

5. Corrective actions, if any are warranted,
6. Notice of the complainant's right to appeal our LEA Decision to the CDE, and
7. Procedures to be followed for initiating an appeal to the CDE.

Nothing in this document shall prohibit anyone involved in the complaint from utilizing alternative methods to resolve the allegations, such as mediation. Nor are we prohibited from resolving complaints prior to the formal filing of a written complaint. Mediation is a problem solving activity whereby a third party assists the parties to the dispute in resolving the complaint.

**Copies of these complaint procedures shall be available free of charge.**

Federal and State Laws cited:

1. 34 Code of Federal Regulations [CFR] –β–β 300.510-511
2. California Code of Regulations [CCR] Title 5 –β–β 4600-4687
3. California Code of Regulations [CCR] Title 5 –β 4610(b)
4. California Code of Regulations [CCR] Title 5 –β 4622
5. California Code of Regulations [CCR] Title 5 –β–β 4630?4631
6. California Education Code [EC] –β–β 200, 220, 262.3
7. California Education Code [EC] –β–β 234 - 234.5
8. California Education Code [EC] –β 35186
9. California Education Code [EC] –β 48985
10. California Education Code [EC] –β–β 49010 - 49013
11. California Education Code [EC] –β 52075
12. California Government Code [GC] –β–β 11135, 11138
13. California Penal Code (PC) –β 422.55

Legal Reference:

EDUCATION CODE

200–#262.4 Prohibition of discrimination

8200–#8498 Child care and development programs

8500–#8538 Adult basic education

18100–#18203 School libraries

32289 School safety plan, uniform complaint procedures

35186 Williams uniform complaint procedures

48985 Notices in language other than English

49010–#49013 Student fees

49060–#49079 Student records

49490–#49590 Child nutrition programs

52060–#52077 Local control and accountability plan, especially

52075 Complaint for lack of compliance with local control and accountability plan requirements

52160–#52178 Bilingual education programs

52300–#52490 Career technical education

52500–#52616.24 Adult schools

52800–#52870 School–#based program coordination

54400–#54425 Compensatory education programs

54440–#54445 Migrant education

54460–#54529 Compensatory education programs

56000–#56867 Special education programs

59000–#59300 Special schools and centers

64000–#64001 Consolidated application process GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900–#12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime? definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600–#4687 Uniform complaint procedures

4900–#4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681–#1688 Title IX of the Education Amendments of 1972

6301–#6577 Title I basic programs

6801–#6871 Title III language instruction for limited English proficient and immigrant students

7101–#7184 Safe and Drug–#Free Schools and Communities Act

7201–#7283g Title V promoting informed parental choice and innovative programs

7301–#7372 Title V rural and low–#income

school programs

12101–#12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d–#2000e–#17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h–#2–#2000h–#6 Title IX of the Civil Rights Act of 1964

6101–#6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability? complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1–#99.67 Family Educational Rights and Privacy

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or

TCSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy INGLEWOOD UNIFIED SCHOOL DISTRICT adopted: April 25, 2016 Inglewood, California

Third Parties, January 2001

# Inglewood Unified School District



## Uniform Complaint Procedures

Annual Notice 2018/2019 School Year

This document presents information about how we process UCP complaints concerning particular programs or activities in which we receive state or federal funding. A UCP complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying or charging pupil fees for participation in an educational activity or non-compliance with the requirements of our LCAP.

A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation, bullying and non-compliance with laws relating to pupil fees or non-compliance with the requirements of our LCAP.

Thelma Meléndez de Santa Ana, Ph.D.  
STATE ADMINISTRATOR

### BOARD OF EDUCATION

Mrs. Margaret Turner-Evans  
President, Seat #4

D'Artagnan Scorza, Ph.D.  
Vice President, Seat #5

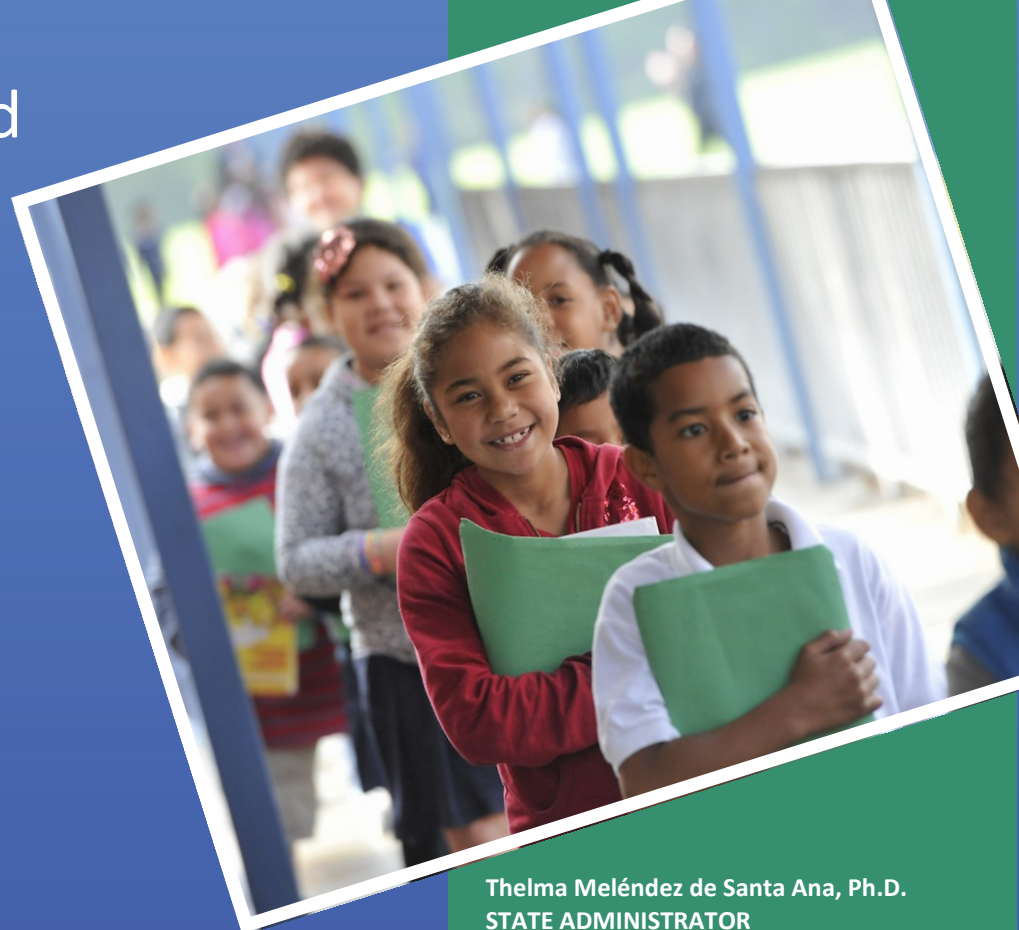
Dionne Young Faulk, J.D.  
Member, Seat #1

Carliss R. McGhee, Ph.D.  
Member, Seat #2

Mrs. Alice Grigsby, M.P.A.  
Member, Seat #3

### CONTACT :

Inglewood Unified School District  
School and Community Relations  
401 S. Inglewood Avenue  
Inglewood, CA 90301



**Programs and activities that are implemented by our district and subject to the UCP in which we receive state or federal funding are:**

- Adult Education
- After School Education and Safety
- Career Technical Education
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education; Career Technical; Technical Training (State)
- Career Technical Education (Federal)
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Economic Impact Aid
- Education Of Pupils In Foster Care, Pupils Who Are Homeless, Former Juvenile Court Pupils Now Enrolled In A School District, and Pupils Of Military Families
- Every Student Succeeds Act / No Child Left Behind (Titles I–VII)
- Local Control and Accountability Plans (LCAP)
- Physical Education Instructional Minutes
- Pupil Fees
- School Safety Plans
- Special Education
- State Preschool
- Tobacco-Use Prevention Education

**The following complaints shall be referred to other agencies for appropriate resolution and are not subject to our UCP process set forth in this document unless these procedures are made applicable by separate interagency agreements:**

1. Allegations of child abuse shall be referred to County Dept. of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.
2. Health and safety complaints regarding a Child Development Program shall be referred to Dept. of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.
3. Employment discrimination, harassment, intimidation or bullying complaints shall be sent to the State Dept. of Fair Employment and Housing (DFEH).
4. Allegations of fraud shall be referred to the Legal, Audits and Compliance Branch in the California Department of Education (CDE).

A pupil fee is a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of state codes and constitutional provisions which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers. Educational activities are those offered by a school, school district, charter school, or county office of education that constitute a fun-

damental part of education, including, but not limited to, curricular and extracurricular activities.

*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 extra-curricular 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.

The LCAP is an important component of the Local Control Funding Formula (LCFF), the revised school finance system that overhauled how California funds its K-12 schools. Under the LCFF we are required to prepare an LCAP, which describes how we intend to meet annual goals for our pupils, with specific activities to address state and local priorities identified pursuant to Education Code Section 52060(d).

**The responsibilities of the Inglewood Unified School District**

We have the primary responsibility to insure compliance with applicable state and federal laws and regulations. We shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations about discrimination, harassment, intimidation, bullying and noncompliance with laws relating to pupil fees for participation in an educational activity and LCAP and seek to resolve those complaints in accordance with our Uniform Complaint Procedures.

We shall ensure annual dissemination of the written notice of our complaint procedures to students, employees, parents or guardians of its students, school and district advisory committees member, appropriate private school officials or representatives, and other interested parties that includes information regarding unlawful pupil fees and LCAP requirements.

An appeal is a request made in writing to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or a reinvestigation of the lower adjudicating body's decision.

Our UCP Annual Notice shall also include information regarding the requirements of Education Code sections 49010 through 49013 relating to pupil fees and information regarding the requirements of Education Code section 52075 relating to the LCAP.

Our UCP Annual Notice shall be in English and in the primary language, pursuant to section 48985 of the Education Code, or mode of communication of the recipient of the notice.

**The following is responsible for receiving and investigating complaints and ensuring our compliance:**

Name or title: Lillian Grant

Unit or office: Public Relations Department

Address: 401 South Inglewood Avenue, Inglewood CA 90301

Phone: (310) 419-2700 x3080

E-mail address: Lgrant@inglewood.k12.ca.us

The above, responsible for compliance and investigations, is knowledgeable about the laws and programs assigned to investigate.

We 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 the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

An unlawful discrimination, harassment, intimidation and bullying complaint shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

The time for filing a discrimination, harassment, intimidation or bullying complaint may be extended in writing by our district superintendent or his or her designee, upon written request by the complainant setting forth the reasons for the extension. The period for filing a discrimination, harassment, intimidation or bullying complaint may be extended by our superintendent or his or her designee for good cause for a period not to exceed 90 calendar days following the expiration of the six month time period. Our superintendent shall respond immediately upon a receipt of a request for extension.

The complaint shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, harassment, intimidation, and bullying or by one who believes an individual or any specific class of individuals has been subjected to discrimination, harassment, intimidation, and bullying prohibited by this part.

We ensure that complainants are protected from retaliation and that the identity of a complainant alleging discrimination, harassment, intimidation, and bullying remain confidential as appropriate.

An investigation of a discrimination, harassment, intimidation, and bullying complaint shall be conducted in a manner that protects confidentiality of the parties and maintains the integrity of the process.

Complainants are advised of the right to pursue civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws. Civil law remedies, including, injunctions, restraining orders, or other remedies or orders may also be available at any time.

If we find merit in a pupil fees and/or an LCAP complaint we shall provide a remedy to all affected pupils, parents, and guardians that, in the case of pupil fees, includes reasonable efforts by us to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations

adopted by the state board.

We submitted our UCP policies and procedures to our local governing board for approval and adoption (see the outside of this document for final adoption date).

Filing a complaint with the Inglewood Unified School District

Except for Williams complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of pupils or staff, and teacher vacancies or misassignments, and complaints that allege discrimination, harassment, intimidation, and bullying, any individual, public agency or organization may file a written complaint with our district superintendent or his or her designee alleging a matter which, if true, would constitute a violation by our LEA of federal or state law or regulation governing a program. A pupil fees complaint may be filed with the principal of a school.

A pupil fees complaint and/or an LCAP complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

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

The investigation shall provide an opportunity for the complainant, or the complainant's representative, or both, to present evidence or information.

Refusal by the complainant to provide the investigator with documents or other evidence 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 the allegations.

Refusal by Inglewood Unified School District 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 obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Except for Williams complaints and pupil fees complaints, a UCP complaint will be investigated and a written report (also known as the Decision) issued to the complainant within 60 days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.

We shall issue a Decision based on the evidence and will contain the following elements:

1. The findings of fact based on the evidence gathered,
2. Conclusion of law,
3. Disposition of the complaint,
4. The rationale for such disposition,