



# RUSD

RIVERSIDE UNIFIED  
SCHOOL DISTRICT

## UNIFORM COMPLAINT PROCEDURES (UCP) ANNUAL NOTICE 2024-25

The Riverside Unified School District (RUSD) annually notifies its students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials or representatives, and other interested parties of the District's Uniform Complaint Procedures (UCP) process. The notice is also available on the RUSD website.

### Responsibilities of the RUSD

The District has the primary responsibility to ensure compliance with applicable state and federal 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.

The District posts a standardized notice, in addition to this notice, with educational rights and graduation requirements for students in foster care, students experiencing homelessness students from military families, students formerly in Juvenile Court now enrolled in a school district, students who are migratory, and newcomer students.

The District advises complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the CDE. Complainants are also advised of civil law remedies, including 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 UCP procedures are available free of charge.

### State Preschool Health and Safety Issues

In order to identify appropriate subjects of state preschool health and safety issues pursuant to California Health and Safety Code (HSC) 1596.7925, a notice is posted in each RUSD California state preschool program classroom.

The notice is in addition to this UCP annual notice and addresses parents/guardians, students, 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 1596.7925, and (2) the location at which to obtain a form to file a complaint.

### Filing a UCP Complaint

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct.

All other UCP complaints must be filed no later than one year from the date the alleged violation occurred. For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by the District.

A student enrolled in any RUSD schools cannot be required to pay a student fee for participation in an educational activity. A student fee complaint may be filed with the principal of a school or the Equity Compliance officer.

A student fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Complaints within the scope of the UCP are to be filed with the following compliance officers who are responsible for processing complaints and who are knowledgeable about the laws and programs that they are assigned to investigate:

**David Marshall, Resolution Officer** at [dmarshall@riversideunified.org](mailto:dmarshall@riversideunified.org)  
3380 14th Street, Riverside, CA 92501 • (951) 788-7135

**Raúl Ayala, Director of Pupil Services** at [rayala@riversideunified.org](mailto:rayala@riversideunified.org)  
5700 Arlington Avenue, Riverside, CA 92504 • (951) 352-1200

### Programs and Activities Subject to the UCP

Other than the state or federal educational programs the Superintendent of Public Instruction of the California Department of Education (CDE) or designee deems appropriate, the programs and activities subject to the UCP include:

- Accommodations for pregnant and parenting students
- Adult Education programs
- After School Education and Safety programs
- Agricultural career technical education
- Career Technical Education, Career Technical and Technical Training programs
- Child care and development programs
- Compensatory education
- Consolidated categorical aid programs
- Course periods without educational content
- Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, 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 association with a person or group with one or more of these actual or perceived characteristics
- Educational and graduation requirements for students in foster care, students experiencing homelessness, students from military families, students formerly in Juvenile Court now enrolled in a school district, students who are migratory, and newcomer students
- Every Student Succeeds Act
- Instructional Materials and Curriculum: Diversity
- Local Control and Accountability Plan
- Migrant education
- Physical education instructional minutes
- Student Fees
- Reasonable accommodations for a lactating student
- Regional occupational centers and programs
- School Plans for Student Achievement
- School Site Councils
- State preschool programs
- State preschool health and safety issues, in license-exempt programs
- Any other state or federal education program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate