

Long Beach Unified School District
Uniform Complaint Procedures (UCP) Annual Notice
2015-2016

For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials, and other interested parties

The Long Beach Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, bullying, complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees, and the non-compliance of our Local Control and Accountability Plan (LCAP).

The Long Beach Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from federal or state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws:

Adult Education

Consolidated Categorical Aid Programs

Migrant Education

Career Technical and Technical Education and Training Programs

Child Care and Developmental Programs

Child Nutrition Programs

Special Education Programs

Safety Planning Requirements

Local Control and Accountability Plan (LCAP)

A complaint of noncompliance with laws relating to pupil fees and/or LCAP may be filed pursuant to the local UCP. 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 complaint shall be filed no later than one year from the date the alleged violation occurred.

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.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Director, Human Resource Services
1515 Hughes Way, Long Beach, CA 90810
Telephone Number: 562.997.8208

Pursuant to Education Code sections 49013 and 52075, complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees and/or LCAP may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the District's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the District's Decision. The appeal must include a copy of the complaint filed with District and a copy of the District's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Long Beach Unified School District's UCP policy and complaint procedures shall be available free of charge.



Uniform Complaint Procedures

Date Received:

The Uniform Complaint Procedures (UCP) may be used for complaints alleging non-compliance of state and federal laws and regulations governing educational programs or discrimination. Most parents'/guardians' concerns can be resolved informally with the school principal. If this is not possible, this form may be used to file a formal complaint.

I. Contact information

Name _____
Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Work or Cell Phone _____
Please check Parent/Guardian Student District Employee Other _____
Date: _____

II. Complaint

School/Site _____ Date(s) _____

III. Subject of the complaint (Check all that apply):

_____ Discrimination Harassment Violence Intimidation Bullying

On the basis of (check all that apply):

- Age Sex Gender Gender Identity Gender Expression
- Sexual Orientation Race Color National Origin Nationality
- Ancestry Ethnic Group Identification Religion Genetic Information
- Mental Disability Physical Disability Marital or Parental Status

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

_____ Requirements for development and adoption of a school safety plan

_____ Requirements related to the implementation of the Local Control and Accountability Plan

_____ Retaliation against (1) a complaint or other participant in the complaint process or (2) anyone who has acted to uncover or report a violation subject to the Uniform Complaint Policy

_____ Violation of law or regulation governing the following program(s):

- Adult Education
- Career/Technical Education

(Continued)

- Child Development
- Special Education
- Nutrition Services
- Consolidated Categorical Aid such as:
 - No Child Left Behind
 - Economic Aid Impact
 - Migrant Education Program
 - Peer Assistance and Review
 - School Improvement Program
 - Tenth Grade Counseling
 - Tobacco Use Prevention Education
 - Other _____

IV. Additional information

Please describe the specific nature of your complaint, in detail, including the dates (s), name(s) of people involved in the complaint, and the results of any previous meetings or discussions with site or District personnel.

This complaint form must be submitted to the District Compliance Officer at the address listed below. Complaints alleging unlawful discrimination shall be initiated no later than six months from the date of the alleged discrimination or the date the complainant first obtained knowledge of the facts of the discrimination. Complaints will be investigated in a manner that protects the confidentiality of the parties to the extent necessary to conduct the investigation. The Board of Education prohibits retaliation in any form for the filing of a complaint or participation in the complaint procedure.

Return completed form to: **Human Resource Services**
 Director/District Compliance Officer
 Long Beach Unified School District
 1515 Hughes Way
 Long Beach, CA 90810

The District will investigate, mediate, if necessary, and report to the complainant within 60 calendar days. The complainant has the right to appeal the final report to the California Department of Education, State Superintendent of Public Instruction, P.O. Box 944272, Sacramento, CA 92444-2720, within 15 calendar days of receiving the decision.