



**Saddleback High School
International Baccalaureate Diploma Program
Santa Ana Unified School District**



**Saddleback High School IB Diploma Program Complaints and Student Appeals
Procedures**

Last Reviewed/Revised: February 2022

Santa Ana Unified School District Non-Discrimination Statement:

The Santa Ana Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation and bullying.

The District prohibits discrimination, harassment, intimidation and bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions) sexual orientation, religion, color, national origin, ancestry, physical or mental status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (not union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

The Governing Board designates the following compliance officer(s) to receive and investigate complaints and to ensure district compliance with law:

Assistant Superintendent, Human Resources

1601 E. Chestnut Avenue Santa Ana, CA 92701

(714) 558-5860

Compliance.Officer@sausd.us

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee. (cf. 9124 - Attorney)

Saddleback High School IB Diploma Program Complaint Contacts

Saddleback High School Principal and Head of School, **Mr. Edward Bustamante**, handles inquiries/complaints regarding:

- The teaching staff of Saddleback High School's IB Diploma Program.

Saddleback High School IB Diploma Program Coordinator, **Mrs. Heather LaBare**, handles inquiries/complaints regarding:

- The IB Diploma Program housed at Saddleback High School (IB World School #051525).

Saddleback High School IB Diploma Program Complaints and Student Appeals Procedures

1. A teacher will provide any student or their parent/guardian the opportunity to discuss a decision or situation that the student considers unjust or unfair.
2. If the incident remains unresolved, the student, their parent/guardian or the teacher may bring the matter to the IB Diploma Program Coordinator's attention for consideration and action.
 - a) The matter may be brought to the attention of the IB Coordinator through use of the "[Saddleback High School IB Program Complaints & Requests for Appeals](#)" Google Form (also found on Saddleback's IB Diploma Program's website).
3. If the incident remains unresolved, the student, their parent/guardian or the teacher may bring the matter to the principal/Head of School's attention for consideration and action.
 - a. The matter may be brought to the attention of the Principal through use of the "[Saddleback High School IB Program Complaints & Requests for Appeals](#)" Google Form (also found on Saddleback's IB Diploma Program's website).
4. If the matter is still unresolved, the complaining party may bring the matter to the Santa Ana Unified School District's compliance officer for consideration: **Compliance.Officer@sausd.us**
5. If the matter is still unresolved, the complaining party may present it to the SAUSD Board of Education for review.