



Annual Notification of the Uniform Complaint Procedures (UCP) 2024 - 2025

For Students, Employees, Parents/Guardians, School and District Advisory Committee Members, Appropriate Private School Officials, and Other Interested Parties

Alameda Unified School District (AUSD) has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

AUSD shall 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 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 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:

- Adult Education
- After School Education and Safety
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education and Career Technical and Technical Training Child Care and Development
- Child Nutrition Compensatory Education Consolidated Categorical Aid
- Course Periods without Educational Content
- Education of Pupils in Foster Care and Pupils who are Homeless Every Student Succeeds Act/No Child Left Behind
- Local Control Accountability Plans (including Charter Schools as described in *EC* §§ 47606.5 and 47607.3) Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil School Safety Plans
- Special Education
- Tobacco-Use Prevention Education

Pupil Fee Complaints

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. 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:

- 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.

- 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.
- 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 not be filed later than one year from the date the alleged violation occurred. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliant officer:

Coordinator of Student Services
2060 Challenger Drive
Alameda, CA 94501
Phone: 510.337-7094 Fax: 510.337.7071

Complaints of noncompliance with laws relating to pupil fees are filed with a school principal or designee. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Timelines

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 AUSD's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving AUSD's Decision. The appeal must include a copy of the complaint filed with AUSD and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of AUSD's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the AUSD's UCP policy and complaint procedures shall be available free of charge.

Resources

- [Information about AUSD's UCP policy](#)