



SimiValleySchools  
SIMI VALLEY UNIFIED SCHOOL DISTRICT

# Simi Valley Unified School District

101 W. Cochran Street ~ Simi Valley, California 93065 ~ 805 306-4500

## Uniform Complaint Procedure (UCP) Annual Notice 2021-2022

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

The Simi Valley Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations. We have established procedures to address allegations of unlawful discrimination, such as discriminatory harassment, intimidation, or 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 Simi Valley Unified School District will investigate any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities, including those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610).

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

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| Accommodations for pregnant and parenting students   | Instruction: Course Periods without Educational Content or Previously Completed Courses |
| Adult School Education   | Local Control Accountability Plan   |
| After School Education and Safety programs   | Migrant Education   |
| Agricultural Career Technical Education  | Physical Education – Instructional Minutes  |
| Career Technical & technical education & technical training programs   | Pupil Fees  |
| CA State Preschool Programs  | Regional Occupational Centers and Programs  |
| CA State Preschool health and safety issues in license –exempt programs  | School Safety Plans   |
| Child Care and Development Programs  | School Plan for Student Achievement   |
| Consolidated Categorical Aid   | School Site Councils  |
| Federal Every Student succeeds Act   | Compensatory Education  |
| Foster and Homeless Youth  | Student Lactation Accommodations  |
| Former Juvenile Court School Student, child of military family, migrant, newly arrive immigrant re credits/graduation req. | Complaints alleging retaliation against a complainant                                   |

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 complaint shall not be filed later than one year from the date the alleged violation occurred. \*Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school or with the Superintendent or designee.

The Board is required to adopt and annually update a local control and accountability plan (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

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 foster youth shall receive information about educational rights related to their educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of their credits, records, and grades when the student transfers between schools or between the district and another district.

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 must be filed in writing with the following compliance officer:

Assistant Superintendent, Educational Services  
101 W. Cochran Street  
Simi Valley, CA 93065  
(805) 306-4500, ext 4201

A complaint alleging retaliation, unlawful discrimination, such as discriminatory 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. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting for the reasons for the extension.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) calendar 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 Simi Valley Unified School District Decision to the California Department of Education (CDE) by filing a written appeal within 30 days of receiving the Simi Valley Unified School District Decision. The appeal must include a copy of the originally filed complaint and a copy of the Simi Valley Unified School District Decision; or the complainant may pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination, such as discriminatory harassment, intimidation, or bullying.

Civil law remedies may be available, 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 district's UCP are available free of charge.