



PITTSBURG UNIFIED SCHOOL DISTRICT

2000 Railroad Ave ▪ Pittsburg ▪ California ▪ 94565

ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties

The Pittsburg 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 and complaints alleging violation of state or federal laws governing educational programs.

The Pittsburg 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, mental or physical 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 Accommodation for Pregnant and Parenting Pupils, Adult Education, After School Education/Safety, Agricultural Career Technical Education, Career Technical/Technical Education; Career Technical; Technical Training, Career Technical Education, Child Care and Development, Compensatory Education, Course Periods without Educational Content, Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district and Children of Military Families, 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, School Site Councils, State Preschool, State Preschool Health and Safety Issues in Pittsburg Unified School District's Exempt From Licensing. The UCP process will also be used when addressing complaints alleging failure to comply with the prohibition against requiring students to pay fees or other charges for participation in educational activities (pupil fees complaint shall be filed no later than one year from the date the alleged violation occurred), and to investigate any complaint alleging that the district has not complied with the legal requirements related to the Local Control Accountability Plan (LCAP). Pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

Complaints must be filed in writing with the following compliance officer:

Name and Title of Compliance Officer: Jennifer Clark, Director of Student Services
Address: 2000 Railroad Avenue, Pittsburg, CA 94565
Telephone Number: (925) 473-2346

The Pittsburg Unified School District shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families, as specified in Education Code Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. The notice shall include complaint process information, as applicable.

In order to identify appropriate subjects of state preschool health and safety issues pursuant to California Health and Safety Code (HSC) Section 1596.7925, a notice shall be posted in each California state preschool program classroom in each school in the Pittsburg Unified School District. The notice shall (1) state the health and safety requirements under 5 CCR that apply to California state preschool programs pursuant to HSC Section 1596.7925 and (2) state the location at which to obtain a form to file a state preschool health and safety issues complaint pursuant to HSC Section 1596.7925.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) calendar days from the receipt of the complaint. This sixty (60) calendar day time period may be extended by written agreement of the complainant. The district 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 the district's decision to the California Department of Education (CDE) by filing a written appeal within 15 calendar days of receiving the district's decision. The appeal must include a copy of the complaint filed with the district and a copy of their 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 the 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 Pittsburg Unified School District's UCP policy and complaint procedures shall be available free of charge.