



Cutler-Orosi Joint Unified School District Annual Notification of the Uniform Complaint Procedures (UCP) 2017-2018

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

The Cutler-Orosi Joint Unified School District annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committee, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The Cutler-Orosi Joint Unified School District has the primary responsibility for compliance with federal and state laws and regulations including those related to unlawful discrimination, harassment, intimidation, or bullying against any protected group, and all programs and activities that are subject to the UCP in:

- 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; Career Technical; Technical Training
- Career Technical Education
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- Consolidated Categorical Aid
- Course Periods without Education Content (Grades 9-12)
- Education of Pupil in Foster Care, Pupil who are Homeless, and former Juvenile Court Pupils now enrolled in a school district
- English Learner Programs
- Economic Impact Aid (EIA)
- Every Student Succeeds Act/No Child Left Behind (Titles I-VII)
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes (Grades 1-6)
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- State Preschool
- Tobacco-Use Prevention Education

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 fees complaint may be filed with the principal of a school or our superintendent or his/her designee. A pupil fees and/or 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 1 year from the date the alleged violation occurred.

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

The staff member, position, or unit responsible to receive UCP complaints in our agency is:

Name: **Gabriela Guzman** Title of Compliance Officer: **Director of Categorical Programs** Office: **Student Service Building**
Address: **12623 Ave 416 Orosi, Ca. 93647** Telephone Number: **(559)528-6949** E-mail Address: **Gmedina@cojUSD.org**

School personnel are required to take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, or bullying. 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. The 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 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 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.

Copies of our Uniform Complaint Procedures process shall be available free of charge.