

**Lancaster School District**  
**Department of Human Resources Services**



**44711 North Cedar Avenue**  
**Lancaster, CA 93534**  
**661-948-4661**  
**661- 726-5460 (fax)**

**ANNUAL NOTICE OF UNIFORM COMPLAINT  
PROCEDURES**

The Lancaster School District is primarily responsible and maintains a uniform complaint procedure for investigating complaints of:

1. Discrimination, *harassment, intimidation or bullying* on the basis of age, sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability; and
2. Complaints of violations of the laws and regulations governing consolidated categorical aid programs, Adult Education, Career/Technical Education, Child Development, Special Education and Nutrition services.
3. The District prohibits against requiring students to pay fees, deposits or other charges in order to participate in an educational activity, unless authorized by law.
4. The District has designated the *Director of Classified Personnel* as the Compliance Officer to receive and investigate uniform complaints that fall within these categories and ensure District compliance with law.

Any individual, public agency or organization may file a written complaint of noncompliance. Complaints alleging unlawful discrimination, *harassment, intimidation or bullying* shall be initiated not later than six months from the date the alleged discrimination, *harassment, intimidation or bullying* occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination. Copies of the complaint form are available from the school site, the District office or on the Lancaster School District's website ([www.lancsd.org](http://www.lancsd.org)). After filling out the complaint form, it should be directed to the Compliance Officer listed above. The Compliance Officer will investigate the complaint and provide a written report of the investigation and decision within sixty (60) calendar days unless the complainant agrees in writing to extend the time line.

If dissatisfied with the District's decision, the complainant may also appeal in writing to the California Department of Education within 15 days of receiving the District's decision. An appeal to the California Department of Education must include a copy of the complaint filed with the District and a copy of the District's decision.

A complainant may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a state or federal court include, but are not limited to injunctions and restraining orders. In a complaint of unlawful discrimination, *harassment, intimidation or bullying*, complainant may seek civil law remedies no sooner than sixty (60) days from the filing of an appeal with CDE, except that such time limitation does not apply to injunctive relief. Additionally, any individual, public agency or organization may file complaints about specified situations pertaining to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancies or misassignments. Such complaints are subject to a different complaint procedure. A complaint may be filed anonymously. The complaint shall be filed with the Principal of the school or his or her designee. The Principal or appropriate District official will remedy valid complaints within thirty (30) working days from the date the complaint was received and shall complete a written report within forty-five (45) working days of the initial filing.

A complainant not satisfied with the resolution of the Principal or appropriate District official has the right to describe the complaint to the Board during a regularly scheduled hearing. If the complaint involves a condition of a facility that poses an emergency or urgent threat, a complainant who is not satisfied with the resolution proffered by the Principal or appropriate District official has the right to file an appeal to the Superintendent of Public Instruction within fifteen (15) days of receiving the District's decision. An appeal to the California Department of Education must include a copy of the complaint filed with the District and a copy of the District's decision.

For more information concerning the filing of uniform complaints, please reference current Board Policies and Administrative Regulations on the District's website or by contacting the District office. Copies of the complaint procedures are available free of charge upon request at the District office.