

ANNUAL NOTIFICATION OF UNIFORM COMPLAINT PROCEDURES (UCP)

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

The *Sutter County Superintendent of Schools* has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and non-compliance of our Local Control and Accountability Plan (LCAP).

The *Sutter County Superintendent of Schools* shall investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics 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 the *Sutter County Superintendent of Schools*, which is funded directly by, or that receives a benefits from any state financial assistance.

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

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

- State Preschool
- Tobacco-Use Prevention Education

A pupil fees and/or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

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 includes, but not limited to, all 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 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 fee complaint shall be filed no later than year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Name or title: Kathy Mercier, Director of Human Resources
Address: 970 Klamath Lane, Yuba City, California 95993
Phone: 530-822-2905

A pupil fees complaint is filed with the principal of a school and/or:
Name or title: Brian Gault, Assistant Superintendent
Address: 970 Klamath Lane Yuba City, California 95993
Phone: 530-822-2914

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complaint 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 written Decisions 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 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 *Sutter County Superintendent of Schools* Decision of complaints regarding specific programs, 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 filed with the *Sutter County Superintendent of Schools* and a copy of our Decision. The complainant is advised 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. 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 *Sutter County Superintendent of Schools* complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by court include, but are not limited to, injunctions and restraining orders.

A copy of the *Sutter County Superintendent of Schools* UCP compliant policies and procedures are available free of charge.

This Uniform Complaint Procedure, as well as a printer-friendly version of the Board Policy 1312.3 and Administrative Regulation 1312.3 are available at <http://www.sutter.k12.ca.us/index.html>