

KERN COUNTY SUPERINTENDENT OF SCHOOLS OFFICE**UNIFORM COMPLAINT POLICY AND PROCEDURES**

**NOTICE TO STUDENTS, EMPLOYEES, PARENTS OR
GUARDIANS OF STUDENTS, DISTRICT ADVISORY COMMITTEES,
SCHOOL ADVISORY COMMITTEES, APPROPRIATE PRIVATE SCHOOL
OFFICIALS OR REPRESENTATIVES AND OTHER INTERESTED PARTIES**

The Kern County Superintendent of Schools is primarily responsible for compliance with state and federal laws relating to the programs it operates. The office has adopted a uniform complaint policy and procedures for use when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code Section 200 and Government Code Section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or 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 program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws relating to specified programs.

The office has designated the following persons as compliance officers responsible for receiving complaints under the uniform complaint policy and procedures:

Administrator, Division of Human Resources
**(complaints relating to discrimination in
employment)**
Kern County Superintendent of Schools
1300 17th Street – CITY CENTRE
Bakersfield, CA 93301-4533
Telephone (661) 636-4673

Deputy Superintendent
(all other complaints under this policy)
Kern County Superintendent of Schools
1300 17th Street – CITY CENTRE
Bakersfield, CA 93301-4533
Telephone (661) 636-4680

You can obtain a copy of the office Uniform Complaint Policy and Procedures free of charge from the compliance officers. Complaints related to the sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, teacher vacancies and misassignments, and the lack of opportunity to receive intensive instruction and services to pupils who did not pass one or both parts of the high school exit exam by the end of grade 12 shall be investigated pursuant to the office's separate "Williams uniform complaint procedure."

The review of complaints shall be completed within 60 calendar days from the date of receipt unless the complainant agrees in writing to an extension of the timeline. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.

The complainant has a right to appeal the decision of the office to the California Department of Education by filing a written appeal within 15 days of receiving the decision of the office. The appeal to CDE must include a copy of the complaint filed with the office and a copy of the decision of the office.

A complainant may pursue available civil law remedies outside of the office complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. In

appropriate cases, an appeal may be filed directly with the California Department of Education pursuant to Education Code section 262.3 and Title 5, California Code of Regulations section 4650. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the office has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with Title 5, California Code of Regulations, section 4622.