



Rocklin Unified School District Title IX Complaint Procedures

How to Submit a Complaint

Any person, organization, or public agency concerned with a violation of state or federal regulations governing an educational program are to submit a written complaint to:

Matt Murphy, Director, Personnel Services
Rocklin Unified School District, Placer County
2615 Sierra Meadows Drive, Rocklin CA 95677
(916) 630-2428 / mmurphy@rocklinusd.org

Martin Flowers, Director, Secondary Programs
Rocklin Unified School District, Placer County
2615 Sierra Meadows Drive, Rocklin CA 95677
(916) 630-2428 / mflowers@rocklinusd.org

The office will provide assistance to those who cannot complete a written complaint. The district assures confidentiality of the fact to the maximum extent possible. The district prohibits retaliation against anyone who files a complaint or anyone who participates in the complaint investigation process.

Timeline

Statute of Limitations - Any parent, guardian, individual, organization has the right to file a written complaint of discrimination, harassment, intimidation, and/or bullying on the basis of a protected characteristic within six months from the date the alleged incident occurred or the complainant first obtained knowledge of the facts of the alleged incident. The timeline for filing a complaint of discrimination, harassment, intimidation, and/or bullying may be extended by the Superintendent or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the Superintendent or designee shall be made in writing. The period for filing may be extended by the Superintendent or designee for good cause for a period not to exceed 90 days following the expiration of the six month time period. The Superintendent shall respond immediately upon a receipt of a request for extension.

Investigation Procedures - Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures. The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

Acceptable Complaint Forms

Complaints pertaining to Title IX issues can be filed by utilizing the Uniform Complaint Procedures (UCP) as identified in California Code of Regulations, Title 5, Sections 4600 et. seq. For the UCP form and additional information see the links below.

- Uniform Complaint Procedure (for State and Federal Programs)
- General Complaint Form
- Handwritten letter addressed to above

You may also file a discrimination complaint with the United States Department of Education Office for Civil Rights (OCR). For more information, visit <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html> or call 800-421-3481. The electronic complaint form for OCR is available online at <https://ocrcas.ed.gov>.