HLPUSD

UNIFORM COMPLAINT PROCEDURE

Uniform Complaint Procedures (UCP)

The UCP are a standardized process to address complaints related to specific educational programs and civil rights violations. It ensures accountability, transparency, and equitable resolution for all educational partners.

Examples of educational programs and services <u>covered by the UCP</u>:

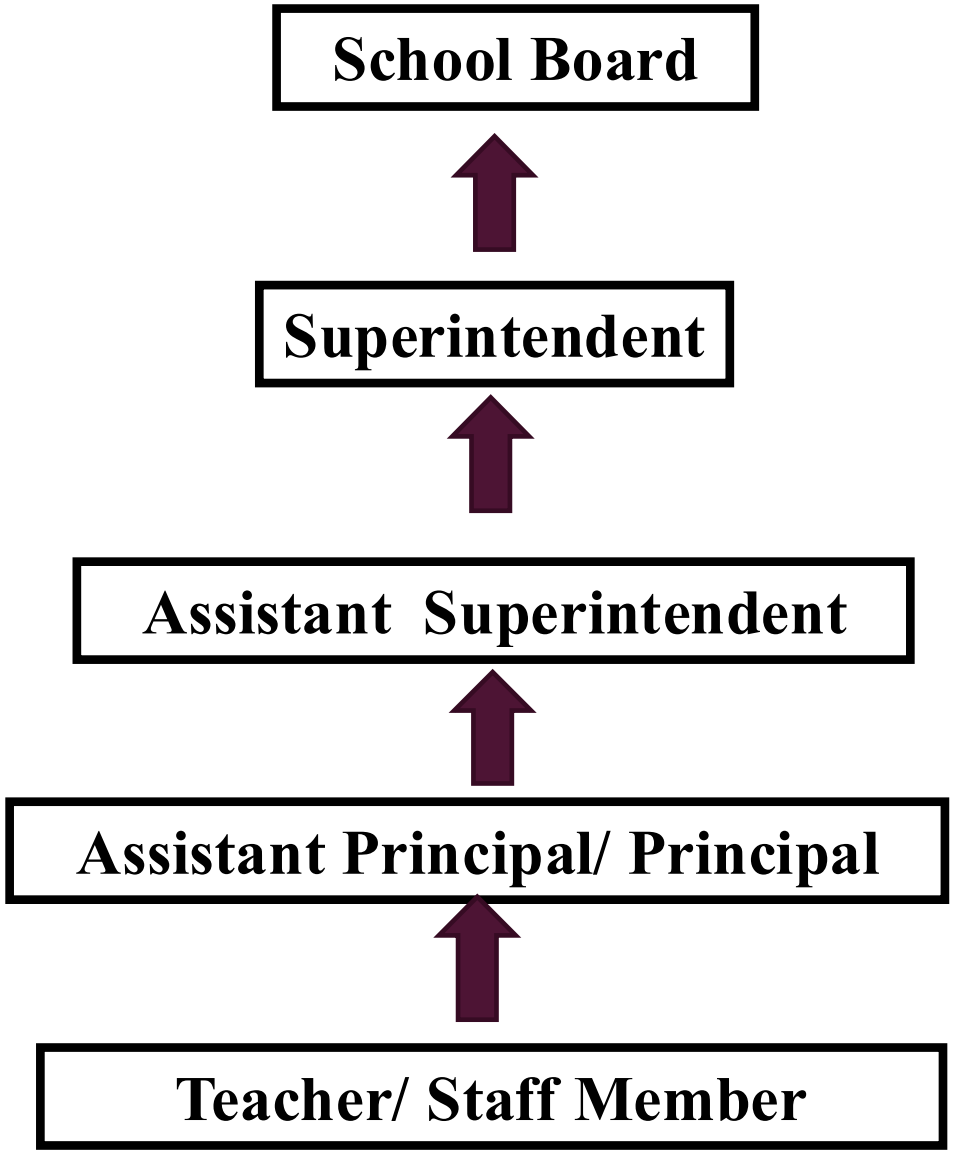
- Career Technical Education
- Consolidated Programs

  (Title I-Title IV)
- Every Student Succeeds Act
- Local Control & Accountability Plan (LCAP)
- Migrant Education
- Discrimination, harassment, intimidation, or bullying against any protected group

Examples of General Complaints <u>Non-UCP</u> Complaints:

- Homework Assignment/Policies
- Seating Chart
- Classroom Rules
- Grades
- Student Conflicts
- Graduation Requirements
- Student Discipline

General Complaint Procedures



UCP Process

Filing the Complaint

- Student, parent/guardian, employee, or community member
- Written and signed
- Submitted to District Office or designated compliance officer

Acknowledgement and Investigation

- District acknowledges receipt of complaint
- Investigation into the complaint

Resolution and Report

District has 60 calendar days to issue a decision and a written report of findings

Appeal *(if applicable)*

Decision may be appealed to the CA Dept. of Ed. within 30 days

Information can also be found on pages 9-10 of the *District Annual Information Handbook*.