Long Beach Unified School District
Uniform Complaint Procedures (UCP) Annual Notice

2026-2027

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

The Long Beach Unified School District annually notifies its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process. The UCP Annual Notice is available at lbschool.net on the Uniform Complaint Procedures webpage found under "U" in the A-Z index.

The Long Beach Unified School District is primarily responsible for compliance with federal and state laws and regulations governing educational programs. LBUSD shall investigate via the Uniform Complaint Procedures (UCP) alleging failure to comply with those laws and regulations including but not limited to allegations of discrimination, harassment, intimidation, or bullying against any protected group or noncompliance with laws relating to all programs and activities implemented by LBUSD that are subject to the UCP as cited below. LBUSD shall seek to resolve at the local level those complaints in accordance with the UCP set forth in the California Code of Regulations, Title 5, Sections 4600-4695, and the policies and procedures of LBUSD.

Programs and Activities Subject to the UCP

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; Career Technical; Technical Training	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	School Site Councils (SSC)
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	State Preschool
	State Preschool Health and Safety Issues Exempt from Licensing

210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.	School or athletic team names, mascots, or nicknames under the Racial Mascot Act
Educational and graduation requirements for pupils in foster Care, pupils who are homeless, pupils of military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program	And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

Filing a UCP Complaint

Unlawful discrimination, harassment and intimidation or bullying complaints shall be filed no later than six months from the date of the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying. The district prohibits retaliation against any person who files a complaint or participates in an investigation.

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 our agency.

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 pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil 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.

Responsibilities of the District

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.

The District advises 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).

The District advises the complainant 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 our UCP procedures shall be available free of charge.

For UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California *Health and Safety Code* (HSC)

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 health and safety requirements under Title 5 of the California Code of Regulations apply to California state preschool programs pursuant to HSC section 1596.7925.
- Where to obtain a form to file a complaint: Complaint Forms can be obtained and complaints can be filed with the preschool program administrator or their designee.

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) Complaint Forms can be obtained and complaints can be filed with the preschool program administrator or their designee.

Contact Information

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

UCP and Equity Compliance Officer
Steve Rockenbach
Director of Employee Relations
1515 Hughes Way, Long Beach, CA 90810
(562) 997-8222
srockenbach@lbschools.net

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in LBUSD.

Uniform Complaint Procedures

The Uniform Complaint Procedures (UCP) process may be used for complaints alleging non-compliance of state and federal laws and regulations governing educational programs or discrimination. Not all complaints are within the scope of the UCP, even if they involve alleged violations of law. The issues that may involve filing a complaint under the UCP can be found in the LBUSD Annual Notice. Please refer to the Annual Notice to determine if your complaint meets the description of a UCP. Most parents'/guardians' concerns can be resolved informally with the school principal or with the assistance of the corresponding level office. If this is not possible, this form may be used to file a formal complaint. Complaints shall be filed no later than one year from the date the alleged violation occurred.

I. Complainant Contact Information

Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email Address: _____

Please check: □ Parent/Guardian □ Student □ District Employee □ Other _____

II. Complaint information

School/Site _____ Date(s) of Incident(s) _____

The District will investigate, mediate, if necessary, and report to the complainant within 60 calendar days. The complainant has the right to appeal the final report to the California Department of Education within 30 calendar days of receiving the decision.

III. Subject of the Complaint (Check all that apply):

☐ Discrimination ☐ Harassment ☐ Intimidation ☐ Bullying

On the basis *of protected group status as identified under Education Code Section 200 and 220, and Government Code Section 11135, including any actual or perceived characteristic, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics (check those that apply):*

□ Race	□ Color	□ Ancestry	□ Nationality	□ National Origin
□ Immigration Status	□ Ethnic Group ID	□ Ethnicity	□ Religion	□ Pregnancy
□ Parental Status	□ Disability	□ Medical Condition	□ Sex	□ Sexual Orientation
□ Genetic Information	□ Gender Identity	□ Gender Expression	□ Gender	□ Marital Status
□ Athletic team name, mascot, or nickname				

☐ Retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to the Uniform Complaint Procedure.

☐ Violation of law or regulation governing the following program(s):

☐ Accommodations for Pregnant and Parenting Pupils ☐ Adult Education

☐ After School Education and Safety ☐ Agricultural Career Technical Education

☐ Career Technical and Technical Education; Career Technical; Technical Training Programs

☐ Child Care and Development ☐ Compensatory Education

☐ Consolidated Categorical Aid Programs ☐ Course Periods without Educational Content (grades 9-12)

☐ Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils of military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program

☐ Every Student Succeeds Act ☐ Migrant Education

☐ Physical Education Instructional Minutes ☐ LCAP

☐ Reasonable Accommodations to a Lactating Pupil ☐ Pupil Fees

☐ Regional Occupational Centers and Programs ☐ School Plans for Student Achievement

☐ School Site Councils (SSC) ☐ State Preschool

☐ State Preschool Health and Safety Issues Exempt from Licensing

IV. Additional information

Please describe the specific nature of your complaint in detail, including the date(s), name(s) of people involved in the complaint, and any information regarding previous meetings or discussions with the site or District personnel. You may attach additional pages as needed.

_____

_____

_____

_____

_____

Whether or not you choose to use this form, your complaint ***must be submitted in writing*** to the District. You may submit your Complaint to any school or district office or directly to the person below. All UCP complaints shall be filed not later than one year from the date the alleged violation occurred. Complaints alleging unlawful discrimination shall be initiated no later than six months from the date of the alleged discrimination or the date the complainant first obtained knowledge of the facts of the discrimination. Complaints will be investigated in a manner that protects the confidentiality of the parties to the extent necessary to conduct the investigation. The Board of Education prohibits retaliation in any form for the filing of a complaint or participation in the complaint procedure.

Return your complaint to:

UCP and Equity Compliance Officer
Steve Rockenbach
Director of Employee Relations
1515 Hughes Way, Long Beach, CA 90810
srockenbach@lbschools.net