

## Complaint Investigation and Response:

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 investigation of the complaint provides:

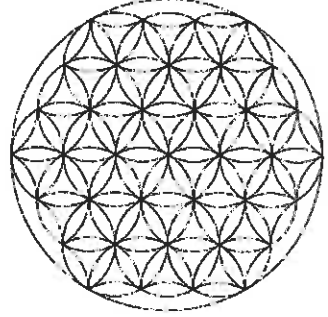
1. Opportunity for person or organization complaining and KCUSD representative to present information relevant to the complaint.
2. Opportunity for specific information from other persons or witnesses who can provide evidence or information.
3. A review of related documents.
4. A written "Report of Findings" in English, or in the primary language of the complainant, which contains the investigative findings and KCUSD's decision, including corrective action(s), if any, and suggested remedies, if applicable.
5. Notification to the person or organization of appeal procedures.
6. The 60-day time line for the investigation and the KCUSD's response shall begin when the complaint is received.

## How to Appeal:

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 be in writing and include a copy of the original complaint, as well as a copy of KCUSD's decision.

The appeal should be sent to:

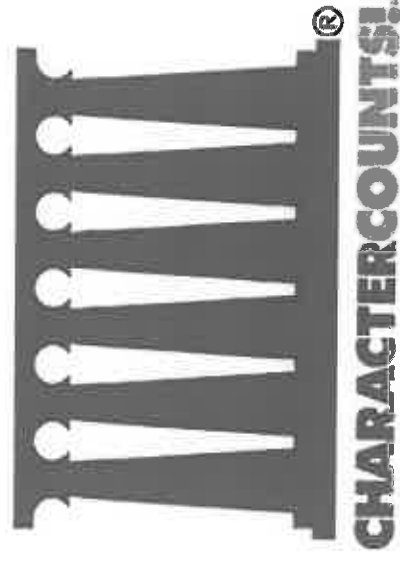
**State of California**  
**Department of Education**  
**1430 N Street**  
**Sacramento, CA 95814**



# Uniform Complaint Procedures (UCP)



**KIT CARSON UNION  
SCHOOL DISTRICT**



## Why This Brochure?

The Kit Carson Union School District (KCUSD) has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and shall investigate complaints alleging failure to comply with those laws and regulations alleging discrimination, harassment, intimidation, or bullying, and unauthorized charging of pupil fees for educational activities. The District shall seek to resolve those complaints in accordance with the procedures set out in CA Code of Regulations §§ 4600-4687 and the policies and procedures of the District.

### Protected Classes/Characteristics:

The KCUSD shall follow Uniform Complaint Procedures when addressing complaints alleging discrimination, harassment, intimidation, or bullying complaints against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any KCUSD program or activity that receives or benefits from state financial assistance. (5 CCR 4610)

## Educational Programs Covered Under the UCP:

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- Career Technical Training & Education Programs
- Consolidated Categorical Aid Programs
- Child Care & Developmental Programs
- Child Nutrition Programs
- Migrant Education
- Special Education Programs
- Safety Planning Requirements

### Unauthorized Charging of Pupil Fees\* for Education Activities

- a. A KCUSD pupil shall not be required to pay a pupil fee for participation in an educational activity
- b. All supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge.

*\*\*Pupil Fee\* means a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of CA Ed. Code § 49011 and Section 5 of Article IX of the California Constitution.*



## How to Submit a Complaint:

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying occurred, or from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Superintendent or his or her designee.

KCUSD assures confidentiality to the maximum extent possible. KCUSD prohibits retaliation against anyone who files a complaint or participates in the complaint investigation process.

Any person with a disability or who is unable to prepare a written complaint can receive assistance upon request.

Complainants are advised that civil law remedies may also be available under state or federal discrimination, harassment, intimidation, and bullying laws, if applicable, pursuant to Education Code § 262.3. Complainants may seek assistance from mediation center or public/private interest attorneys, and public agencies. (5 CCR & 4622)

A copy of the KCUSD's UCP policy and complaint procedures shall be available free of charge.

The KCUSD office designated to receive and/or investigate complaints is:

**KIT CARSON UNION SCHOOL DISTRICT**  
Todd Barlow, Superintendent  
9895 7th Avenue  
Hanford, CA 93230  
(559) 582-2843