



## UNIFORM COMPLAINT PROCEDURES 2019-2020

The Stockton Unified School District (SUSD) annually notifies students, employees, parents/guardians of our students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

- The SUSD is 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 in: Accommodations for Pregnant and Parenting Pupils; Adult Education; After School Education and Safety; Agricultural Career Technical Education; Career Technical, and Technical Education, Career Technical, Technical Training (state); Career Technical Education (federal); Child Care and Development; Compensatory Education; Course Periods without Educational Content; Education of Pupils in Foster Care, Pupils who are Homeless, Former Juvenile Court Pupils now enrolled in a school district and Pupils of Military Families; Every Student Succeeds Act; Local Control Accountability Plans (LCAP); Migrant Education; Physical Education Instructional Minutes; Pupil Fees; Reasonable Accommodations to a Lactating Pupil; Regional Occupational Centers and Programs; School Site Councils, School Plans for Student Achievement, School Safety Plans; State Preschool, and State Preschool Health And Safety Issues In LEAs Exempt From Licensing.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an education activity.

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

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, and former juvenile court pupils now enrolled in a school district and pupils in military families as specified in EC Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

A notice of health and safety issues pursuant to HSC section 1596.7925 shall be posted in each state preschool classroom program. The notice shall (1) state the health and safety requirements under Title 5 of the California Code of Regulations that apply to California state preschool programs pursuant to HSC section 1596.7925 and (2) state the location at which to obtain a form to file a state preschool health and safety issues complaint pursuant to HSC section 1596.7925.

The staff member, position, or unit responsible to receive UCP complaints in our agency is Dee Alimbini, Executive Director, Constituent Services, (209) 933-7100 (dalimbini@stocktonusd.net)

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.

We advise any complainant 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 Uniform Complaint Procedures process shall be available free of charge and is also available on our website: [www.stocktonusd.net](http://www.stocktonusd.net)

*This notification replaces Annual Notice of Uniform Complaint Procedures posted in 2019-2020 District Policies and Procedures Handbook.*