

Title IX Complaint Process

Students or parents/guardians should report their verbal or written Title IX complaint to the school site administrator or Title IX Coordinator within six months from the date the alleged incident occurred or first obtained knowledge. Complainants have a right to a timely and informal resolution at the school site.

If the complainant is dissatisfied with the school-site decision, the complainant may file a written Uniform Complaint Procedure (UPC) complaint directly with the Title IX Coordinator. This will begin the investigation process which must be completed within 60 days. An appeal of the District's findings may be made to the California Department of Education - Office of Equal Opportunity.

The District's Title IX Coordinator is:

Linda de la Torre, Assistant Superintendent/Human Resources.

**San Marino Unified School District
1665 West Drive
San Marino, CA 91108**

**Phone: (626) 299-7000
Fax: (626) 282-4014**

Email: hrtorre@smusd.us

The District's Human Resources Office timestamps new complaints of discrimination, harassment, intimidation, and/or bullying when received and provides an acknowledgment letter. The investigator assigned has 60 calendar days from office receipt to investigate the complaint and to send a letter with findings to relevant parties. The 60-day timeline may be extended only by mutual agreement of the complainant and the District. During the investigative process, the investigator contacts complainant and other applicable parties requesting data and responses. The District includes an opportunity for the complainant to present evidence or information to support the allegations. The District will ensure that, within 60 days of receipt of the written complaint, the complaint has been resolved and/or investigated and that a written report of findings is issued to the complainant. The written report of the investigative findings contains the allegations, method of investigation, policy, findings, conclusions, appeal options and corrective actions, if applicable.

A complaint may be filed anonymously if it provides evidence or information leading to evidence to support an allegation of noncompliance. Complainants making a verbal complaint shall be referred to an administrator/designee who will assist any person with a disability or unable to prepare a written complaint.

Otherwise, a discrimination complaint may be filed with the [Office for Civil Rights](#):

San Francisco Office for Civil Rights
U.S. Department of Education
Phone: (415) 486-5555
Email: ocr.sanfrancisco@ed.gov

United States Department of Education Office of Civil Rights Form:

<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>