

DISTRICT-LEVEL COMPLAINT (DLC)

WHAT IS DLC?

The District's responsibility is to resolve issues related to students, parents, employees, vendors and third parties. Through the DLC process, the District will investigate disagreements and disputes, or conduct that is considered unprofessional, harmful, abusive, offensive, and lewd.

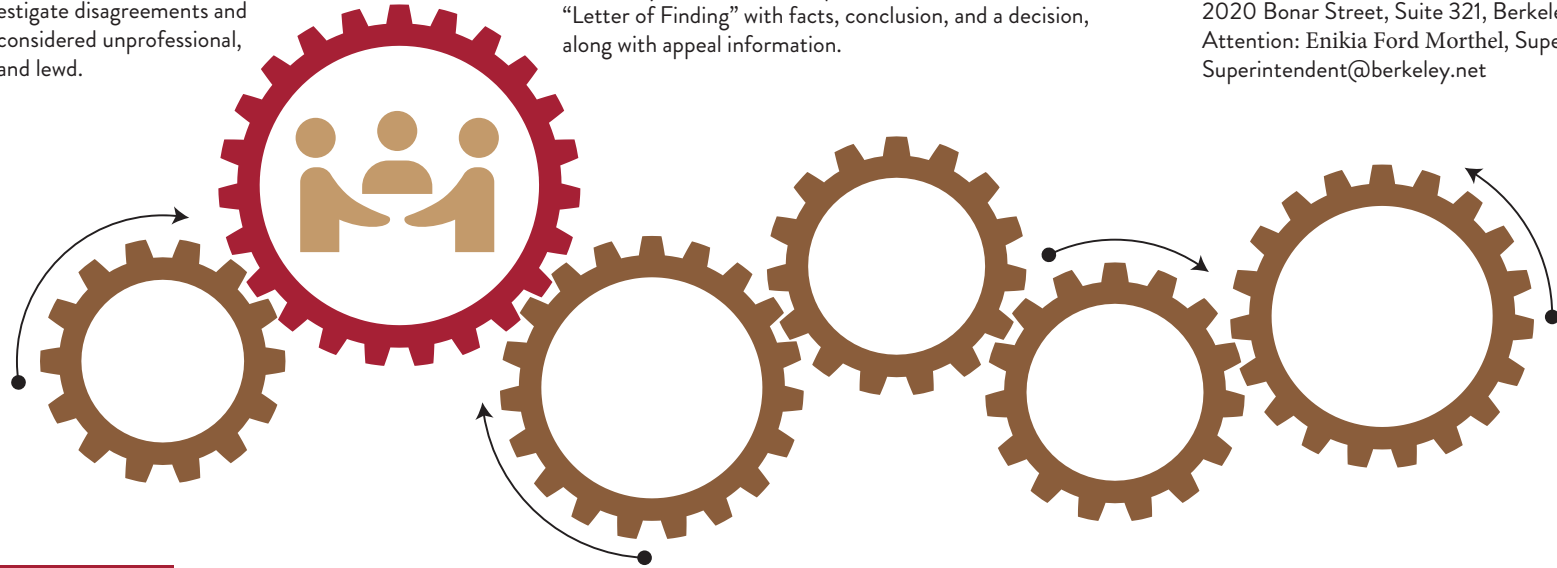
COMPLAINT PROCESS

- All complaints received are timestamped, and a copy is provided to the complainant.
- Within 5 days, the complainant will receive an "Acknowledgment Letter" outlining the complaint allegations.
- An investigator will review related documents, interview the complainant, the alleged accused, and all witnesses.
- In a timely manner, the complainant will receive a "Letter of Finding" with facts, conclusion, and a decision, along with appeal information.

HOW TO APPEAL

A DLC may be appealed within 15 days of receipt to:

Berkeley Unified School District
2020 Bonar Street, Suite 321, Berkeley CA. 94702
Attention: Enikia Ford Morthel, Superintendent
Superintendent@berkeley.net



PRIVACY & CONFIDENTIALITY

The District will only share information with individuals associated with, or those in the need to know (i.e., District office personnel, administrators, counselors, or staff members). In addition, the District assures confidentiality 'to the maximum extent possible,' and prohibits retaliation against anyone who files a complaint or participates in the complaint process.

ALTERNATIVE DISPUTE RESOLUTIONS

While it is the complainant's right to file a DLC, the following remedies are always available:

1. Speak with a school-site administrator or District office personnel to resolve the issue.
2. Request a facilitated meeting, which may include a school-site administrator, District office personnel, or Title IX designee to resolve the problem.
3. Mediation

HOW TO SUBMIT A DLC

Any student, parent, employee, or resident may walk in, mail, or email a written and signed complaint form to:

Jasmina Viteskic, Title IX Coordinator Berkeley Unified School District
2020 Bonar Street, Room 117
Berkeley, CA 94702

Email: complaints@berkeley.net
Phone: (510) 486-9338

[Click Link to access DLC Complaint Form](#)