Within five (5) business days of receipt of complaint:</b>  The Superintendent/Compliance Officer may informally discuss the possibility of mediation if the complaint is not about an adult and involves more than one student and if all parties agree to the mediation. No mediation will be available in allegations of sexual assault.</p> <p><b>Within ten (10) calendar days (if the complaint is not in mediation):</b>  The Superintendent/Compliance Officer, will acknowledge receipt of the claim, begin the investigation of the complaint and provide an opportunity for the complainant to present evidence relevant to said complaint.</p> <p><b>Within thirty (30) Calendar days:</b>  The Superintendent/Compliance Officer, will prepare and send to the complainant a written report summarizing the findings and disposition of the complaint, including corrective actions if any, the rationale for such disposition, and notice of the complainant’s right to appeal the decision to the LTUSD Board of Education within five (5) working days.</p> <p><b>After the initial decision, within five (5) working days:</b>  <b>Complainant</b> has a right to appeal the decision to the Board of Education in writing. The Board of Education may consider the matter at a regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.</p> <p><b>Complainants</b> have a responsibility to provide requested documents and cooperate with the investigation. Failure to do so may result in a dismissal.</p>	<p>If complainant is dissatisfied with the resolution of the complaint, he/she may appeal to the California Department of Education within fifteen (15) calendar days of complainant’s receipt of the District’s final written report.</p> <p><b>Please note:</b> The complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing state, but not federal, civil law remedies when any decision concerning a discrimination, harassment, intimidation, or bullying complaint has been rendered by the District. (Ed. Code 262.3).</p> <p><b>Civil Law Remedies</b>  A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.</p> <p><b>If no resolution at this level, appeal to Superintendent of Public Instruction</b></p>

Copies of the Board Policy and Administrative Regulations are available at the Education Center,  
1021 Al Tahoe Boulevard and on our website: [www.ltusd.org](http://www.ltusd.org)  
Forms are available at all sites and the Education Center