



**Long Beach Unified School District
Uniform Complaint Procedures (UCP) Annual Notice
2017—2018**

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

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

The Long Beach Unified School District 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 (or actual or perceived association with a protected group) based on ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or actual or potential marital, parental, or family status and all programs and activities that are subject to the UCP:

Adult Education	Economic Impact Aid
After School Education and Safety	Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district
Agricultural Vocational Education	English Learner Programs
American Indian Education Centers and Early Childhood Education Program Assessments	Every Student Succeeds Act / No Child Left Behind (Titles I–VII)
Bilingual Education	Local Control and Accountability Plans (LCAP)
California Peer Assistance and Review Programs for Teachers	Migrant Education
Career Technical and Technical Education; Career Technical; Technical Training	Physical Education Instructional Minutes (for grades one through six)
Career Technical Education	Pupil Fees
Child Care and Development	Reasonable Accommodations to a Lactating Pupil
Child Nutrition	Regional Occupational Centers and Programs
Compensatory Education	School Safety Plans
Consolidated Categorical Aid	Special Education
Course Periods without Educational Content (for grades nine through twelve)	State Preschool
	Tobacco-Use Prevention Education

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 an 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 educational 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 as specified in EC Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

The position responsible to receive UCP complaints in our agency is:

Director, Office of the Deputy Superintendent of Education Services
1515 Hughes Way, Long Beach, CA 90810
(562) 997-8208

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 the 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 the Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of the 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 the Uniform Complaint Procedures process shall be available free of charge.



Date Received by Office:

Uniform Complaint Procedures

The Uniform Complaint Procedures (UCP) process may be used for complaints alleging non-compliance of state and federal laws and regulations governing educational programs or discrimination. Not all complaints are within the scope of the UCP, even if they involve alleged violations of law. Federal and state laws and regulations specify which programs and issues lie within the UCP. The issues that may involve filing a complaint under the UCP can be found in the LBUSD Annual Notice. Please refer to the Annual Notice to determine if your complaint meets the description of a UCP. Most parents'/guardians' concerns can be resolved informally with the school principal or with the assistance of the corresponding level office. If this is not possible, this form may be used to file a formal complaint.

I. Complainant Contact Information

Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____

Please check one: Parent/Guardian Student District Employee Other _____

II. Complaint information

School/Site _____ Date(s) of Incident(s) _____

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

- Discrimination Harassment Intimidation Bullying
- On the basis of protected group status (check those that apply):*
- Ancestry Age Color Disability Gender Gender Identity
- Gender Expression Nationality Race or Ethnicity Religion Sex
- Sexual Orientation Actual or Potential Marital, Parental or Family Status

- Prohibition against requiring students to pay fees, deposits or other charges for participation in educational activities (must be submitted within 1 year of alleged violation)
- Requirements related to the implementation of the Local Control and Accountability Plan
- Violation of law or regulation governing the following program(s):
 - Adult Education After School Education and Safety Agricultural Vocational Education
 - American Indian Education Centers and Early Childhood Education Program Assessments
 - Bilingual Education California Peer Assistance and Review Programs for Teachers
 - Career Technical and Technical Education; Career Technical; Technical Training
 - Career Technical Education Child Care and Development Child Nutrition

(Continued)

- Compensatory Education Consolidated Categorical Aid
- Course Periods without Educational Content (grades 9-12) Economic Impact Aid
- Education of Pupils in Foster Care, Pupils who are Homeless, and Former Juvenile Court Pupils now enrolled in a School District
- English Learner Programs Every Student Succeeds Act/ No Child Left Behind
- Migrant Education Program Physical Education Instructional Minutes (grades 1-6)
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs School Safety Plans
- Special Education State Preschool Tobacco Use Prevention Education

Retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to the Uniform Complaint Policy

IV. Additional information

Please describe the specific nature of your complaint, in detail, including the date(s), name(s) of people involved in the complaint, and any information regarding previous meetings or discussions with site or District personnel. You may attach additional pages as needed.

Whether or not you choose to use this form, your complaint must be submitted in writing to the District. You may submit your Complaint to any school or district office, or directly to the person 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 your complaint to:

**Director, Office of the Deputy Superintendent of Education Services
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 within 15 calendar days of receiving the decision.