ALAMEDA UNIFIED SCHOOL DISTRICT

Excellence & Equity For All Students

Annual Notification of the Uniform Complaint Procedures (UCP)

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, or bullying against any protected group, as well as 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 lll35, 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.

Complaints must be filed in writing with the following compliant officer, who is knowledgeable about the laws and programs that they are assigned to investigate:

Coordinator of Student Support Services
2060 Challenger Drive
Alameda, CA 9450l
Phone: 5l0.337-7000 Fax: 5l0.337.707l

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Accommodations for pregnant and parenting students
- Adult education programs
- After School Education and Safety programs
- Agricultural career technical education
- Career Technical and Technical Education, and 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
- Education and graduation requirements of Pupils who are in foster care, students experiencing homelessness, students from military families, students who are migratory, newcomer students, and students formerly in a juvenile court school.
- Every Student Succeeds Act (ESSA)
- Instructional materials and Curriculum: Diversity. 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 (Ed Code 243, 242)
- Local Control Accountability Plans
- Migrant education
- Physical Education instructional minutes

- Pupil Fees
- Reasonable accommodations to a lactating pupil
- Regional occupational centers and programs
- Retaliation against a complainant or other participant in the complaint process
- School Plans for School Achievement and School Site Council
- School or athletic team names, mascots, or nicknames (Ed Code 221.3)
- State Preschool Programs, including health and safety issues in license-exempt programs
- Tobacco-Use Prevention Education or any other state or federal educational program the Superintendent or designee deems appropriate

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 that constitutes an integral fundamental part of the district's education program.

A pupil fee includes, but is not limited to, all 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, compulsory, or 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.

Complaints of noncompliance with laws relating to pupil fees are filed with a school principal or designee. A complaint regarding pupil fees or the local control and accountability plan (LCAP) may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Timelines

A UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than one year from the date the alleged violation occurred.

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.

A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred.

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 462l.

For programs within the scope of the UCP, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal within 30 days of receiving the district's decision. The appeal must include a copy of the complaint filed with AUSD and a copy of the LEA's Decision.

In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may also 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.

The district will post a standardized notice of the educational and graduation requirements of foster youth, students experiencing homelessness, children of military families, former juvenile court school students now enrolled in the district, students who are migratory, and newcomer students as specified in Education Coder 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process.

A copy of the AUSD's UCP policy and complaint procedures shall be available free of charge and are located on the district's webpage.