

# UCP Annual Notice

*[Name of your Local Educational Agency or LEA]*

*FOR THE LEA (not to be on notice itself):*

*This notice shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the Education Code, or mode of communication of the recipient of the form.*

*The terms 'pupil' and 'student' may be used interchangeably.*

## 2014 - 2015

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

The *[name of your LEA]* 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 *[name of your LEA]* 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.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in *[customize to identify only those programs in your LEA]*; *δ;δlâ&Â±ÿQăúφ|ŽÚAA “PËÜÓ3. A purchase that associated with an educational activity.*

*A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred.*

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

Name\* and/or Title: \_\_\_\_\_

Unit or office: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

\*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