

**Uniform Complaint Procedures (UCP)  
Annual Notice for 2018—2019**

**Redlands Unified School District**

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

The Redlands Unified School District has the primary responsibility to insure 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 in:

Adult Education	English Learner Programs
After School Education and Safety	Every Student Succeeds Act
California Peer Assistance and Review Programs for Teachers	Local Control and Accountability Plans (LCAP)
Career Technical Education	Physical Education Instructional Minutes (for grades one through six)
Child Care and Development	Pupil Fees
Child Nutrition	Reasonable Accommodations to a Lactating Pupil
Compensatory Education	Regional Occupational Centers and Programs
Consolidated Categorical Aid	School Safety Plans
Course Periods without Educational Content (for grades nine through twelve)	Special Education
Early Childhood Education Program Assessments	State Preschool
Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district	

The district shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our governing board.

Complaints alleging discrimination, harassment, intimidation or bullying must be filed within six 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 designee.

A complaint of noncompliance with laws relating to pupil fees may be filed with the principal of the school and shall be filed no later than one year from the date the alleged violation occurred. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

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 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 extracurricular 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.

Complaints other than those relating to pupil fees must be filed in writing to the following Lead Compliance Officer:

Dr. Kenneth Wagner  
Assistant Superintendent, Educational Services Division  
20 W. Lugonia Avenue  
Redlands, CA 92374  
(909) 307-5300  
Kenneth\_wagner@redlands.k12.ca.us

Complaints will be investigated and a written report with a 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 our UCP policies and procedures.

The complainant has a right to appeal the district's decision of complaints regarding specific programs and activities subject to the 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 our 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 our Uniform Complaint Procedures (Board Policy/Administrative Regulation) can be found online and are also available free of charge.