



# Uniform Complaint Procedures (UCP) Annual Notice for 2020-2021

## *Redlands Unified School District*

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

The *Redlands 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 such as:

<ul style="list-style-type: none"> <li>Accommodations for Pregnant and Parenting Pupils</li> </ul>	<ul style="list-style-type: none"> <li>Adult Education</li> </ul>	<ul style="list-style-type: none"> <li>After School Education and Safety</li> </ul>
<ul style="list-style-type: none"> <li>Career Technical Education</li> </ul>	<ul style="list-style-type: none"> <li>Child Care and Development</li> </ul>	<ul style="list-style-type: none"> <li>Compensatory Education</li> </ul>
<ul style="list-style-type: none"> <li>Consolidated Application</li> </ul>	<ul style="list-style-type: none"> <li>Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district and Children of Military Families</li> </ul>	<ul style="list-style-type: none"> <li>Every Student Succeeds Act</li> </ul>
<ul style="list-style-type: none"> <li>Local Control and Accountability Plans (LCAP)</li> </ul>	<ul style="list-style-type: none"> <li>Physical Education Instructional Minutes</li> </ul>	<ul style="list-style-type: none"> <li>Pupil Fees</li> </ul>
<ul style="list-style-type: none"> <li>Reasonable Accommodations to a Lactating Pupil</li> </ul>	<ul style="list-style-type: none"> <li>Regional Occupational Centers and Programs</li> </ul>	<ul style="list-style-type: none"> <li>School Plans for Student Achievement</li> </ul>
<ul style="list-style-type: none"> <li>School Safety Plans</li> </ul>	<ul style="list-style-type: none"> <li>School Site Councils</li> </ul>	<ul style="list-style-type: none"> <li>State Preschool</li> </ul>

### **Pupil Fees**

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:

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.

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.

A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred. A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. 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.

### **Additional Information**

We 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 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

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:

*Assistant Superintendent, Educational Services Division*  
20 W. Lugonia Avenue, Redlands, CA 92373  
(909) 307-5300, ext. 20302  
*Kenneth\_wagner@rusd.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 our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to 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 process shall be available free of charge.