



YUBA CITY UNIFIED SCHOOL DISTRICT

425 Plumas Boulevard, Ste 200 · Yuba City · California · 95991 · (530) 822-5200 · Fax (530) 671-2454

2023-2024 ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP) YCUSD Policy 1312.3

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

The Yuba City Unified School District is primarily responsible 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.

Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, 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 an educational institution, as defined by Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt From Licensing

And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

Filing a UCP Complaint

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

For complaints relating to the Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

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 may be filed with the principal of a school or our superintendent or our superintendent or their designee.

A pupil fee or an LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Additional Information

We shall post a standardized notice, in addition to this notice, of the educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils in military families and pupils formerly in Juvenile Court now enrolled in a school district.

We shall post a notice to identify appropriate subjects of state preschool health and safety issues in each California state preschool program classroom in each school notifying parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the *California Code of Regulations* that apply to California state preschool programs pursuant to *HSC* section 1596.7925 and (2) where to get a form for a state preschool health and safety issues complaint.

Contact Information

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

Name or title: Assistant Superintendent of Human Resources
Address: 425 Plumas Blvd., Ste 200, Yuba City, California 95991
Phone: 530-822-5230
Email:

A pupil fees complaint is filed with the principal of a school and/or:

Name or title: Assistant Superintendent of Educational Services
Address: 425 Plumas Blvd., Ste 200, Yuba City, California 95991
Phone: 530-822-7611
Email: tguzman@ycusd.org

Complaints will be investigated and a written Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This 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 Yuba City Unified School District's UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to 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 Yuba City Unified School District's Decision.

We advise any complainant 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 the Yuba City Unified School District's UCP compliant policies and procedures are available free of charge.

This Uniform Complaint Procedure, as well as a printer-friendly version of YCUSD Board Policy 1312.3 and Administrative Regulation 1312.3 are available at: <https://www.ycusd.org/District/Required-Postings/Complaint-Procedure-Outline/index.html>

Access more YCUSD Board Policies or Administrative Regulations through the GAMUT system at: <https://www.ycusd.org/District/GOVERNING-BOARD/Board-Policy-and-Regulations/index.html>

Username: ycusd Password: policies