



San Diego Unified School District

Uniform Complaint Compliance Office

4100 Normal Street, Room 2129
San Diego, CA 92103

Uniform Complaint Procedures (UCP) Annual Notice 2019-2020

The San Diego Unified School District (District) annually notifies 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 District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group. For the full policy, reference Board Policy 1312.3 and Administrative Regulation 1312.3.

The protected groups are:

- Age
- Ancestry
- Color
- Disability-mental or physical
- Ethnicity
- Ethnic Group Identification
- Gender
- Gender Expression
- Gender Identity
- Genetic information
- Immigration status
- Marital or Parental Status
- Nationality
- National Origin
- Sex-actual or perceived
- Sexual Orientation
- Race
- Religion
- On the basis of a person's association with a person or group with one or more of these actual or perceived characteristics

Programs and activities subject to the UCP:

1. Adult Education (*California Education Code [EC] sections [§§] 8500–8538, 52334.7, 52500-52616.4*)
2. After School Education and Safety (*EC §§ 8482–8484.65*)
3. Agricultural Career Technical Education (*EC §§ 52460–52462*)
4. Career Technical and Technical Education, Career Technical, Technical Training-state (*EC §§ 52300–52462*)
5. Career Technical Education-federal (*EC section [§] 64000*)
6. Child Care and Development (*EC §§ 8200–8493*)
7. Compensatory Education (*EC § 54400*)
8. Course Periods without Educational Content (*EC §§ 51228.1–51228.3*)

9. Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district and Children of Military Families (*EC* §§ 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
10. Every Student Succeeds Act (20 *United States Code* [20 *U.S.C.*] § 6301 et seq.; *EC* § 52059)
11. Lactating Pupil-Reasonable Accommodations (*EC* § 222)
12. Local Control and Accountability Plans (LCAP)(*EC* § 52075, *Government Code* [GC] § 17581.6(f))
13. Migrant Education (*EC* §§ 54440–54445)
14. Physical Education Instructional Minutes (*EC* §§ 51210, 51223)
15. Pregnant and Parenting Pupils- Accommodations (*EC* § 46015)
16. Pupil Fees (*EC* §§ 49010–49011)
17. Regional Occupational Centers and Programs (*EC* §§ 52300–52334.7)
18. School Plans For Student Achievement (*EC* § 64001)
19. School Safety Plans (*EC* §§ 32280–32289)
20. Schoolsite Councils (*EC* § 65000)
21. State Preschool (*EC* §§ 8235–8239.1)
22. State Preschool Health And Safety Issues In LEAs Exempt From Licensing (*EC* §§ 8235.5(a), 33315, *GC* § 17581.6 (f)), *California Health and Safety Code* [*HSC*] § 1596.792)

Pupil Fees

A pupil fee includes, but is not limited to, all of 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 or compulsory, or is 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.
- A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.
- A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity.
- A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

Additional Information

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in *Education Code* Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

In order to identify appropriate subjects of state preschool health and safety issues pursuant to HSC section 1596.7925, a notice shall be posted in each California state preschool program classroom in each school in the District.

The notice shall (1) state the health and safety requirements under Title 5 of the *California Code of Regulations* that apply to California state preschool programs pursuant to HSC section 1596.7925 and (2) state the location at which to obtain a form to file a state preschool health and safety issues complaint pursuant to HSC section 1596.7925.

Contact Information

UCP complaints are to be filed in writing with the following compliance officer:

Lynn A. Ryan, Uniform Complaint Compliance Officer
San Diego Unified School District
4100 Normal Street, Room 2129
San Diego, CA 92103

619-725-7225
lryan@sandi.net

Complaints will be investigated and a written report with a decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to CDE by filing a written appeal within 15 days of receiving our decision. A copy of the originally-filed complaint and a copy of our decision must accompany the appeal.

We advise any complainant of civil law remedies, including, but not limited to, 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 Uniform Complaint Procedures shall be available free of charge.