

Superintendent's Office
Mathew Gulbrandsen
2201 Pennington Road
Live Oak, CA 95953
(530) 695-5400
FAX (530) 695-5403



Board of Trustees
Scott Davis
Kathy L. Walker
Roger Christianson
Talwinder Chetra
Ernest J. Rodriguez

**ANNUAL NOTIFICATION OF THE
UNIFORM COMPLAINT PROCEDURES (UCP)
LOUSD Policy 1312.3**

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

The Live Oak Unified School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, or bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

The Live Oak Unified School District 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 11135, 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 Live Oak Unified School District, which is funded directly by, or that receives or benefits from any state financial assistance.

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

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| Adult Education | Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled and Pupils of Military Families |
| After School Education and Safety | English Learner Programs |
| Agricultural Career Technical Education | Every Student Succeeds Act (Titles I-VII) |
| American Indian Education Centers and Early Childhood Education Program Assessments | Local Control and Accountability Plans |
| Bilingual Education | Migrant Education |
| California Peer Assistance and Review Programs for Teachers | Physical Education Instructional Minutes |
| Career Technical Education | Pupil Fees |
| Career Technical and Technical Education; Career Technical; Technical Training Child Care and Development Programs | Reasonable Accommodations to a Lactating Pupil
Regional Occupational Centers and Programs |
| Child Nutrition | School Safety Plans |
| Compensatory Education | Special Education • State Preschool |
| Consolidated Categorical Aid | Tobacco-Use Prevention Education |
| Course Periods without Educational Content | |
| Economic Impact Aid | |

A pupil fee complaint may be filed with the principal of a school or the superintendent or his or her designee. A pupil fees and/or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. 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.
2. 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.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of foster and homeless youth, 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.

All UCP complaints must be filed in writing with the following designated to receive complaints:

Name or title: Superintendent
Address: 2201 Pennington Road, Live Oak CA, 95953
Phone: 530-695-5400

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, unless the time for filing is extended by the superintendent or his or her designee.

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 4621.

The complainant has a right to appeal Live Oak Unified School District's Decision of complaints regarding specific programs and activities subject to UCP, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint filed with Live Oak Unified School District and a copy of our Decision.

The complainant is advised 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. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of Live Oak Unified School District'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.

A copy of the Live Oak Unified School District's UCP compliant policies and procedures are available free of charge.

This Uniform Complaint Procedure, as well as a printer-friendly version of LOUSD Board Policy 1312.3 and Administrative Regulation 1312.3 are available at: <http://www.lousd.k12.ca.us>