

Uniform Complaint Procedures • 2016–2017

Agency: _____ CDE Analyst: _____ CDE Consultant: _____ Date: _____

UCP 01: UCP Policies and Procedures

YES	NO	II - UCP 1. The local educational agency (LEA) adopted uniform complaint procedures (UCP) for all specified programs. 1.0 LEA policies and procedures were adopted by the LEA's governing board or authorized designee and include the following:
		(a) All programs and activities implemented by the district that are subject to the UCP: Adult Education; After School Education and Safety; Agricultural Vocational Education; American Indian Education Centers and Early Childhood Education Program Assessments; Bilingual Education; California Peer Assistance and Review Programs for Teachers; Career Technical and Technical Education and Career Technical and Technical Training; Career Technical Education; Child Care and Development; Child Nutrition; Compensatory Education; Consolidated Categorical Aid; Course Periods Without Educational Content; Economic Impact Aid; Education of Pupils in Foster Care and Pupils who are Homeless; Every Student Succeeds Act / No Child Left Behind; Local Control Accountability Plans (including Charter Schools as described in EC §§ 47606.5 and 47607.3); Migrant Education; Physical Education Instructional Minutes; Pupil Fees; Reasonable Accommodations to a Lactating Pupil; Regional Occupational Centers and Programs; School Safety Plans; Special Education; State Preschool; and Tobacco - Use Prevention Education.
		(b) A statement that the LEA shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations.
		(c) A statement that the LEA shall investigate and seek to resolve in accordance with the LEA's Uniform Complaint Procedures complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, bullying or noncompliance with laws relating to all programs and activities implemented by the district that are subject to the UCP.
		(d) A statement ensuring annual dissemination of a written notice of the LEA's complaint procedures to all students, employees, parents or guardians of its students, school and district advisory committees member, appropriate private school officials or representatives, and other interested parties that includes information regarding allegations about discrimination, harassment, intimidation, or bullying.
		(e) A statement identifying the person(s), employee(s), or agency position(s), or unit(s) responsible for receiving complaints, investigating complaints and ensuring LEA compliance.
		(f) A statement ensuring the person(s), employees(s), positions(s) or unit(s) responsible for compliance and/or investigations shall be knowledgeable about the laws/programs that he/she is assigned to investigate.
		(g) A statement that the LEA will 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 LEA, which is funded directly by, or that receives or benefits from any state financial assistance.
		(h) A statement that unlawful discrimination, harassment, intimidation or bullying complaints shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.
		(i) A statement ensuring that the complainants are protected from retaliation.
		(j) A statement advising complainants of the right to pursue civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws.
		(k) A statement that if a public school or LEA finds merit in a pupil fees, LCAP, and/or a Course Period without Educational Content complaint, the public school or LEA shall provide a remedy. Specifically, in Course Period without Educational Content complaints the remedy shall go to the affected pupil. In LACP and pupil fee complaints, the remedy shall go to all affected pupils, parents and guardians, which in the case of pupil fees, also includes reasonable efforts by the public school or LEA to ensure full reimbursement to all affected pupils, parents and guardians subject to procedures established through regulations adopted by the state board.
		(l) A statement that a pupil fees complaint may be filed with the principal of a school or the agency superintendent or his or her designee.
		(m) A statement that a pupil fees complaint and/or an LCAP complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.
		(n) A statement that a pupil fees complaint shall be filed no later than one year from the date the alleged violation occurred.
		(o) A statement ensuring that the LEA will attempt in good faith by engaging in reasonable efforts to identify and fully reimburse all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint.
		(p) A statement that the LEA will provide an opportunity for complainants and/or representatives to present evidence or information.
		(q) A statement that refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.
		(r) A statement ensuring that refusal by the LEA to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.
		(s) A statement that the LEA complaint will be investigated and a written report issued to the complainant within 60 days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.
		(t) The report will contain the following elements:
		(t i) The findings of fact based on the evidence gathered.
		(t ii) Conclusion of law.
		(t iii) Disposition of the complaint.
		(t iv) The rationale for such a disposition.
		(t v) Corrective actions, if any are warranted.
		(t vi) Notice of the complainant's right to appeal the LEA Decision to CDE.
		(t vi 1) A statement that a complainant may appeal an LEA's Decision of a UCP complaint regarding all specified federal and state educational programs subject to the UCP:
		(t vii) Procedures to be followed for initiating an appeal to CDE.
		(t vii 1) A statement that to appeal an LEA's UCP Complaint Decision the complainant must file a written appeal within 15 days of receiving the Decision to the California Department of Education (CDE). This appeal to the CDE must fully explain the basis for the appeal, stating how the facts of the agency's Decision are incorrect and/or the law is misapplied.
		(t vii 2) A statement that in addition the appeal shall be sent with (1) a copy of the locally filed complaint; and (2) a copy of the Decision.

Board approval date is clearly indicated on UCP policies and procedures document(s)

Uniform Complaint Procedures • 2016–2017

Agency: _____ CDE Analyst: _____ CDE Consultant: _____ Date: _____

UCP 02: UCP Annual Notice

YES	NO	II - UCP 2. The local educational agency (LEA) annually notified its 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 LEA’s Uniform Complaint Procedures process. 2.0 Annual written notice of the complaint procedures is provided to Employees, Students, Parents/Guardians, Advisory Committees, Private School officials and other interested parties. This notice shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the Education Code. The annual notice includes the following: II - UCP 2.2.0
		(a) A statement that the local agency is primarily responsible for compliance with federal and state laws, and regulations and all programs and activities implemented by the district that are subject to the UCP: Adult Education; After School Education and Safety; Agricultural Vocational Education; American Indian Education Centers and Early Childhood Education Program Assessments; Bilingual Education; California Peer Assistance and Review Programs for Teachers; Career Technical and Technical Education and Career Technical and Technical Training; Career Technical Education; Child Care and Development; Child Nutrition; Compensatory Education; Consolidated Categorical Aid; Course Periods Without Educational Content; Economic Impact Aid; Education of Pupils in Foster Care and Pupils who are Homeless; Every Student Succeeds Act / No Child Left Behind; Local Control Accountability Plans (including Charter Schools as described in <i>EC</i> §§ 47606.5 and 47607.3); Migrant Education; Physical Education Instructional Minutes; Pupil Fees; Reasonable Accommodations to a Lactating Pupil; Regional Occupational Centers and Programs; School Safety Plans; Special Education; State Preschool; and Tobacco - Use Prevention Education.
		(b) A statement that a pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.
		(c) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
		(d) A statement that a pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.
		(e) A statement that the LEA shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 48853.5, 49069.5, 51225.1, and 51225.2. The notice shall include complaint process information, as applicable.
		(f) A statement identifying the responsible staff member, position, or unit designated to receive complaints.
		(g) A statement that the complainant has a right to appeal the LEA's Decision of complaints regarding specific programs.
		(h) A statement advising the 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.
		(i) A statement that copies of the local educational agency complaint procedures shall be available free of charge.

LEA uploaded correctly-completed form on CMT verifying the distribution of the UCP Annual Notice to stakeholders of their agency. (For both On-site and Online LEA reviews)

The UCP Annual Notice may be posted on the LEA website, but must first be provided in a tangible format to all six stakeholder groups by way of a brochure, flyer, handout, memorandum, handbook pages, or paycheck insert. In the brochure, flyer, handout, memorandum, handbook pages, or paycheck insert there may be a sentence announcing that the information in this UCP Annual Notice is also on the LEA website.

Uniform Complaint Procedures • 2016–2017

Agency: _____ CDE Analyst: _____ CDE Consultant: _____ Date: _____

UCP 03: Investigation of UCP Complaints

YES	NO	<p>II - UCP 3. The local educational agency (LEA) investigated complaints and sought to resolve those complaints in accordance with the Uniform Complaint Procedures process of the LEA alleging a violation by the LEA of a federal or state law or regulation governing specific programs including allegations about discrimination, harassment, intimidation, bullying, and noncompliance with laws implemented by the district.</p> <p>All programs and activities implemented by the district that are subject to the UCP: Adult Education; After School Education and Safety; Agricultural Vocational Education; American Indian Education Centers and Early Childhood Education Program Assessments; Bilingual Education; California Peer Assistance and Review Programs for Teachers; Career Technical and Technical Education and Career Technical and Technical Training; Career Technical Education; Child Care and Development; Child Nutrition; Compensatory Education; Consolidated Categorical Aid; Course Periods Without Educational Content; Economic Impact Aid; Education of Pupils in Foster Care and Pupils who are Homeless; Every Student Succeeds Act / No Child Left Behind; Local Control Accountability Plans (including Charter Schools as described in EC §§ 47606.5 and 47607.3); Migrant Education; Physical Education Instructional Minutes; Pupil Fees; Reasonable Accommodations to a Lactating Pupil; Regional Occupational Centers and Programs; School Safety Plans; Special Education; State Preschool; and Tobacco - Use Prevention Education.</p> <p>3.0 Evidence of proper implementation of the investigation process:</p>
		(a) The LEA is asked if they received any UCP complaints during the past 12 months. (If the LEA has not received any UCP complaints, mark the “No” box in this section, then sign and date this form. If the LEA has received any UCP complaints with in the past 12 months, mark the “yes” box and continue reviewing sections b - k.)
YES	NO	3.1 A random selection of UCP complaint files will be reviewed either by the Regional Team Leader during an onsite review or by a consultant in the CDE Categorical Programs Complaints Management Office during an online review.
		(b) The investigative process allowed the complainants and/or representatives the opportunity to present evidence or information.
		(c) A written Decision was sent to the complainant within the 60 - day time line or the time was extended by written agreement of the complainant.
YES	NO	3.2 A random selection of LEA Decisions shall contain the following:
		(d) The findings of fact based on the evidence gathered.
		(e) Conclusion of law.
		(f) Disposition of the complaint.
		(g) The rationale for such a disposition.
		(h) Corrective actions, if any are warranted.
		(i) Notice of the complainant’s right to appeal the LEA’s Decision to CDE.
		(j) Procedures to be followed for initiating an appeal to CDE.

LEA uploaded correctly-completed “Self-Certification Form for UCP 3” on CMT (For Online LEA reviews only)

Uniform Complaint Procedures • 2016–2017

Agency: _____ CDE Analyst: _____ CDE Consultant: _____ Date: _____

UCP 04: Williams Complaint Policies and Procedures

YES	NO	<p>II - UCP 04. The LEA adopted the Uniform Complaint Procedures process in accordance with Chapter 5.1 (commencing with Section 4680) of the California Code of Regulations, Title 5, to resolve Williams Complaints regarding alleged deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The LEA is required to have local policies and procedures that enable Williams Complaints to be handled through its Uniform Complaint Procedures process. These complaints regard alleged deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment.</p> <p><i>Note: Due to the enactment of SB 97, School Finances, in 2013, and in SB 172, Pupil Testing: High School Exit Examination: Suspension, of 2015, a district maintaining grades 10 - 12 will NOT, at this time, include the following statement on its Williams Complaint Policies and Procedures document, "A student, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the student has passed both parts of the exam, whichever comes first."</i></p> <p>4.0 Local educational agency (LEA) policies and procedures were adopted and include the following:</p>
		(a) Williams Complaints shall be filed with the principal of the school or his or her designee, in which the complaint arises.
		(b) A complaint about problems beyond the authority of the school principal shall be forwarded in a timely manner, but not to exceed 10 working days, to the appropriate school district official for resolution.
		(c) Williams Complaints may be filed anonymously.
		(d) If a response is requested, the response shall be made to the mailing address of the complainant indicated on the complaint.
		(e) If Section 48985 of the EC is applicable, the response, if requested, and report shall be written in English and the primary language in which the complaint was filed.
		(f) The school shall have a complaint form available for such Williams Complaints.
		(g) The Williams Complaints form shall identify the place for filing the complaint.
		(h) The Williams Complaints form will include a space to indicate whether a response is requested.
		(i) The complainant need not use the Williams Complaint form to file a complaint.
		(j) The principal or the designee of the district superintendent, as applicable, shall make all reasonable efforts to investigate any problem within his or her authority.
		(k) The principal, or, where applicable, district superintendent or his or her designee shall remedy a valid complaint within a reasonable time period but not to exceed 30 working days from the date the complaint was received.
		(l) The principal, or where applicable, district superintendent or his or her designee, shall report to the complainant the resolution of the complaint within 45 working days of the initial filing, if complainant identifies himself or herself and requested a response.
		(m) The principal makes this report; the principal shall also report the same information in the same timeframe to the district superintendent or his or her designee.
		(n) A complainant who is not satisfied with the resolution of the principal or the district superintendent or his or her designee, has the right to describe the complaint to the governing board of the school district at a regularly scheduled meeting of the governing board.
		(o) The school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district.
		(p) The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district.
		(q) The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.
		(r) The complaints and responses shall be available as public records.
YES	NO	<p>4.1 LEA policies and procedures include the following statements on how to file an appeal regarding facilities complaints to the State Superintendent.</p>
		(s) A complainant who is not satisfied with the resolution proffered by the principal, or the district superintendent or his or her designee, involving a condition of a facility that poses an emergency or urgent threat, as defined in paragraph (1) of subdivision (c) of EC § 17592.72, has the right to file an appeal to the State Superintendent of Public Instruction within 15 days of receiving the report.
		(t) The complainant shall comply with the appeal requirements of 5 CCR § 4632.

Board approval date is clearly indicated on Williams Complaint policies and procedures document

Uniform Complaint Procedures • 2016–2017

Agency: _____ CDE Analyst: _____ CDE Consultant: _____ Date: _____

UCP 05: Williams Complaint Classroom Notice

YES	NO	<p>II - UCP 5. The LEA provided a Uniform Complaint Procedures process in accordance with Chapter 5.1(commencing with Section 4680) of the California Code of Regulations, Title 5, to resolve Williams Complaints by posting a Williams Complaints classroom notice notifying parents, guardians, pupils, and teachers in each classroom in each school in each district regarding alleged deficiencies related to instructional materials, facility conditions, and teacher vacancy or misassignment.</p> <p><i>Note: Due to the enactment of SB 97, School Finances, in 2013, and of SB 172, Pupil Testing: High School Exit Examination: Suspension, of 2015, a district maintaining grades 10 - 12 will NOT, at this time, include the following statement on its Williams Complaint Classroom Notice, “A student, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the student has passed both parts of the exam, whichever comes first.”</i></p> <p>The LEA’s Williams Complaint Classroom Notice will be reviewed by the Regional Team Leader during an on - site review or by a Consultant in the CDE Categorical Complaints Management Office during an online review.</p> <p>5.0 A notice shall be posted in each classroom in each school in the school district, and include the following statements:</p>
		(a) The notice shall address parents, guardians, pupils, and teachers.
		(b) There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials each pupil, including English Learners, must have a textbook or instructional materials, or both, to use in class and to take home.
		(c) School facilities must be clean, safe, and maintained in good repair.
		(d) There should be no teacher vacancies or misassignments.
		(e) The location at which to obtain a form to file a complaint in case of a shortage. Posting a notice downloadable from the Web site of the CDE shall satisfy this requirement.
		5.1 Each Williams Complaints Classroom notice must be exactly the same as in each classroom and must be exactly the same as the sample that is posted on CAIS.

LEA uploaded “Self-Certification Form for UCP 5” on CMT (For Online LEA reviews only)

Uniform Complaint Procedures • 2016–2017

Agency: _____ CDE Analyst: _____ CDE Consultant: _____ Date: _____

UCP 06: Williams Complaint Form

YES	NO	<p>II - UCP 6. The LEA provided a Uniform Complaint Procedures process in accordance with Chapter 5.1 (commencing with Section 4680) of the California Code of Regulations, Title 5, to resolve Williams Complaints by providing a UCP form for Williams Complaints regarding alleged deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment.</p> <p><i>Note: Due to the enactment of SB 97, School Finances, in 2013, and of SB 172, Pupil Testing: High School Exit Examination: Suspension, of 2015, a district maintaining grades 10 - 12 will NOT, at this time, include the following statement on its Williams Complaint Form, "A student, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the student has passed both parts of the exam, whichever comes first."</i></p> <p>6.0 The LEA UCP form for complaints concerning deficiencies related to instructional materials, teacher vacancy or misassignments, and conditions of facilities that are not maintained in a clean or safe manner or in good repair, include the following sections:</p>
		(a) A section to indicate if a response is requested.
		(b) A section for contact information including mailing address should a response be requested.
		(c) A section to identify the location
		(d) A section to identify the course or grade level, if applicable.
		(e) A section where the complainant describes the specific nature of the complaint in detail.
		(f) A statement that the complainant may include as much text as the complainant feels is necessary.
		(g) A statement identifying where to file the complaint.
		6.1 The LEA UCP form for complaints concerning deficiencies related to instructional materials includes sections identifying the following allegations:
		(h) A pupil, including an English Learner, does not have standards - aligned textbooks or instructional materials or state adopted or district adopted textbooks or other required instructional materials to use in class.
		(i) A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
		(j) Textbooks or instructional materials are in poor or unusable condition, having missing pages, or are unreadable due to damage.
		(k) A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
YES	NO	<p>6.2 The LEA UCP form for complaints concerning deficiencies related to teacher vacancy or misassignments includes the following sections to identify the following allegations:</p>
		(l) A semester begins and a teacher vacancy exists. (A position to which a single designated certificate employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one - semester course, a position of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester).
		(m) A teacher who lacks credentials or training to teach English Learners is assigned to teach a class with more than 20 percent English Learners pupils in the class.
		(n) A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
YES	NO	<p>6.3 The LEA UCP form for complaints concerning deficiencies related to conditions of facilities that are not maintained in a clean or safe manner or in good repair includes the following sections to identify the following allegations:</p>
		(o) A condition poses an urgent or emergency threat to the health or safety of pupils or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air - conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
		(p) A school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and towels or functional hand dryers.
		(q) The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when temporary closing of the restroom is necessary for pupil safety or to make repairs.