

Marin County Office of Education

Uniform Complaint Procedures (UCP) Annual Notice

Marin County Office of Education annually notifies its students, employers, parents/guardians of its students and other interested parties of the Uniform Complaint Procedure (UCP) process.

Marin County Office of Education 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.

Program and activities subject to the UCP:

- 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 and Technical Education; Career Technical; Technical Training (State)
- Career Technical Education (Federal)
- Child Care and Development
- 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, Former Juvenile Court Pupils now Enrolled in a School District, and Pupils of Military Families
- Every Student Succeeds Act/No Child Left Behind (Title I-VI)
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to Lactating Pupils
- School Safety Plans
- Special Education
- State Preschool
- Tobacco-Use Prevention Education

Pupil Fees:

A pupil fee includes, but is not limited to, all of the following:

- ✓ 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 they class or activity is elective or compulsory, or is for credit.

- ✓ A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, and clothes associated with an educational activity.
- ✓ A pupil fees complaint may be filed with the principal of a school or with our Deputy Superintendent. A pupil fees and/or 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 or program within the MCOE 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.

Additional Information:

We shall post a standardized notice of the education 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 *Education Code Sections* 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Contact Information:

The staff member responsible to receive UCP complaints for Marin County Office of Education is:

Deputy Superintendent
Marin County Office of Education
1111 Las Gallinas Avenue, San Rafael, CA 94903
MarinCOE@marinschools.org
(415)499-5802

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 UPC policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the 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.

We advise any complainant of the 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 Uniform Complaint Procedures process shall be available free of charge.