Hawthorne School District

UNIFORM COMPLAINT FORM/
WILLIAMS UNIFORM COMPLAINT PROCEDURES

Contact Information:

Complaints may be filed anonymously.
However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested: ☐ Yes ☐ No

Name: _____

Address: _____

Phone Number: Day _____ Evening _____

Email Address if any: _____

Location of the problem that is the subject of this complaint:

School Name/Address: _____

Course Title/Grade or Teacher Name: _____

Room Number/Name of Room/Location of Facility: _____

Date(s) Problem was Observed: _____

Complaints Involving State and/or Federal Programs (check all that apply):

☐ Violation of applicable state or federal law or regulations governing adult education programs, After School Education and Safety programs, agricultural, career technical education, federal career technical education, child care and development programs, child nutrition programs, compensatory education, consolidated categorical aid programs, , the federal Every Student Succeeds Act, migrant education, Regional Occupational Centers and Programs, school safety plans, California State Preschool Programs, and any other district-implemented program state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000.

☐ Unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying), in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on association with a person or group with one or more of these actual or perceived characteristics.

☐ Noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student.

☐ Noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements.

☐ Prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities.

☐ Noncompliance with applicable requirements related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians.

☐ Noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding.

☐ Noncompliance with legal requirements on behalf of foster youth as defined in Education Code 51225.2 regarding placement decisions; the responsibilities of the District's education liaison; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements.

☐ Noncompliance with any requirement applicable to a homeless student as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 who transfers into the district after the second year of high school, regarding the grant of an exemption from Board-imposed graduation requirements.

☐ Noncompliance with any requirement applicable to a homeless student as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, or a newly arrived immigrant student participating in a newcomer program as defined in Education Code 51225.2 regarding the award of credit for coursework satisfactorily completed in another school, district, or country.

☐ Noncompliance with the requirements that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions.

☐ Noncompliance with the physical education instructional minutes requirement.

☐ Retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report or violation subject to this policy.

☐ For a school serving any of grades 6-12, the school has not, at all times, stocked and made available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.

☐ Any other complaint as specified in a district policy.

Please specify policy involved: _____

Narrative of Complaint

Please provide a narrative description regarding your complaint. You may attach additional pages as necessary to fully describe the situation.

Filing a Complaint

Complaints involving the issues outlined above should be filed with:

Matthew Rohrer, Associate Superintendent of Human Resources
Hawthorne School District
14120 S. Hawthorne Blvd.
Hawthorne, CA 90250
(310) 676-2276

or

Rudy Salas, Director of Pupil Personnel Services
Hawthorne School District
14120 S. Hawthorne Blvd.
Hawthorne, CA 90250
(310) 676-2276

Special Note:

Hawthorne School District shall investigate complaints of this nature and shall issue a written decision to the complainant within 60 calendar days from the date of the receipt of the complaint, unless extended by written agreement with the complainant. The investigation shall include an opportunity for the complainant to present supporting evidence and/or information. If you are not satisfied with the decision rendered, you have the right to appeal the decision by the Hawthorne School District to the California Department of Education within 15 calendar days of the decision.

Williams Uniform Complaint Procedures

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

Teacher Vacancy or Misassignment (Education Code 35186; 5 CCR 4682)

☐ The semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (5 CCR 4600)

☐ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class

This does not relieve the district from complying with state or federal law regarding teachers of English Learners.

☐ A teacher has been assigned to teach a class for which the teacher lacks subject matter competency.

The Sufficiency of a Pupil's Textbooks or Other Instructional Materials (Education Code 35186; 5 CCR 4681)

☐ A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class

☐ A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

☐ A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

The Condition of a School's Facilities (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

☐ A condition poses an urgent or emergency threat to the health or safety of students or staff, while at school including gas leaks; nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other emergency conditions the school district determines appropriate.

☐ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.

☐ For a school serving students in any of grades 63-12, the school has not, at all times, stocked and made available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.

Starting July 1, 2026, for a school that has more than one female and more than one male restroom designated exclusively for student use, the school has not maintained at least one all-gender restroom for student use in accordance with Education Code 35292.5

☐ The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when temporary closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to repair the facility.

Narrative of the Complaint:

Please provide a narrative of your complaint. You may attach additional pages if necessary to fully describe the situation. Your complaint may include as much text as you feel is necessary to explain the deficiency or deficiencies in instructional materials, or the emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff. For complaints regarding facilities, please describe how the condition poses a threat to the health and safety of students or staff.

Filing a Complaint

Initial complaints regarding teacher vacancy or teacher misassignment, textbooks and instructional materials, or school facilities should be addressed to the principal of the school at which the problem occurred**. If the complaint is not adequately addressed by the school principal**, please contact:

Matthew Rohrer, Associate Superintendent of Human Resources
Hawthorne School District
14120 S. Hawthorne Blvd.
Hawthorne, CA 90250
(310) 676-2276

or

Rudy Salas, Director of Pupil Personnel Services
Hawthorne School District
14120 S. Hawthorne Blvd.
Hawthorne, CA 90250
(310) 676-2276

Special Note:

Education Code 35186(f) provides specific procedures for filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, including emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. In accordance with the Williams v. State of California settlement legislation, the principal must either resolve the Williams Settlement complaint within 10 working days or forward it to the District Office. All Williams Settlement complaints must be resolved within 30 working days. Resolution of the complaint will be reported to you within 45 working days of the filing of a Williams Settlement complaint. If you are not satisfied with the resolution of your complaint, you may describe the complaint to the Governing Board of the school district at a regularly scheduled Board meeting. If this complaint involves school facility conditions that pose an emergency or an urgent threat, you may file an appeal with the Superintendent of Public Instruction.

Please be aware that you may file a complaint directly with the Superintendent of Public Instruction if you are alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency.

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

Signature: _____ Date: _____

Hawthorne School District's Uniform Complaint Policies:

The information below summarizes pertinent provisions of the uniform complaint procedure. For the District's complete policy and regulation on uniform complaints, please visit our website at http://www.hawthorne.k12.ca.us or contact the District office.

Complaints of unlawful discrimination must be initiated within 6 months from the date complainant acquired knowledge of the facts of the alleged discrimination. Upon written request by the complainant, the Superintendent or designee may extend, for good cause, the 6-month filing period by up to 90 days.

Reports of discrimination will be investigated in a manner that protects, as appropriate, the confidentiality of the parties and integrity of the process. The identity of the complainant may be disclosed to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

The complainant's refusal to provide the investigator with documents or other evidence related to the allegations in the complaint, or other failure or refusal to cooperate in the investigation or obstruction of the investigation, may result in the dismissal of the complaint because of lack of evidence to support the allegations.

The refusal by Hawthorne School District to provide an investigator with access to records and/or other information related to the allegation(s) in the complaint or cooperate in the investigation, or any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

The Board of Trustees prohibits any form of retaliation again any complainant or cooperating witness in the complaint process. Such participation shall not in any way affect the status, grades, or work assignment of the complainant.

A copy of the District's Uniform Complaint Policy is distributed annually to students, employees, parents or guardians of its students, the District advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties.

The Board of Trustees recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in dispute. Whenever all parties to a complaint agree to try resolving their problems through mediation, the Superintendent or designee may initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations. Mediation is never a mandatory part of the complaint process.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or literacy, District staff shall assist him/her in the filing of the complaint.