

Community Relations

UNIFORM COMPLAINT PROCEDURES

BP 1312.3

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670.

Complaints Subject to UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500, 52616.18)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded

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directly by or that receive or benefit from any state financial assistance, based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, a person's actual or perceived race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status; any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55; or based on the person's association with a person or group with one or more of these actual or perceived characteristics (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; 5 CCR 4610; 20 USC 1681-1688, 42 USC 2000d-2000d-7)

However, the UCP shall not be used to investigate and resolve employment discrimination complaints. (5 CCR 4611)

11. Educational and graduation requirements for students in foster care, students experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and newcomer students (Education Code 48645.7, 48850, 48853, 48853.5, 48911, 48915.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 12030, 52059.5, 64000; 20 USC 6301 et seq.)
13. Instructional Materials and Curriculum: Diversity (Education Code 243)

A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243, 244)
14. Local control and accountability plan (Education Code 52075)
15. Migrant education (Education Code 54440-54445)

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16. Physical education instructional minutes (Education Code 51210, 51222, 51223)
17. Student fees (Education Code 49010-49013)
18. Reasonable accommodations to a lactating student (Education Code 222)
19. Regional occupational centers and programs (Education Code 52300-52334.7)
20. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
22. State preschool programs (Education Code 8200-8488, 33315)
23. State preschool health and safety issues in license-exempt programs (Education Code 8212)
24. School or athletic team names, mascots, or nicknames pursuant to Education Code 221.3
25. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
26. Any other state or federal educational program the SPI or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult.

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However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination, the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

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1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity, was subjected to sexual harassment, as defined in 34 CFR 106.30

Such a complaint shall be addressed through the federal Title IX complaint procedures as specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.

4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in Administrative Regulation 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Civil Rights Department
5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with Administrative Regulation 6159.1 - Procedural Safeguards and Complaints for Special Education (5 CCR 3200-3205)
6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with Board Policy 3555 - Nutrition Program Compliance (5 CCR 15580-15584)

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7. Any complaint alleging discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with Board Policy 3555 - Nutrition Program Compliance (5 CCR 15582)

8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures (Education Code 35186)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
2 CCR 11023	<u>Harassment and discrimination prevention and correction</u>
5 CCR 15580-15584	<u>Child nutrition programs complaint procedures</u>
5 CCR 3200-3205	<u>Special education compliance complaints</u>
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	<u>Uniform complaint procedures and Williams complaints</u>
5 CCR 4690-4694	<u>Complaints regarding health and safety issues in license-exempt preschool programs</u>
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	<u>School libraries</u>
Ed. Code 200-262.4	<u>Prohibition of discrimination</u>
Ed. Code 32280-32289.5	<u>School safety plans</u>
Ed. Code 33315	Uniform complaint procedures
Ed. Code 35186	<u>Williams uniform complaint procedures</u>
Ed. Code 46015	<u>Parental leave for students</u>
Ed. Code 48645.7	<u>Juvenile court schools</u>
Ed. Code 48853-48853.5	<u>Foster youth</u>

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<i>Ed. Code 48900.5</i>	<u>Suspension; other means of correction</u>
<i>Ed. Code 48985</i>	<u>Notices to parents in language other than English</u>
<i>Ed. Code 49010-49013</i>	<u>Student fees</u>
<i>Ed. Code 49060-49079</i>	<u>Student records</u>
<i>Ed. Code 49069.5</i>	<u>Records of foster youth</u>
<i>Ed. Code 49490-49590</i>	<u>Child nutrition programs</u>
<i>Ed. Code 49701</i>	<u>Provisions of the Interstate Compact on Educational Opportunities for Military Children</u>
<i>Ed. Code 51204.5</i>	<u>Social sciences instruction; contributions of specified groups</u>
<i>Ed. Code 51210</i>	<u>Course of study for grades 1-6</u>
<i>Ed. Code 51222</i>	<u>Physical education</u>
<i>Ed. Code 51223</i>	<u>Physical education; elementary schools</u>
<i>Ed. Code 51225.1-51225.25</i>	<u>Foster youth, homeless children, former juvenile court school students, newcomer students; course credits; graduation requirements</u>
<i>Ed. Code 51226-51226.1</i>	<u>Career technical education</u>
<i>Ed. Code 51228.1-51228.3</i>	<u>Course periods without educational content</u>
<i>Ed. Code 51501</i>	<u>Nondiscriminatory subject matter</u>
<i>Ed. Code 52059.5</i>	<u>Statewide system of support</u>
<i>Ed. Code 52060-52077</i>	<u>Local control and accountability plan</u>
<i>Ed. Code 52075</i>	<u>Complaint for lack of compliance with local control and accountability plan requirements</u>
<i>Ed. Code 52300-52462</i>	<u>Career technical education</u>
<i>Ed. Code 52500-52617</i>	<u>Adult schools</u>
<i>Ed. Code 54400-54425</i>	<u>Compensatory education programs</u>
<i>Ed. Code 54440-54445</i>	<u>Migrant education</u>
<i>Ed. Code 54460-54529</i>	<u>Compensatory education programs</u>
<i>Ed. Code 59000-59300</i>	<u>Special schools and centers</u>
<i>Ed. Code 60010</i>	<u>Instructional materials; definition</u>
<i>Ed. Code 60040-60052</i>	<u>Requirements for instructional materials</u>
<i>Ed. Code 64000-64001</i>	<u>Consolidated application process; school plan for student achievement</u>
<i>Ed. Code 65000-65001</i>	<u>School site councils</u>
<i>Ed. Code 8200-8488</i>	<u>Child care and development programs</u>
<i>Ed. Code 8500-8538</i>	<u>Adult basic education</u>
<i>Gov. Code 11135</i>	<u>Prohibition of discrimination</u>
<i>Gov. Code 12900-12996</i>	<u>Fair Employment and Housing Act</u>

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H&S Code 1596.792	<u>California Child Day Care Act; general provisions and definitions</u>
H&S Code 1596.7925	<u>California Child Day Care Act; health and safety regulations</u>
Pen. Code 422.55	<u>Definition of hate crime</u>
Pen. Code 422.6	<u>Crimes; harassment</u>
Federal	Description
20 USC 1221	<u>Application of laws</u>
20 USC 1232g	<u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
20 USC 6801-7014	Title III language instruction for limited English proficient and immigrant students
28 CFR 35.107	<u>Nondiscrimination on basis of disability; complaints</u>
29 USC 794	<u>Rehabilitation Act of 1973; Section 504</u>
34 CFR 100.3	<u>Prohibition of discrimination on basis of race, color or national origin</u>
34 CFR 104.7	<u>Section 504; Designation of responsible employee and adoption of grievances procedures</u>
34 CFR 106.1-106.82	<u>Nondiscrimination on the basis of sex in education programs or activities</u>
34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; definitions
34 CFR 106.44	<u>Recipient's response to sexual harassment</u>
34 CFR 106.45	<u>Grievance process for formal complaints of sexual harassment</u>
34 CFR 106.8	<u>Designation of coordinator; dissemination of policy, and adoption of grievance procedures</u>
34 CFR 110.25	<u>Notification of nondiscrimination on the basis of age</u>
34 CFR 99.1-99.67	<u>Family Educational Rights and Privacy</u>
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12101-12213	<u>Americans with Disabilities Act</u>
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	<u>Age Discrimination Act of 1975</u>

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Management Resources

Description

California Department of Education
Publication

[Uniform Complaint Procedure Program Instrument](#)

California Department of Education
Publication

[Sample UCP Board Policies and Procedures](#)

California Department of Justice
Publication

[Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, January 2024](#)

Court Decision

[Tennessee v. Cardona \(2024\) 737 F.Supp.3d 510](#)

Court Decision

[Olmstead v. L.C. ex rel. Zimring \(1999\) 527 U.S. 581](#)

Court Decision

[John T. D. v. River Delta Joint Unified School District \(2021\) WL 5176356](#)

CSBA Publication

[Reference: State Roles, Responsibilities, and Process for Instructional Materials Adoption, February 2024](#)

CSBA Publication

[Fact Sheet: Instructional Materials Adoption: Local governing board responsibilities, February 2024](#)

CSBA Publication

[Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, February 2024](#)

Federal Register

[Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579](#)

U.S. DOE, Office for Civil Rights
Publication

[Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025](#)

U.S. DOE, Office for Civil Rights
Publication

[Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014](#)

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[Student Privacy Policy Office](#)

Website

[U.S. Department of Agriculture](#)

Website

[California Department of Social Services](#)

Website

[U.S. Department of Justice](#)

Website

[California Civil Rights Department](#)

Website

[California Department of Education](#)

Website

[CSBA](#)

Website

[U.S. Department of Education, Office for Civil Rights](#)

Cross References

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0420	<u>School Plans/ Site Councils</u>
0420.41	<u>Charter School Oversight</u>
0420.41-E(1)	<u>Charter School Oversight</u>
0430	<u>Comprehensive Local Plan For Special Education</u>
0430	<u>Comprehensive Local Plan For Special Education</u>
0450	<u>Comprehensive Safety Plan</u>
0450	<u>Comprehensive Safety Plan</u>
0460	<u>Local Control And Accountability Plan</u>
0460	<u>Local Control And Accountability Plan</u>
1100	<u>Communication With The Public</u>
1113	<u>District And School Websites</u>
1113	<u>District And School Websites</u>
1113-E(1)	<u>District And School Websites</u>
1114	<u>District-Sponsored Social Media</u>
1114	<u>District-Sponsored Social Media</u>
1220	<u>Citizen Advisory Committees</u>
1220	<u>Citizen Advisory Committees</u>
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1250	<u>Visitors/ Outsiders</u>
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1312.1	<u>Complaints Concerning District Employees</u>
1312.2	<u>Complaints Concerning Instructional Materials</u>
1312.2	<u>Complaints Concerning Instructional Materials</u>
1312.2-E(1)	<u>Complaints Concerning Instructional Materials</u>
1312.4	<u>Williams Uniform Complaint Procedures</u>
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1313	<u>Civility</u>
1340	<u>Access To District Records</u>
1340	<u>Access To District Records</u>
3260	<u>Fees And Charges</u>
3260	<u>Fees And Charges</u>
3555	<u>Nutrition Program Compliance</u>
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4219.1	<u>Civil And Legal Rights</u>
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4219.11	<u>Sexual Harassment</u>
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6159.3	<u>Appointment Of Surrogate Parent For Special Education Students</u>
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Policy

PASADENA UNIFIED SCHOOL DISTRICT

Adopted: September 12, 1995

Pasadena, California

Revised: 10/98, 10/09, 2/10, 1/13, 9/13, 6/14, 4/15, 1/16, 9/16, 7/17,
6/18; 11/19; 9/20; 3/24; 09/25