

## How to Submit a Complaint:

Any person, organization or public agency may mail, fax or email a written UCP complaint to:

**Julie Hall-Panameño, Director**  
**Educational Equity Compliance Office**  
**Los Angeles Unified School District**  
**333 South Beaudry Avenue - 20<sup>th</sup> Floor**  
**Los Angeles, CA 90017**  
**Fax: (213) 241-3312**  
[Equitycompliance@lausd.net](mailto:Equitycompliance@lausd.net)

Any person with a disability or who is unable to prepare a written complaint can receive assistance from the site administrator/designee or from the EECO at (213) 241-7682.

The District assures confidentiality to the maximum extent possible. Complainants are protected from retaliation. The District prohibits retaliation against anyone who files a complaint or participates in the complaint investigation process.

Pursuant to E.C. §262.3, Complainants are advised civil law remedies, including but not limited to, injunctions, restraining orders or other remedies/orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws if applicable.

A copy of the District's UCP policy and complaint procedures shall be available free of charge.

For UCP related questions, contact Dr. Joseph Green, UCP Coordinator at (213) 241-7682.

## Complaint Investigation and Response:

Each complaint is investigated by the appropriate office knowledgeable about applicable laws, programs and compliance in accordance with UCP policies/procedures. The investigation and District response:

BUL-5159.8  
Office of the General Counsel

1. Provides an opportunity for complainant and District personnel to present information relevant to the complaint
2. Obtains relevant information from other persons or witnesses who can provide evidence
3. Reviews related documents
4. Results in a written report of findings in English or in the primary language of the complainant which contains the investigative findings and District's decision, including any corrective actions
5. Concludes the investigation in a written report sent to complainant within 60 days from the date of receipt of the written complaint unless the complainant agrees in writing to extend the investigative timeline
6. Provides appeal procedures

## How to Appeal:

District decisions/findings regarding programs and activities subject to UCP may be appealed by complainants to the State by filing a written appeal within 15 days of receipt of the District's decision. The appeal must explain the basis for appealing the decision, state how the facts of the District's decision are incorrect and/or the law is misapplied and include a copy of the original complaint and District's decision. The appeal should be sent to:

**California Department of Education**  
**1430 N Street**  
**Sacramento, CA 95814**  
<http://www.cde.ca.gov/re/cp/uc>

**The 60-day timeline  
for investigation and District  
response shall begin when  
the written complaint is received.**

# Los Angeles Unified School District

## Uniform Complaint Procedures (UCP)



## Educational Equity Compliance Office (EECO)

**(213) 241-7682**

## Why This Brochure?

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This is annual notice to all stakeholders that the District has primary responsibility to ensure compliance with applicable state and federal laws and regulations, and shall investigate complaints alleging failure to comply with those including, but not limited to allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group or noncompliance with laws relating to all programs and activities subject to UCP cited in this brochure. The District shall seek to resolve complaints in accordance with procedures in California Code of Regulations §§4600-4687 and District policies/procedures, including retaliation for participation in the UCP process and/or in appeals of District decisions regarding such complaints.

Standardized notice of educational rights and complaint processes for pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in the district and pupils in military families is posted as specified in Education Codes (EC) §§48645.7, 48853, 48853.5, 49069.5, 51225.1 and 51225.2.

## Protected Groups Covered:

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Allegations of unlawful discrimination, harassment, intimidation or bullying of students based on protected groups, set forth in Penal Code §422.55, EC §§200, 220, and Government Code §11135 include actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, immigration status, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived categories, in any program or activity it conducts or to which it provides significant assistance.

Complaints of discrimination, harassment, intimidation or bullying must be filed within six months from the date the alleged incident occurred or the date when knowledge of the facts of the alleged incident was first obtained.

## UCP Jurisdiction:

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- Unlawful discrimination, harassment, intimidation or bullying of protected groups (employee-to-student, student-to-student, third party to student, employee-to-third party)

### Other Programs and Activities Subject to UCP:

- Adult education
- After school education and safety
- Agricultural career technical 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; technical training (State)
- Career technical education (Federal)
- 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, pupils who are homeless, former juvenile court pupils now enrolled in a school district and children of military families
- Every Student Succeeds Act/No Child Left Behind (Titles I-VII)
- Local Control & Accountability Plans (LCAP)
- 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
- Tobacco-use prevention education

A pupil enrolled in a school in the District shall not be required to pay a pupil fee for participation in an educational activity. Pupil fees are fees charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit; 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; a purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity. A pupil fee complaint may be filed with the principal of a school, the Superintendent or designee.

A complaint may be filed anonymously if it provides evidence or information leading to evidence to support an allegation of noncompliance, including pupil fee and LCAP complaints. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

The District will attempt in good faith to engage in reasonable efforts to identify and fully reimburse all pupils, parents/guardians who paid a pupil fee within one year prior to the filing of the complaint.

If merit is found in a complaint, a remedy shall be provided to the affected pupil in cases regarding course periods without educational content, reasonable accommodations to a lactating pupil, education of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in our school district and/or pupils in military families; a remedy shall be provided to all affected pupils and parents/guardians in cases involving pupil fees, physical education instructional minutes and/or LCAPs.