

UPPER LAKE UNIFIED SCHOOL DISTRICT
SERVING STUDENTS AND THE COMMUNITIES OF THE NORTH SHORE

BOARD OF TRUSTEES

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SUPERINTENDENT
Giovanni H. Annous, Ed.D.

Uniform Complaint Procedures (UCP) Annual Notice & Compliance with
504, Title II, Title IX and CCR Title 5

2017-2018

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

The *Upper Lake Unified School District* has the primary responsibility to insure 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.

The *Upper Lake Unified School District* shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

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

Child Care and Development

Child Nutrition

Compensatory Education

Consolidated Categorical Aid

Course Periods without Educational Content (grades 9-12)

Economic Impact Aid

Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district.

English Learner Programs
Every Student Succeeds Act / No Child Left Behind (Titles I-VII)
Local Control Accountability Plan (LCAP)
Migrant Education
Physical Education Instructional Minutes (grades 1-6)
Pupil Fees
Reasonable Accommodations to a Lactating Pupil
Regional Occupational Centers and Programs
School Safety Plans
Special Education
State Preschool
Tobacco Use Prevention Education

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 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.

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

Giovanni H. Annous
Superintendent
Upper Lake Unified School District
675 Clover Valley Road
Upper Lake, CA 95485
(707) 275-2338

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 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 Upper Lake Unified School District's Decision to the California Depart-

ment of Education (CDE) by filing a written appeal within 15 days of receiving Upper Lake Unified School District's decision. The appeal must include a copy of the complaint filed with Upper Lake Unified School District and a copy of Upper Lake Unified School District's Decision.

Civil law remedies 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 Upper Lake 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 Upper Lake Unified School District's UCP policy and complaint procedures shall be available free of charge.

PERSONS RESPONSIBLE FOR COORDINATING 504, TITLE II, TITLE IX AND CCR TITLE 5:

Each district/school shall designate at least one employee to coordinate its effort to comply with and carry out its responsibilities under 504, Title II, and Title IX and CCR, Title 5 section 4621(b).

The following designated Upper Lake Unified School District employees coordinate efforts to comply with and carry out responsibilities under 504, Title II, and Title IX and CCR Title 5. All Coordinators may be contacted at the following address or you may email or telephone at the information provided:

504 Coordinator

Elwira Drzymala, Director of Special Education
675 Clover Valley Rd., Upper Lake, CA 95485
edrymala@ulusd.org
Phone: 707-275-2338 - Extension 3306

Title II Coordinator

Giovanni H. Annous, Superintendent
675 Clover Valley Rd., Upper Lake, CA 95485
piaccino@ulusd.org
Phone: 707-275-2655

Title IX Coordinator

Sandy Coatney, Principal, Upper Lake High School
675 Clover Valley Rd., Upper Lake, CA 95485
scoatney@ulusd.org
Phone: 707-275-2338, Extension 3202

CCR, Title 5 Coordinator

Giovanni H. Annous, Superintendent
675 Clover Valley Rd., Upper Lake, CA 95485
gannous@ulusd.org
Phone: 707-275-2655