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:

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| State Preschool Health and Safety Issues in LEAs Exempt from Licensing |

A complaint alleging unlawful discrimination, harassment, intimidation or bullying, or regarding any of the programs and activities above shall be filed no later than six months from the date the alleged event occurred, or from the date the Complainant became aware of the event.
Not all complaints fall under the scope of the UCP. Concerns such as classroom assignments, grades, graduation requirements, hiring and evaluation of staff, student retention and discipline, are the responsibility of the District.

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, Human Resource Services**

1515 Hughes Way, Long Beach, CA 90810
(562) 997-8214

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.

*Revised 08/19*
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. Some matters lie within the Uniform Complaint Procedures (UCP) scope. Federal and state laws and regulations specify which programs and issues do. Not all complaints are within the scope of the UCP, even if they involve alleged violations of law. 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: □ 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):
   □ 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

(continued)
Compensatory Education    Course Periods without Educational Content (grades 9-12)
Education of Pupils in Foster Care, Pupils who are Homeless, Former Juvenile Court Pupils now enrolled in a School District and Children of Military Families
Every Student Succeeds Act    Migrant Education
Physical Education Instructional Minutes    Reasonable Accommodations to a Lactating Pupil
Regional Occupational Centers and Programs    School Plans for Student Achievement
School Safety Plans    Schoolsite Councils    State Preschool
State Preschool Health and Safety Issues in LEAs Exempt from Licensing

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 Procedure

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, Human Resource 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.