



SOUTHERN KERN UNIFIED SCHOOL DISTRICT

2601 Rosamond Blvd.
 Rosamond, CA 93560
 (661)256-5000 Fax (661)256-1247

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Embracing the Whole Child

UNIFORM COMPLAINT PROCEDURES COMPLAINT FORM COMPLAINANT CONTACT INFORMATION

Name* _____

Student Name (if applicable) _____ Date of Birth _____

Address _____

City _____ Zip Code _____

Home Phone _____ Cell or Work Phone _____

I am filing this complaint on behalf of:

myself my child or a student another child or student a group

Basis of Complaint

Discrimination, harassment, intimidation, or bullying** in district programs or activities on the basis of the following actual or perceived protected class or characteristic (check all that apply):

Sex Sexual Orientation Gender

Gender Identity Gender Expression Ancestry

Ethnic Group Identification Race or Ethnicity Religion

Nationality National Origin Age

Marital or Parental Status Physical or Mental Disability Color

Genetic Information

Association with a person or group with one or more of the actual or perceived categories listed above

*For complaints alleging noncompliance with the legal prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, the complaint can be filed anonymously if the complaint provides enough evidence or information leading to evidence to support an allegation of noncompliance and to allow an appropriate investigation. However, if the complainant wishes to receive a copy of the District's decision in response to the complaint, the complainant's contact information requested above must be provided.

**For complaints of bullying that are not based on the above listed protected classes or characteristics, please contact your school site principal for further investigation and response.

Noncompliance with state or federal laws regarding the following (check all that apply):

Adult Education Programs

Consolidated Categorical Aid Programs

Migrant Education

Career/Technical Education Programs

Child Care and Development Programs

Child Nutrition Programs

Special Education Programs

Pupil Fees, Charges, or Deposits for Educational Activities

Development and Adoption of School Safety Plan

Accommodations for pregnant and Parenting Pupils

After School Education and Safety

Agriculture Career Technical Education

Course Periods without Educational Content

Education of Pupils in Foster Care, Pupils who are homeless, former Juvenile Court Pupils now enrolled in a school district

Every Student Succeeds Act

Local Control and Accountability Plans (LCAP)

Physical Education Minutes

__ School Plans for Student Achievement

__ School Safety Plans

__ School Site Councils

__ State Preschool

__ State Preschool Health and Safety Issues in LEAs

__ Exempt From Licensing

__ Consolidated Application

Details of Complaint

Date of Alleged Violation _____ Location of Alleged Violation _____

Name of Person(s) Being Complained About _____

Please complete the following to the best of your ability. (Attach additional sheets of paper if you need more space and attach any supporting or relevant documentation.)

1. Please describe with as much detail as possible the facts underlying your complaint. Provide details such as the names of those involved, the dates an incident or incidents occurred, whether witnesses were present and the names of any witnesses, etc. Please provide any details which you feel might be helpful to the complaint investigator.

2. Please describe what steps, if any, you have taken to resolve this issue before filing this complaint. Have you attempted to discuss this issue with the person about whom you are complaining or with other District personnel If so, with whom and what was the result?

Please describe your desired outcome or remedy so as to assist the complaint investigator in attempting to satisfactorily resolve your complaint.

Signature _____

Date _____

This complaint form must be submitted to the District Compliance Officer at the address listed below unless the complaint alleges noncompliance with the legal prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities. In such cases, this complaint form may be submitted to your school site principal. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying must be initiated no later than six months from the date of the alleged discrimination, harassment, intimidation, or bullying, or six months from the date the complainant first obtained knowledge of the facts of the discrimination, harassment, intimidation, or bullying. Complaints alleging noncompliance with the legal prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities must be filed not later than one year from the date the alleged violation occurred. Complaints will be investigated in a manner that protects the integrity of the process and the confidentiality of the parties to the extent that the investigation of the complaint is not obstructed. The District's governing board prohibits any form of retaliation against any person for the filing of a complaint or participation in the complaint process.

Once completed, please deliver your complaint and any attachments to:

Leanne Hargus
Associate Superintendent
2601 Rosamond Blvd
Rosamond, CA 93560
(661)256-5000x1138

The district will investigate and report its decision to the complainant within 60 calendar days of the District's receipt of the complaint per the District's Uniform Complaint Procedures found at Board Policy and Administrative Regulation 1312.3. The complainant has the right to appeal the district's final decision to the California Department of Education within 15 calendar days of receiving the decision.

Revised July 31, 2024

Board Approved August 7, 2024

