

ESCONDIDO UNION HIGH SCHOOL DISTRICT
UNIFORM COMPLAINT PROCEDURES

This procedure is 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 *Escondido Union High 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 *Escondido Union High 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 complaints may be based on actual or perceived genetic information, ethnic group identification, race, ancestry, national origin, religion, color, marital, pregnancy, or parental status, mental or physical disability, age, and actual or perceived sex characteristics such as sexual orientation, gender, gender identity or gender expression, or a person's association with a person or group with one or more of these actual or perceived characteristics, in any district 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 the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, education for foster and homeless students, reasonable accommodations for parenting students, course assignments, the requirements for the development and adoption of a school safety plan, state and/or federal laws in adult education programs, after school and safety programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and developmental programs, child nutrition programs, Local Control Funding Formula programs and the LCAP implementation process, and special education programs.

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

Compliance Officer:	Dr. Olga E. West, Assistant Superintendent of Human Resources
Address:	302 N. Midway Drive, Escondido, CA 92027
Telephone Number:	(760) 291-3200
Email:	owest@euhsd.org

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. 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. 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, 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 alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, 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 up to 90 days by written agreement of the complainant. The LEA 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 LEA's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision. Civil law remedies may be available under state or federal discrimination 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 LEA'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 *Escondido Union High School District's* UCP policy and complaint procedures shall be available free of charge.
Revised Feb 2018