Uniform Complaint Procedures (UCP)
Annual Notice
2026–2027

The Hawthorne School District annually notifies our students, employees, parents, guardians of our students, district advisory committees, school advisory committees, appropriate private school officials, and other interested parties of our Uniform Complaint Procedures (UCP) process. The annual written notice of the complaint procedures shall be in English, and when necessary, in the primary language or mode of communication of the recipient of the notice. The UCP Annual Notice is available on our website.

We are primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation, or bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities Subject to the UCP

- Discrimination, harassment, intimidation, or bullying in District programs or activities based on actual or perceived protected characteristics, or association with a person or group with one or more protected characteristics;
- Accommodations for pregnant and parenting pupils;
- Adult education;
- After School Education and Safety;
- Agricultural career technical education;
- Career technical education and career technical training programs;
- Child care and development programs;
- Compensatory education;
- Consolidated categorical aid programs;
- Course periods without educational content;
- Educational and graduation requirements for pupils in foster care, pupils experiencing homelessness, pupils from military families, pupils formerly in juvenile court now enrolled in the District, pupils who are migratory, and pupils participating in a newcomer program;
- Every Student Succeeds Act programs;
- Local Control and Accountability Plan requirements;
- Migrant education;
- Physical education instructional minutes;
- Pupil fees;
- Reasonable accommodations for a lactating pupil;
- Regional occupational centers and programs;
- School plans for student achievement;
- School safety plans;
- School site councils;
- State preschool programs, as applicable;
- State preschool health and safety issues in local educational agencies exempt from licensing, as applicable; and
- Any other state or federal educational program the State Superintendent of Public Instruction or the California Department of Education designee determines is appropriate.

The California Department of Education identifies these programs and activities as subject to the UCP.

Pupil Fees

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, a fee charged as a condition for registering for school or classes, participating in a class or extracurricular activity, purchasing materials, supplies, equipment, or uniforms associated with an educational activity, or obtaining educational materials.

A complaint alleging unlawful pupil fees may be filed with the school principal or the district. A pupil fee complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

Filing a UCP Complaint
A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity.

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

Contact Information
Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Matthew Rohrer, Assistant Superintendent, Human Resources
14120 Hawthorne Blvd. Hawthorne, CA 90250
(310) 676-2276, mrohrer@hawthorne.k12.ca.us

Rudy Salas, Director of Pupil Personnel Services
14120 Hawthorne Blvd. Hawthorne, CA 90250
(310) 676-2276, rsalas@hawthorne.k12.ca.us

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in the Hawthorne School District.

Responsibilities of the Hawthorne School District
We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.

We advise complainants of the opportunity to appeal an Investigation Report to the California Department of Education (CDE) of complaints regarding programs within the scope of the UCP.

We advise complainants of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable.

Copies of our UCP complaint procedures shall be available free of charge.