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**Riverside Unified School District**  
**Non-Discrimination – Harassment –**  
**Intimidation – Bullying – Uniform**  
**Complaints**  
*RUSD Board Policy 5145.3*

David C. Hansen, Ed.D.  
District Superintendent



District programs and activities shall be free from discrimination, including harassment, intimidation, and bullying. The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the District's academic and other educational support programs, services, and activities. The Board prohibits, at any District school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

...Prohibited harassment includes physical, verbal, non-verbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board Policy, or Administrative Regulation shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

Additionally, pupils enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

**Complaints:** The district is primarily responsible for compliance with federal and state laws and regulations. Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying or has been required to pay a pupil fee should immediately contact the Senior Administrator for Non-Discrimination, the Principal, designee, or any other staff member. Any student or school employee who observes any such incident should report the incident to the Coordinator or Principal, whether or not the victim files a complaint. Copies of the District's complaint procedures are available free of charge.

The Senior Administrator assigned by the Superintendent for Non-Discrimination handles complaints regarding discrimination, harassment, intimidation, or bullying and to answer inquiries regarding the District's non-discrimination policies:

*Senior Administrator for Pupil Services or the District Complaint Officer*  
5700 Arlington Avenue, Riverside, CA 92504, (951) 788-7135 or (951) 352-1200

Complaints may be made in writing to the Senior Administrator for Pupil Services or District Complaint Officer.

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Non-Discrimination Administrator shall immediately investigate the complaint in accordance with the procedures specified in Board Policy 1312.3.

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee. Complaints regarding pupil fees may be filed anonymously if filed with evidence or information to support the complaint and must be filed within one year of the alleged violation.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the LEA's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA'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.