Filing a Title IX Complaint with the Siskiyou County Office of Education

Complaints shall be submitted in written form to the Executive Director of Human Resources. If the complainant is unable to prepare the complaint in writing, administrative staff will assist the complainant in doing so.

Jason Ledbetter, Executive Director – Human Resources
Siskiyou County Office of Education
609 S. Gold Street
Yreka CA 96097
530-842-8408
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Complaints must be filed within a timely manner from the date when the alleged unlawful discrimination occurred, or from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying that is based on sex. Timeframes and deadlines for completing such complaints are outlined in the policies. The time for filing may be extended by the County Superintendent or the County Superintendent's designee, for good cause, upon written request by the complainant setting forth the reasons for the request for an extension of time to file a written complaint.

The compliance officer may informally discuss with all the parties the possibility of using mediation within three business days after his or her receipt of the complaint. All complaints shall be appropriately investigated in a timely manner. Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint. The investigation shall include an opportunity for the complainant, or the complainant's representative, or both, to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Unless extended by a written agreement with the complainant, the County Office of Education shall issue a written decision based on the evidence within 60 calendar days from receipt of the complaint by the County Office of Education.

Any complainant who is dissatisfied with the final written decision may file an appeal in writing with the California Department of Education within 15 calendar days of receiving the decision.

Complaints made by or on behalf of students may also be filed with the U.S. Department of Education, Office of Civil Rights within 180 calendar days of the date of the alleged discrimination, unless the time for filing is extended by the Office of Civil Rights for good cause shown under certain circumstances.

Additional details about procedures for filing a complaint may be found in within the content of SCOE Policies at: SCOE Policy Listing