

**UNIFORM COMPLAINT PROCEDURES (UCP)
ANNUAL NOTICE FOR 2023—2024**

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

The **San Bernardino City Unified School District** annually notifies its students, employees, parents or guardians of its students, school and district advisory committee members, appropriate private school officials or representatives, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The UCP Annual Notice is available on our website.

The **San Bernardino City 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, and all programs and activities that are subject to the UCP in:

Accommodations for Pregnant and Parenting Pupils	Every Student Succeeds Act
Adult Education	Local Control and Accountability Plans (LCAP)
After School Education and Safety	Migrant Education
Agricultural Career Technical Education	Physical Education Instructional Minutes
Career Technical and Technical Education and Career Technical and Technical Training Programs	Pupil Fees
Child Care and Development Programs	Reasonable Accommodations to a Lactating Pupil
Compensatory Education	Regional Occupational Centers and Programs
Consolidated Categorical Aid Programs	School Plans for Student Achievement
Course Periods without Educational Content	Schoolsite Councils
Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, 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 an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.	State Preschool
Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.	State Preschool Health and Safety Issues in LEAs Exempt from Licensing

In addition, any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

A pupil fee 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 any of our public schools shall not be required to pay a pupil fee for participation in an educational activity.

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

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district.

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California *Health and Safety Code (HSC)* a notice shall be posted in each California state preschool program classroom in each school in our agency.

The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California *Code of Regulations (5 CCR)* that apply to California state preschool programs pursuant to *HSC* Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Affirmative Action Officer
Affirmative Action Office
 777 N. F Street, San Bernardino, CA 92410
 909-381-1122
 mike.medina@sbcusd.k12.ca.us

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in San Bernardino City Unified School District.

We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE).

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 our UCP process shall be available free of charge.