



UNIFORM COMPLAINT PROCEDURE (UCP)

2024-2025

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 and career technical and technical training programs, Child care and development programs, Compensatory Education, Consolidated categorical aid programs, Course Periods without Educational Content, Discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code Section 11135, including any actual or perceived characteristic as set forth in Penal Code Section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in EC Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance, Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district, Every Student Succeeds Act, Local control and accountability plans (LCAP), Migrant Education, Physical Education Instructional Minutes, Pupil Fees, Reasonable Accommodations to a Lactating Pupil, Regional Occupational Centers and Programs, School Plans for Student Achievement, School Safety Plans, School site Councils, State Preschool, State Preschool Health and Safety Issues in LEAs Exempt from Licensing, And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

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 UCP 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.



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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 for receiving UCP complaints in our agency is:

- Joanne Castillo, Title IX Coordinator & Constituent Services Director, (209) 933-7037 ext. 2195
JMCastillo@stocktonusd.net
- Dr. Dwight Rogers, Director of Diversity, Equity, and Family Engagement, (209) 933-7022 ext. 1387
Dwightrogers@stocktonusd.net
- Jennifer Robles, Section 504 Coordinator, (209) 933-7130 ext. 2617
JRobles@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 Investigation Report to the CDE of complaints regarding programs within the scope of the UCP by filing a written appeal within 30 days of receiving our Investigation Report. 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 are also available on our website: www.stocktonusd.net. (See Board Policy [BP 1312.3](#) and Administrative Regulation [AR 1312.3](#))