Uniform Complaint Procedure Annual Notice

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

The Lompoc Unified School District 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 the non-compliance of our Local Control and Accountability Plan (LCAP).

We will 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 or 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 LEA, which is funded directly by, or that receives or 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 Lompoc Unified School District

1. Adult Education
2. After School Education and Safety
3. Agricultural Career Technical Education
4. Career Technical and Technical Education and Career Technical; Training Programs (state)
5. Career Technical Education (Federal)
6. Child Care and Development Programs including State Preschool
7. Compensatory Education
8. Course Periods without Education Content (for grades nine through twelve)
9. Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in the District and Children of Military Families
10. Every Student Succeeds Act
11. Local Control Funding Formula and Local Control Accountability Plans (LCAP)
12. Migrant Education
13. Physical Education Instructional Minutes
14. Accommodations to a Lactating Pupil and Pupil Accommodations for Pregnant and Parenting Students
15. Regional Occupational Centers and Programs
16. School Plans for Student Achievement
17. School Safety Plans
18. Schoolsite Councils
19. State Preschool Health and Safety Issues in LEAs Exempt From Licensing
20. Pupil Fees

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 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 fee complaint shall be filed no later than one year from the date the alleged violation occurred.

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

Name or title: Director of Pupil Support Services
Address: 1301 N A Street Lompoc, CA 93436
Phone: (805) 805-742-3300
E-mail address: ucp@lusd.org

A pupil fees complaint is filed with the Lompoc Unified School District and/or the principal of a school.

The District shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in Education Code Section 48645.7, 48853, 48853.5, 49069.5, 51225.1 and 51225.2. This notice shall include complaint process information, as applicable.

The District shall post a notice to identify appropriate subjects of state preschool health and safety issues in each California state preschool program classroom in each school notifying parents, guardians, pupils, and teachers of (1) 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) where to get a form for a state preschool health and safety issues complaint.

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 our Decision 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 and a copy of our Decision.

A copy of our UCP compliant policies and procedures is available free of charge.

Lompoc Unified School District • Board Policy BP1312.3 & AR1312.3 2019 Pending Board Approval - April 2020