

## **RANCHO SANTA FE SCHOOL DISTRICT**

### **Board Policy No. 5001: PUPIL COMPLAINT PROCEDURE**

#### **A. Prohibited Discrimination**

Except as otherwise provided by law, a pupil shall not be excluded from participation in, denied the benefits of, or subjected to discrimination, harassment, intimidation, or bullying under any academic, extracurricular, or other educational program or activity operated by the District or denied any aid, benefit or service provided by the District on the basis of any prohibited discrimination in Board Policy 5000.

#### **B. Compliance Officer**

The Governing Board designates the following compliance officer responsible for receiving, coordinating and investigating the complaints of unlawful discrimination and for complying with state and federal civil rights laws and to answer questions concerning the District's nondiscrimination policies.

Superintendent  
Rancho Santa Fe School District  
5927 La Granada  
Rancho Santa Fe, California, 92067  
(858) 756-1141 ext. 114

Mailing Address:  
Rancho Santa Fe School District  
P.O. Box 809  
Rancho Santa Fe, California, 92067

The Superintendent is designated as the Equal Educational Opportunity Officer/Title IX Coordinator directly responsible for coordinating efforts to ensure compliance with all nondiscrimination laws. The Superintendent may designate another administrator to be directly responsible.

#### **C. Process for Initiating and Responding to Complaints**

Pupils who feel that they have been subjected to unlawful discrimination described above or in Board Policy 5000 are strongly encouraged to immediately contact the Superintendent, Principal, or any other staff member. In addition, pupils who observe any such incident are strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is

reported shall report the incident to the Superintendent or Principal within one (1) school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so.

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying based on a protected class or affiliation with a protected class, is made to or received, the Superintendent or Principal shall notify the pupil and parent/guardian of the right to file a formal complaint in accordance Board Policy 6006, Uniform Complaint Procedures. Once notified verbally or in writing, the Superintendent or designee shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all pupils have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a pupil who is the victim of the alleged unlawful discrimination.

D. Notice

1. A copy of this Policy shall be displayed in a prominent location and on the District's website.
2. A copy of this Policy shall be provided as part of any orientation program conducted for new pupils at the beginning of each quarter, semester or summer session as appropriate.
3. A copy of this Policy shall be provided for each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year, or at the time that there is a new employee hired.
4. A copy of this Policy shall appear in any publication that sets for the District's comprehensive rules, regulations, procedures and standards of conduct.

Legal Reference:

Education Code sections 212.5, 220, 234.1, 221.5, 221.7, 224, 225, 229, 230, 231, 231.5, 48900.2

Date Policy Adopted By The Board: February 10, 1999

Dates Policy Revised By The Board: January 13, 2005; May 17, 2007; June 5, 2008; March 1, 2012; June 22, 2018; October 14, 2022, August 3, 2023