HR-02

AorAgeuilar, Superintendent Cancy Mc And D., Chief Human Resou Christina Villegas Director II

BOARD OF EDUCATION

Christina Pritchett President Trustee Area 3

Leticia Garcia Vice President Trustee Area 2

Chinua Rhodes 2<sup>nd</sup> Vice President Trustee Area 5

Lisa Murawski Trustee Area 1

Jamee Villa Trustee Area 4

Darrel Woo Trustee Area 6

Lavinia Grace Phillips Trustee Area 7

Liam McGurk Student Board Member

## ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP) September 1, 2022

Dear Parents Guardians of Sudents, Students, Employe School and District Advisory Committees, Appropriate Private School Gicials or Representatives, and Otherererested Parties:

We recognize that our system is inequitable by design and we vigilantly work to confront and interrupt inequities that exist to level the playing field and provide opportunities for everyone to earn, grow and reach their greatness. Our goal is that all students are given equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options. AnnualNotification of UCP Page2 of 6

Lactating Pupil, Regiona@ccupationaCentersandProgramsSchool Plans for Student Achievement, School SafetPlans, Schoestite CouncilsState Preschooland State Preschool Health and Safety Issues in districts exempt from Licensing.

And any other state or federal education program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

Complaintsmust be filedn writing with the following compliance officer(s):

Complaintsallegingdiscrimination, harassmerint timidation and/orbullying must befiled within six (6) months from the date the alleged discrimination, harassment timidation and/orbullying complaint occurredor the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassmerint, timidation and/orbullying, unless the for filing is extended by the superintender of his or her designee Complainants are protected from retaliation.

Complaintswill be investigated and a written decision or reportvill be sent to the omplainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period maybe extended by written agreement the complainant. SCUSD's person responsible or investigating the complaint shall conduct and complete einvestigation accordance with Title Code Regulations (T5CCR) sections 6804687 and n accordance with code procedure adopted under section 4621 (T5CCR).

The District will provide an opportunity for the complainant(s) and/or representatives to present evidence or informatiorRefusal by the complainant to provide the investigator with documents or other evidece 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 gations.

If the District refuses 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

requested. If Section 48985 of the **E**Cotherwise applicable, the response, if requested, and report shall be written in English and the primary language in which the complaint was filed.

- A complaint form for a state preschool health and safety issue pursuant to HSC Section 1596.7925 shall specify the location for filing a complaint. A complainant may add as much text to explain the complaint agristee wishes.
- The District policies and procedures contain the following statements regarding the Investig4(s)-1(a)4(nd)-Tf the U(ng)10(H)2(S)-irint as he

- A complainant not satisfied with the resolution of the preschool program administrator or the designee of theistrict superintendent has the right to describe the complaint to the governing board of the local educational agency at a regularly scheduled hearing of the governing board or body, as applicable, of the District.
- A complainant who is not satisfied with the resolution proffered by the preschool program administrator or the designee of the Dict superintendent has the right to file an appeal to the State Superintendent of Public Instruction (SSPI) within 30 days of the date of the report.
- A complainant shall comply with the appeal requirements of 5 **Sertion** 4632.
- The SSPI or his or her designee shall comply with the requirements of Section 4633 and shall provide a written decision to the State Board of Education describing the basis for the complaint, the District's response to the state preschool health and safety issues pursuant to HSC Section 1596.7925 complaint and its remedy or proposed remedy and, as appropriate, a proposed remedy for the issue described in the complaint, if different from the District's remedy.

The District shall report summarized data on the nature escolution of all state preschool health and safety issues complaints pursuant to HSC Section 1596.7925 on a quarterly basis to the county superintendent of schools and the governing boabd dy, as applicable, of the Distri The summaries shall be plicly reported on a quarterly basis at a regularly scheduled meeting of the District's governing board. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. Please note Unit basis and responses are public records.

Information regarding he requirements of this pupil fee lawshall be included in the annual otification distributed to pupils, parentand guardians employees and other interester parties pursuant to Section 4622 of Title 5 of the California Code of Regulations.

The District shall establishocal policies and procedures implement the provisions this law. (cf. EducationCode49011-49013)

The District shall post **a**tandardized otice of the education **a**ights of pupils in foster care, pupils who are more less, formed uvenile Court Pupils now enrolled a school istrict and Pupils of Military families asspecified in Education Code Sections 4885348853.5, 49069.5, 51225.1, and 51225.2. This notices hall include complaint process information, as applicable.

A copy of SCUSD'sUCP policy and complaint procedures hall be available free of harge and via the District website www.scusd.ed u (Revision1; 09/2022)