
ALTA LOMA SCHOOL DISTRICT

ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives and other interested parties

The Alta Loma School District (ALSD) has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees. Complainants shall not be retaliated or otherwise discriminated against as a result of filing a complaint.

The Alta Loma School District 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 ALS D that is funded directly by, or that receives or benefits from any state financial assistance. The Alta Loma School District shall also 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, including the complaint process identified herein.

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments are addressed under the District's Administrative Regulation 1312.4.

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

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education, Career Technical, Technical Training (Federal and State)

- Child Care and Development
- Compensatory Education
- Course Periods without Educational Content
- 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
- Every Student Succeeds Act
- Local Control and Accountability Plans
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans For Student Achievement
- School Safety Plans
- Schoolsite Councils
- State Preschool
- State Preschool Health And Safety Issues In LEAs Exempt From Licensing

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. 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 complaint shall not be filed later than one year from the date the alleged violation occurred.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Assistant Superintendent of Human Resources/Pupil Services
 Alta Loma School District
 9390 Base Line Road
 Alta Loma, CA 91701
 (909) 484-5151

Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints alleging discrimination, harassment, intimidation, or bullying must be filed within 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. The time for filing may only be extended up to 90 days for good cause following receipt of a written request by the complainant.

Uniform Complaint Procedures shall also be used to address any complaint alleging the District's failure to comply with the Local Control and Accountability Program (LCAP)

requirements in the Education Code. The complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the LCAP requirements. If the complainant is not satisfied with the decision of the school district, the individual may appeal the decision to the State Superintendent of Public Instruction. The State Superintendent of Public Instruction is required to issue a decision on the appeal within 60 days of the State Superintendent of Public Instruction's receipt of the appeal.

If the school district finds merit in the complaint or the State Superintendent of Public Instruction finds merit in the appeal, the school district will provide a remedy to all affected pupils, parents and guardians.

Uniform complaints other than complaints related to LCAP requirements will be investigated and a written Decision or report will be sent to the complainant within 60 days from the receipt of the complaint. This 60 day time period may be extended by written agreement of the complainant. The Alta Loma School District person responsible for investigating the complaint shall conduct and complete the investigation in accordance with Title 5 of the California Code of Regulations, sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the Alta Loma School District's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving Alta Loma School District's Decision. The appeal must include a copy of the complaint filed with the District and a copy of Alta Loma School District's Decision.

The Alta Loma School District recognizes the Alternate Dispute Resolution (ADR) procedure, depending on the nature of the allegations, often suggests a compromise that is agreeable to all parties. The Superintendent or designee will ensure that the use of Alternate Dispute Resolution is consistent with state and federal laws and regulations. Complainants may also seek 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

A copy of the Alta Loma School District's UCP policy and complaint procedures is available free of charge.