



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** Uniform Complaint Procedures (UCP)

**NUMBER:** BUL-5159.14

**ISSUER:** Devora Navera Reed, General Counsel  
Office of the General Counsel

**DATE:** June 23, 2025

**ROUTING**

All Employees

**POLICY:** The District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and shall investigate complaints alleging failure to comply with those laws and regulations, including but not limited to allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group or noncompliance with laws relating to all programs and activities implemented by the District that are subject to UCP as cited within this policy. The District shall seek to resolve those complaints of noncompliance pursuant to procedures in §§ 4600-4694 of Title 5 of the California Code of Regulations (CCR) and the District's Governing Board policies and procedures under the UCP, including allegations of retaliation for participation in the UCP process and/or to appeal District decisions regarding such complaints.

UCP notice brochures are available at all schools and on the District's website in the school community's primary languages. Written notice regarding UCP must be disseminated annually to staff, students, parents/guardians, appropriate private school officials or representatives, District/school advisory committees, and other interested school parties. Distribution may be in any form that will reach the school community. A copy of the UCP policy and procedures shall be available free of charge. Complainants are encouraged, where possible, to try to resolve complaints directly at the school, work site, or with their Region.

**MAJOR CHANGES:** This Bulletin replaces BUL-5159.13, Uniform Complaint Procedures (UCP), issued July 1, 2024, by the Office of the General Counsel. It reflects updated legislative changes, including the enactment of Assembly Bill 1078 (effective September 25, 2023), which impacts the District's policies and procedures related to Instructional Materials complaint concerns. Assembly Bill 1078 clarifies the responsibilities of school districts regarding the use, selection, and rejection of textbooks, instructional materials, library books, and other

educational resources. The law reinforces nondiscrimination requirements and mandates that materials reflect California's diversity. It also authorizes the California Department of Education to enforce compliance with these provisions when local educational agencies fail to act. The Complaint Form (Attachment B) has been revised to align with these new legal requirements. This revision also updates statutory citations and UCP complaint categories to reflect recent legislative changes.

**BACKGROUND:** On February 10, 2015, the District Board of Education ratified a delegation of its authority to approve the District's UCP policy and procedures to the District's Superintendent of Schools to remain in force until the delegation is rescinded.

A UCP complaint is a written, signed statement (e.g., written, typed, or electronically generated) by any individual, including a person's duly authorized representative or an interested third party, public agency, or organization, alleging federal or state laws or regulations violations for matters addressed in Education Code (EC) § 33315(a)(1) and applicable future matters the Legislature identifies, including unlawful discrimination, harassment, intimidation or bullying against any protected group, and must be filed under UCP per 5 CCR §§ 4600-4694.

Protected groups from unlawful discrimination, harassment, intimidation or bullying are identified in Education Code §§ 200, 220, and Government Code § 11135, including any actual or perceived characteristics set forth in Penal Code § 422.55, to include actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, immigration status, religion, color, mental or physical disability, age, 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 the District conducts, which is funded directly by, to which it provides significant assistance, or that receives or benefits from any state financial assistance or affiliation with the Boy Scouts of America and other designated youth groups or any other basis protected by law or regulation, in its educational program(s) or employment.

Discrimination includes, but is not limited to, the Board's refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom

instruction, or any book or other resource in a school library, on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code §§ 51204.5 and 60040, unless such study would violate Education Code §§ 51501 or 60044. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction ("SPI"). (Education Code § 243).

Schools with at least one lactating pupil on campus must provide reasonable accommodations to a lactating pupil on campus to express breast milk, breastfeed an infant, or address other breastfeeding-related needs. The law prohibits the lactating pupil from incurring an academic penalty because of her use during the school day of reasonable accommodations. It affords that she shall be provided the opportunity to make up any work missed due to such use. Further, pregnant and parenting pupils are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children, such as eight weeks or more of parental leave to care for or bond with the infant, excused absences for the care of a sick child, opportunities to return to the course of study enrolled in before they leave, making up missed work, enrolling for a fifth year, accessing alternative education options, and not incurring an academic penalty. A complaint of noncompliance with the requirements of Education Code § 222 may be filed under UCP. A remedy shall be provided to the affected pupil if merit is found in such a complaint.

A pupil enrolled in a school in the District shall not be required to pay a pupil fee for supplies, materials, and equipment needed for participation in an educational activity unless the charge for such a fee is specifically authorized by law and does not violate Education Code § 49011. Pupil fees are fees charged to a pupil as a condition for registering for school or classes or as a condition for participation in a class or 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 fee waiver shall not

make a pupil fee permissible. Schools shall not establish a two-tier educational system by requiring a minimal educational standard and offering a second, higher one that pupils may only obtain through payment of a fee or additional supplies that the school does not provide. Schools shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or parents/guardians and shall not remove credits or privileges related to educational activities or otherwise discriminate against a pupil or parents/guardians who do not provide money or donations; voluntary donations can be solicited. A complaint of noncompliance should be filed with the school principal, the District Superintendent, or the designee. A complainant not satisfied with the school's decision may appeal the decision to the UCP Coordinator and shall receive a written appeal decision within 60 days of receipt of the complainant's request. A pupil fee complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees (§§ 49010 to 49013). The complaint shall be filed no later than one year after the alleged violation. If merit is found in a pupil fee complaint, the school shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the State board. The District will attempt in good faith by engaging in reasonable efforts to identify and fully reimburse all pupils, parents/guardians who paid a pupil fee within one year before the filing of the complaint.

Existing law requires the adopted course of study for grades 1 to 6 inclusive, including instruction in specified areas of study, including physical education for a total period of not less than 200 minutes each ten school days, exclusive of recesses and lunch. Instruction in physical education in an elementary school maintaining any of grades 1 to 8, inclusive, shall be for a total period of not less than 200 minutes each ten school days, exclusive of recesses and the lunch period. A complaint that the District has not complied with instructional minute requirements of the physical education adopted course of study for pupils in those grades may be filed under UCP. If merit is found in such a complaint, a remedy shall be provided to all affected pupils, parents, and/or guardians.

Education Codes §§ 48645.7, 48853, 48853.5, 49069.5, 51225.1 and 51225.2, which address and provide for standardized notice of educational rights and complaint processes for pupils in foster care, homeless, former juvenile court pupils now enrolled in a school district, pupils in military families, migratory pupils and pupils participating in newcomer programs to immediate enrollment, remaining in the school of origin, being enrolled in their local comprehensive school, obtaining partial credits, graduating with the State's minimum requirements, and access to academic resources, services, and extracurricular activities, have been amended to allow that a complaint of noncompliance with the requirements of the sections may be filed under the UCP. A remedy shall be provided to the affected pupil if merit is found in such a complaint.

The District prohibits assigning pupils in grades 9-12 to courses without educational content. A complaint of noncompliance with the requirements (§§ 51228.1, 51228.2) may be filed under the UCP. A remedy shall be provided to the affected pupil if the complaint has merit.

A complaint that a district has not complied with the requirements of the LCAP may also be filed using UCP (§ 52075). An LCAP complaint may be filed anonymously if it provides evidence/information leading to evidence to support an allegation of noncompliance. If merit is found in an LCAP complaint, a remedy shall be provided to all affected pupils, parents, and/or guardians. LCAP requirements are found in §§ 52060-52076.

The following guidelines apply.

**GUIDELINES:**

**I. UNIFORM COMPLAINT PROCEDURES PROCESS JURISDICTION**

**A. List of All Federal and State Programs Under Jurisdiction of the UCP Process (§ 33315):**

1. Adult education programs (§§ 8500-8538, 52334.7, 52500, 52616.18)
2. After school education and safety (§§ 8482-8484.65)
3. Agricultural career technical education (§§ 52460-52462)
4. Compensatory education (§ 54400)
5. Consolidated categorical aid programs (34 CFR §§ 299.13-299.15, EC § 33315)
6. Migrant education (§§ 54440-54445)

7. Career technical and technical education and career technical and technical training programs (§§ 52300-52462)
8. Childcare and development programs (§§ 8200-8498)
9. Every Student Succeeds Act (20 United States Code § 6301 et seq.; EC § 52059)
10. School or athletic team names, mascots, or nicknames (EC § 221.3, 33315)
11. Discrimination, harassment, intimidation, or bullying of protected groups identified under §§ 200 and 220 and § 11135 of the Government Code, including any actual or perceived characteristic as set forth in § 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 in § 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance. (related to employee-to-student, student-to-student, student-to-employee, third party to student, employee-to-third party)
12. Accommodations for pregnant and parenting pupils, including reasonable accommodations for lactating pupils (§§ 46015, 222)
13. Educational and graduation rights of foster youth, homeless youth, and other youth (e.g., former juvenile court school pupils, pupils from military families, newcomers, and migratory education students) (§§ 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
14. Pupil Fees (§§ 49010-49013)
15. Courses periods without educational content (§§ 51228.1-51228.3)
16. Physical education instructional minutes (§ 51223)
17. Local control and accountability plans (LCAP) (§ 52075)
18. Regional occupational centers and programs (§§ 52300-52334.7)
19. School plans for student achievement (§ 64001)
20. School site councils (§ 65000)
21. Instructional Materials and Curriculum – Diversity (EC § 243)
22. State preschools (§§ 8235-8239.1)
23. Deficiencies related to preschool health and safety issues for a California state preschool program exempt from licensing (5 CCR § 1596.7925, EC § 8235.5); per public notices posted for applicable classrooms
24. Any other state or federal educational program the State Superintendent of Public Instruction or designee deems appropriate



B. Complaints Not Under Jurisdiction of the UCP Process:

1. Allegations of employment/work, employee-to-employee and/or student-to-employee discrimination, harassment, intimidation, and/or bullying of protected groups may be referred to the District's Equal Opportunity Section at (213) 241-7685 and to the State Department of Fair Employment and Housing.
2. Allegations of suspected child abuse shall be referred to Child Protective Services (Los Angeles County Department of Children and Family Services or an appropriate city or county law enforcement agency, as applicable).
3. Allegations of fraud may be referred to the District's Office of the Inspector General at (213) 241-7700.
4. Personnel action complaints may be referred to the responsible administrator in the District.
5. Child nutrition programs are addressed under federal provisions pursuant to 7 Code of Federal Regulations (CFR) §§ 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d). Other provisions governing complaints relative to child nutrition programs are found in the CCR §§ 15580 through 15584, which allow for a District investigation, an appeal of the District's investigation report to CDE, and for direct intervention by CDE in some instances (e.g., meal counting and claiming, reimbursable meals, eligibility of child/adult or use of cafeteria funds and allowable expenses). For assistance with child nutrition complaints, the District's Food Services division can provide more information at (213) 241-2993.
6. Special education programs are addressed under federal provisions pursuant to 34 CFR §§ 300.151 through 300.153. Other relevant provisions are found in CCR §§ 3200 through 3205.
7. Health and safety complaints regarding licensed facilities operating a Child Development Program may be referred to the Department of Social Services. For license-exempt state preschool facilities, refer

to BUL-101702, Complaint Procedures Regarding State Preschool Health and Safety Issues. The District's Early Childhood Education Division can provide more information at (213) 241-0415.

8. Bullying complaints not based on protected classes may be referred to the school's Title IX/Bullying Complaint Manager, Principal/Designee, Region Administrator of Operations, or the complaint process regarding implementing the School Discipline Policy and School Climate Bill of Rights, which can be accessed by contacting the respective Region Office.
9. Complaints involving classroom assignments, common core, grades, graduation requirements, hiring and evaluation of staff, homework policies and practices, provision of core curricula subjects, public meeting laws (Bagley-Keen Open Meeting Act, Brown Act, Greene Act), student promotion and retention, student discipline, student records, and other general education requirements may be referred to the appropriate Principal/Designee, Administrator of Operations or responsible administrator in the division/branch/department/unit/Region.
10. Complaints involving instructional materials, emergency or urgent facilities conditions that threaten pupils' or staff's health or safety, and teacher vacancies and misassignments are addressed pursuant to §§ 4680 through 4687. Refer to BUL-4759, Williams Complaint Procedures, for more information.

## II. RELATED DEFINITIONS

Title 5, California Code of Regulations, provides the following definitions:

- A. Appeal: A request made in writing to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or reinvestigation of the lower adjudicating body's decision.
- B. Complainant: Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging a violation of federal



or state laws or regulations, including allegations of discrimination in programs and activities funded directly by the state or receiving any financial assistance from the state.

- C. Complaint: A written and signed statement alleging a violation of federal or state laws or regulations, which may include an allegation of discrimination, harassment, intimidation, and/or bullying. Complaints may be filed anonymously. Notwithstanding 5 CCR § 4600(d), a complaint filed on behalf of an individual student may only be filed by that student or that student's duly authorized representative. If the complainant is unable to put the complaint in writing due to conditions such as disability or illiteracy, the public agency shall assist the complainant in the filing of the complaint. A complainant is not required to use the UCP complaint form.
- D. Complaint Investigation: Administrative process used by the District or the CDE for gathering data regarding the complaint.
- E. Complaint Procedure: An internal process by the CDE or the District to process and resolve complaints.
- F. Days: Calendar days unless designated otherwise.
- G. Mediation: A local problem-solving activity whereby a third party assists the parties to the dispute in resolving the complaint.

### III. NOTIFICATION – DISSEMINATION

- A. Employees  
Provide the UCP policy to all District employees annually at the beginning of each school year.
- B. Students  
The District's formal complaint procedures are provided in the UCP notice brochure and in the Parent Student Handbook, which all schools must distribute annually to every student upon initial enrollment in any District school and at the beginning of each subsequent school year.

C. Parents/Guardians

The District's UCP brochure and Parent Student Handbook are used to provide parents/guardians notice of the District's formal complaint procedures.

D. District/School Advisory Committees, Appropriate Private School Officials or Representatives - Other Interested Parties

The UCP notice brochure is used to provide the required annual distribution of information regarding the District's formal complaint procedures to District/School Advisory Committees, appropriate private school officials or representatives, as well as other interested parties.

#### **IV. CONFIDENTIALITY AND NON-RETALIATION**

Complaints shall be handled confidentially to respect the privacy of all parties to the fullest extent possible. Every effort shall be made to limit the distribution of information to those who need to know within the confines of the District's reporting procedures and investigative process. The District prohibits retaliation in any form for filing a complaint or appeal, reporting instances of noncompliance, discrimination, harassment, intimidation, or bullying, or for participation in the complaint filing or investigation process. Complainants are protected from retaliation. These confidentiality and non-retaliation requirements extend to all parties involved.

#### **V. FORMAL COMPLAINT PROCEDURES**

A. Complaint Filing

1. Any individual, including a person's duly authorized representative, public agency, or organization, may file a written complaint alleging a matter which, if true, would constitute a violation by the District of federal or state laws or regulations governing the programs and activities as well as allegations of unlawful discrimination, harassment, intimidation or bullying identified as jurisdiction under this policy.
2. Any complainant has the right to file a written complaint of unlawful discrimination, harassment, intimidation, or bullying within six

months from the date the alleged incident occurred or the complainant first obtained knowledge/facts of the alleged incident unless the time for filing is extended by the District Superintendent or designee upon written request by the complainant setting forth the reasons, but not to exceed 90 more days. Otherwise, complaints shall be filed no later than one year from the date the alleged violation occurred. For LCAP, the date of the alleged violation is when the reviewing authority approves the LCAP or annual update that the District adopted.

3. A complaint may be filed anonymously if it provides evidence or information leading to evidence to support an allegation of noncompliance, including in pupil fees and LCAP complaints.
4. Complainants making a verbal complaint shall be referred to an administrator/designee who will assist any person with a disability or otherwise unable to prepare a written complaint.
5. The complainant will submit a written and signed complaint to:

Binh Nguyen, Director  
Los Angeles Unified School District  
Office of Student Civil Rights  
333 South Beaudry Avenue - 18th Floor  
Los Angeles, California 90017  
Facsimile: (213) 241-3312  
[EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net)

This individual/office shall be considered the District's representative for receiving and coordinating investigation responses to complaints and correspondence related to this policy and ensuring the District's compliance. The District ensures that the office administrator/designee assigned to investigate complaints knows the laws/programs assigned to be investigated and is responsible for compliance. In addition, those responsible for providing a written report are trained in the UCP investigative process and know federal and state laws/regulations about UCP.

6. The District shall include an opportunity for the complainant, the complainant's duly authorized representative, or both to present the complaint(s) and evidence or information leading to evidence to support the allegations of noncompliance with state and federal laws and/or regulations. Refusal by the complainant to provide the investigator with documents or other evidence related to the complaint allegations, or to otherwise fail or refuse to cooperate in the investigation or engage in any obstruction of the investigation, may result in dismissal of the complaint because of a lack of evidence to support the allegations. Refusal by the District to provide the investigator with access to records and/or other information related to the complaint allegation or to otherwise fail or refuse to cooperate in the investigation or engage in any obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

B. Complaint Receipt

The District administrator/designee shall:

1. Acknowledge receipt of the complaint and review it to determine whether it meets the criteria for filing under the procedures or falls within exceptions listed as jurisdiction under this policy.
2. Inform the complainant of the District policy and appeal procedures when a complaint may be filed directly with the State Superintendent of Public Instruction or another appropriate state or federal agency.
3. Determine whether the complainant and District representative will participate in mediation to resolve the complaint before formal investigation. If the complainant agrees to mediation, the complainant must be informed that mediation may be terminated at any time, and then the complaint may proceed directly to an investigation. Mediation may not extend the timeline for investigation and resolution of the complaint unless the complainant agrees in writing to the extension. Upon reaching a resolution or a remedy that satisfies the complainant, the District will present the complainant with an opportunity to withdraw or proceed with the formal complaint investigation.

4. Determine whether a discrimination, harassment, intimidation, or bullying complaint of a protected group has been filed within six months from the date the alleged incident occurred or the date the complainant first obtained knowledge of the facts of the alleged incident. The confidentiality of such complaints will be observed to the maximum extent possible.
5. Deny the discrimination, harassment, intimidation, or bullying complaint if it has not been filed timely and notify the complainant of the right to appeal to the State Superintendent of Public Instruction for an extension of time in which to file the complaint.
6. Refer the complaint for investigation to the appropriate District office.
7. Ensure that within 60 days of receipt of the written complaint, the complaint has been resolved and/or investigated, and a written report of findings is issued to the complainant. The investigative report must contain the allegations, investigation method, policy, findings of fact based on evidence gathered, conclusions providing a clear determination as to each allegation as to whether the District is in compliance with the relevant law, notice of the complainant's right and procedures to appeal the investigation report to the CDE, and corrective actions if there is merit to the complaint.
8. Obtain an extension of time by written agreement of the complainant if appropriate to conduct the investigation.
9. As required by the CDE's Integrated Student Support and Program Office (ISSPO), when an independent charter school is no longer in operation, the UCP complaint will be addressed by the current Administrative Coordinator, who will serve as the Compliance Officer in the Charter Schools Division. The contact information for the Charter Schools Division Compliance Officer is:

Administrative Coordinator  
Charter Schools Division  
333 S. Beaudry Avenue, 20th Floor  
Los Angeles, CA 90017  
(213) 241-0399

C. Complaint Timeline

1. Each complaint shall be resolved, and a written report of investigative findings will be issued within 60 calendar days of receipt of the written complaint unless the complainant agrees in writing to an extension of time.
2. If the complainant agrees to mediation, it may not result in an extension of the investigation timeline and complaint resolution unless the complainant agrees in writing to the extension.

D. Complaint Investigation

An appropriate District office shall investigate complaints in accordance with District UCP policies and procedures. The office shall:

1. Adhere to a 60-day timeline to request additional information from the complainant as necessary, conduct the investigation, and prepare the final written investigation report.
2. Provide an opportunity for the complainant or complainant's duly authorized representative and District's representative to present relevant information during the mediation or investigative process. The complainant's refusal to provide the investigator with evidence related to the complaint allegations, to otherwise fail or refuse to cooperate, or engage in obstruction of the investigation may result in the complaint's dismissal due to lack of evidence to support the allegations.
3. Obtain statements from individuals/witnesses who can provide relevant information concerning the alleged violation.
4. Review documents that may provide information relevant to the allegation. Request clarification on specific complaint issues from District offices when necessary.
5. Have access to pertinent District records and information. District staff who refuse or fail to cooperate in, or engage in obstruction of

the investigation, may cause a finding based on evidence collected that a violation occurred, which may result in a remedy in the complainant's favor.

6. Prepare an investigation report (in English and the complainant's language), which contains the following elements:
  - a. Findings of fact based on evidence gathered
  - b. Conclusions providing a clear determination as to each allegation as to whether the District is in compliance with the relevant law
  - c. Corrective actions consistent with law, if any warranted
  - d. Notice of and procedures for initiating the complainant's right to appeal the District's investigation report to the CDE if applicable

**E. Complaint Response**

1. The Office of Student Civil Rights Administrative Coordinator will coordinate the final provision of the closing letter and investigation report to the complainant and appropriate administrators/designees.
2. The letter assures the District will not tolerate retaliation against the complainant for opposing District actions, reporting, or threatening to report such actions or for the complainant's participation in an investigation of District actions.
3. The letter provides the complainant with notice of the right to appeal the District's investigation report.

**VI. APPEALS**

**A. Appeals of Region or District Investigation Reports Regarding Allegations of Discrimination, Harassment, Intimidation or Bullying of Protected Groups**

1. Appeals of Region decisions/findings involving allegations of discrimination, harassment, intimidation, or bullying of protected groups may be filed in writing within 15 days to:



Binh Nguyen, Director  
Office of Student Civil Rights  
Los Angeles Unified School District  
333 South Beaudry Avenue - 18th Floor  
Los Angeles, California 90017  
Facsimile: (213) 241-3312  
[EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net)

- a. The complainant shall specify reasons for appealing and include a copy of the Region decision. The Region will provide the Office of Student Civil Rights with access to records/information related to the complaint allegation and information obtained from the Region's investigation. A final written letter of findings will be provided to the complainant with the appeal's disposition and rationale.
2. Otherwise, appeals of District investigation reports regarding specific programs and activities subject to UCP, pupil fees, and the LCAP may be appealed to the CDE by filing a written appeal within 30 calendar days of the District's investigation report. The written appeal should fully explain the basis for appealing the investigation report (the District did not follow its complaint procedures, the District lacked material findings of fact necessary to reach a conclusion of law, the material findings of fact in the report are not supported by substantial evidence, the legal conclusion is inconsistent with the law, and/or in the case where the District found noncompliance, the corrective actions fail to provide a proper remedy), and include a copy of the original locally filed complaint and the District's investigation report. A written appeal decision and any corrective actions will be made available within 60 days of the CDE's receipt of the appeal unless extended by written agreement with the complainant or the department documents exceptional circumstances and informs the complainant. Notice of any additional appeal options will be provided.

For additional information, visit the CDE's UCP web page at <http://www.cde.ca.gov/re/cp/uc>. The appeal may be sent to:

California Department of Education  
1430 N Street  
Sacramento, CA 95814

## VII. CIVIL REMEDIES

Pursuant to Education Code § 262.3, complainants who have filed a UCP complaint are advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders, may be available under California or federal discrimination, harassment, intimidation, or bullying laws if applicable.

**AUTHORITY:** This is the policy of the District Superintendent of Schools. The following legal standard is applied in this policy: California Code of Regulations, Title 5, §§ 4600 – 4694; Education Code § 243

**ATTACHMENTS:** Attachment A – UCP Complaint Form – English  
Attachment B – UCP Complaint Form – Spanish  
Attachment C – UCP Notice Brochure – English  
Attachment D – UCP Notice Brochure – Spanish

Translations of the above documents are also available in various languages. To obtain these translations, please contact the Office of Student Civil Rights at (213) 241-7682 or access them at <https://www.lausd.org/OSCR>.

**ASSISTANCE:** For further information or assistance:

Office of Student Civil Rights; 213-241-7682; <https://www.lausd.org/OSCR>  
Binh Nguyen, Director/District Title IX Coordinator/Section 504 Coordinator

Complaints regarding instructional materials, emergency or urgent facilities conditions that threaten pupils' health and safety, and teacher vacancies or misassignment are addressed in the District Bulletin, BUL-4759, Williams Complaint Procedures. Complaints regarding license-exempt state preschool health and safety issues are discussed in BUL-101702, Complaint Procedures Regarding State Preschool Health and Safety Issues.

## Los Angeles Unified School District Uniform Complaint Procedures Form

Complainant Last Name \_\_\_\_\_ Complainant First Name \_\_\_\_\_

Student Name (if applicable) \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Apt./Suite # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Date(s) of Alleged Violation(s) \_\_\_\_\_

School/Office of Alleged Violation(s) \_\_\_\_\_

For allegations of noncompliance, check the program or activity referred to in your complaint if applicable:

<input type="checkbox"/> Accommodations for pregnant and parenting pupils, including reasonable accommodations for lactating pupils (§§ 46015, 222)	<input type="checkbox"/> Adult education programs (§§ 8500–8538, 52334.7, 52500, 52616.18)	<input type="checkbox"/> After-school education and safety (§§ 8482-8484.65)	<input type="checkbox"/> Agricultural career technical education (§§ 52460-52462)	<input type="checkbox"/> Career technical and technical education and career technical and technical training programs (§§ 52300-52462)
<input type="checkbox"/> Child care and development programs (§§ 8200-8498)	<input type="checkbox"/> Compensatory education (§ 54400)	<input type="checkbox"/> Consolidated categorical aid programs (34 CFR sections 299.13–299.15, EC Section 33315)	<input type="checkbox"/> Courses periods without educational content (§§ 51228.1-51228.3)	<input type="checkbox"/> Educational and graduation rights of foster youth, homeless youth, and other youth (e.g., former juvenile court school pupils, pupils from military families, newcomers, and migratory education students) (§§ 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
<input type="checkbox"/> Every Student Succeeds Act (20 United States Code §6301 et seq.; EC §52059)	<input type="checkbox"/> Local control and accountability plans (§52075)	<input type="checkbox"/> Migrant child education (§§ 54440-54445)	<input type="checkbox"/> Physical education instructional minutes (§ 51223)	<input type="checkbox"/> Pupil Fees (§§ 49010-49013)
<input type="checkbox"/> Regional occupational centers and programs (§§ 52300-52334.7)	<input type="checkbox"/> School plans for student achievement (§ 64001)  <input type="checkbox"/> School or athletic team names, mascots, or nicknames (EC §§ 221.3, 33315)	<input type="checkbox"/> Instructional Materials and Curriculum Content (EC § 243) (The processing of complaints under this statute will be processed under applicable statutory timelines per AB 1078)	<input type="checkbox"/> School site councils (§ 65000)	<input type="checkbox"/> State preschools (§§ 8235-8239.1)
<input type="checkbox"/> Deficiencies related to preschool health and safety issues for a California state preschool program licensing-exempt (5 CCR §1596.7925, EC § 8235.5); per public notices posted for applicable classrooms. Complaint forms can be obtained in those schools or at <a href="https://www.lausd.org/oscr">https://www.lausd.org/oscr</a> .			<input type="checkbox"/> Any other state or federal educational program the State Superintendent of Public Instruction or designee deems appropriate	

For complaints of unlawful discrimination, harassment, intimidation, or bullying of protected groups (employee-to-student, student-to-student, student-to-employee, third party to a student, employee-to-third party) filed no later than six months from the date it occurred or when knowledge was obtained that it occurred, check which actual or perceived protected groups upon which the alleged conduct was based:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Sex   | <input type="checkbox"/> Sexual Orientation            | <input type="checkbox"/> Gender             |
| <input type="checkbox"/> Gender Identity   | <input type="checkbox"/> Gender Expression             | <input type="checkbox"/> Ancestry           |
| <input type="checkbox"/> Ethnic Group Identification   | <input type="checkbox"/> Race or Ethnicity             | <input type="checkbox"/> Religion           |
| <input type="checkbox"/> Nationality   | <input type="checkbox"/> National Origin               | <input type="checkbox"/> Immigration Status |
| <input type="checkbox"/> Color   | <input type="checkbox"/> Mental or Physical Disability | <input type="checkbox"/> Lactating Student  |
| <input type="checkbox"/> Association with a person or group with one or more of the actual or perceived groups listed here |  | <input type="checkbox"/> Age                |

For additional assistance, contact the respective Region Office:

If you have contacted your school and Region and still require assistance, referrals, or resources, contact the Office of Student Civil Rights at (213) 241-7682 or [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net).

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- This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

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- Signature \_\_\_\_\_ Date \_\_\_\_\_

**Binh Nguyen, Director  
District Title IX Coordinator/Section 504 Coordinator  
Office of Student Civil Rights  
Los Angeles Unified School District  
333 South Beaudry Avenue, 18<sup>th</sup> Floor  
Los Angeles, CA 90017**

**Fax: (213) 241-3312**  
**[EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net)**

Complaints regarding Instructional Materials and Curriculum Content may also be filed directly with the State Superintendent of Instruction at:

**State Superintendent of Public Instruction**  
**1430 N Street, Suite 5602**  
**Sacramento, CA 95814-5901**

For more information, please contact Dr. Joseph Green, Administrative Coordinator, at (213) 241-7682.

## Distrito Escolar Unificado de Los Ángeles

### Formulario del Procedimiento Uniforme de Quejas

Apellido de Denunciante \_\_\_\_\_ Nombre de Denunciante \_\_\_\_\_

Nombre del Estudiante (si aplica) \_\_\_\_\_ Grado \_\_\_\_\_ Fecha de Nacimiento \_\_\_\_\_

Domicilio \_\_\_\_\_ # de Apt./Suite \_\_\_\_\_

Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ Zona Postal \_\_\_\_\_

Teléfono de Casa \_\_\_\_\_ Teléfono Celular \_\_\_\_\_ Teléfono del Trabajo \_\_\_\_\_

Correo Electrónico \_\_\_\_\_ Fecha(s) de Supuesta Violación(es) \_\_\_\_\_

Escuela/Oficina de Supuesta Violación(es) \_\_\_\_\_

Para quejas de incumplimiento, favor de marcar el programa o actividad referente a su queja, si aplica:

<input type="checkbox"/> Adaptaciones para estudiantes embarazadas y padres, incluyendo adaptaciones razonables para estudiantes lactantes (§§ 46015, 222)	<input type="checkbox"/> Educación de adultos (§§ 8500-8538, 52334.7, 52500-52616.18)	<input type="checkbox"/> Educación y seguridad después de escuela (§§ 8482-8484.65)	<input type="checkbox"/> Educación profesional técnica en agricultura (§§ 52460-52462)	<input type="checkbox"/> Educación técnica y profesional y de programas de capacitación técnica y profesional (§§ 52300-52462)
<input type="checkbox"/> Programas de cuidado y desarrollo infantil (§§ 8200-8498)	<input type="checkbox"/> Educación compensatoria (§ 54400)	<input type="checkbox"/> Programas de ayuda categórica consolidada (34 CFR sections 299.13–299.15, EC Section 33315)	<input type="checkbox"/> Períodos de cursos sin contenido educativo (§§ 51228.1-51228.3)	<input type="checkbox"/> Derechos educativos y de graduación de los menores en adopción temporal, los jóvenes sin hogar y otros jóvenes (por ejemplo, ex estudiantes de la escuela del tribunal de menores, estudiante de familias militares, recién llegados y estudiantes de educación migratoria) (§§ 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
<input type="checkbox"/> Ley de Éxito para Todos los Estudiantes (20 Código de los Estados Unidos, § 6301 y siguientes; Sección 52059 de EC)	<input type="checkbox"/> Planes de control local para rendir cuentas (§52075)	<input type="checkbox"/> Educación de niños migrantes (§§54440-54445)	<input type="checkbox"/> Minutos de instrucción de educación física (§51223)	<input type="checkbox"/> Cobros a los estudiantes (§§ 49010-49013)
<input type="checkbox"/> Centros y programas ocupacionales regionales (§ 52075)52300-52334.7)	<input type="checkbox"/> Plan escolar para el rendimiento académico estudiantil (§64001)  <input type="checkbox"/> Nombres de escuelas o deportivos, mascotas o apo (Secciones 221.3 y 33315 del Código de Educación)	<input type="checkbox"/> Materiales Instruccionales y Contenido del Currículo (§ 243)	<input type="checkbox"/> Consejos de los Planteles Escolares (§ 65000)	<input type="checkbox"/> Preescolares estatales (§§ 8235-8239.1)
<input type="checkbox"/> Deficiencias relacionadas con temas de salud y seguridad preescolar para un programa preescolar del estado de California exento de licencia (5 CCR § 1596.7925, §8235.5 de EC), según avisos públicos publicados para salones de clase aplicables. Los formularios de quejas pueden obtenerse en esas escuelas o en línea por medio de <a href="https://www.lausd.org/oscr">https://www.lausd.org/oscr</a> .			<input type="checkbox"/> Cualquier otro programa educativo estatal o federal que el Superintendente Estatal de Instrucción Pública o su designado considere apropiado	

Para quejas de discriminación ilegal, hostigamiento, intimidación o *bullying* de grupos protegidos (empleado a estudiante, estudiante a estudiante, estudiante a empleado, tercero a estudiante, empleado a tercero) presentadas a más tardar seis meses a partir de la fecha en que ocurrió o cuando se obtuvo conocimiento de que ocurrió, comprobar qué grupos protegidos reales o percibidos se basaron en la supuesta conducta:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Sexo                           | <input type="checkbox"/> Orientación Sexual           | <input type="checkbox"/> Género              |
| <input type="checkbox"/> Identidad de Género            | <input type="checkbox"/> Expresión de Género          | <input type="checkbox"/> Ascendencia         |
| <input type="checkbox"/> Identificación de Grupo Étnico | <input type="checkbox"/> Raza o Grupo Étnico          | <input type="checkbox"/> Religión            |
| <input type="checkbox"/> Nacionalidad                   | <input type="checkbox"/> Origen Nacional              | <input type="checkbox"/> Estado Migratorio   |
| <input type="checkbox"/> Color                          | <input type="checkbox"/> Discapacidad Mental o Física | <input type="checkbox"/> Estudiante Lactante |
|   |   | <input type="checkbox"/> Edad                |

***Para quejas de acoso que no se basen en estos grupos protegidos y otras quejas no enumeradas en este formulario, favor de comunicarse con el Encargado de Quejas del Título IX / Bullying de su escuela, Administrador del Sitio o Administrador de Operaciones de la Región. Para reclamos de discriminación o acoso de empleado a empleado y de estudiante a empleado, puede comunicarse con la Sección de Igualdad de Oportunidades llamando al (213) 241-7685.***

June 23, 2025



**Fax: (213) 241-3312**  
**[EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net)**

Las quejas con respecto a los materiales de instrucción y el contenido del plan de estudios también se pueden presentar directamente ante el Superintendente de Instrucción del Estado en:

**State Superintendent of Public Instruction**  
**1430 N Street, Suite 5602**  
**Sacramento, CA 95814-5901**

Para más información, por favor comuníquese con el Dr. Joseph Green, Coordinador Administrativo llamando al (213) 241-7682.

## How to Submit a Complaint:

Any person, organization, or public agency may mail, fax, or email a written and signed UCP complaint to:

**Binh Nguyen, Director**  
**Office of Student Civil Rights**  
**Los Angeles Unified School District**  
**333 South Beaudry Avenue – 18th Floor**  
**Los Angeles, CA 90017**  
**Fax: (213) 241-3312**  
**Email: [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net)**

Any person with a disability or unable to prepare a written complaint can receive assistance from the site administrator/designee or the Office of Student Civil Rights at (213) 241-7682.

The District assures confidentiality to the maximum extent possible. Complainants are protected from retaliation. The District prohibits retaliation against anyone who files a complaint or participates in the complaint investigation process.

Pursuant to E.C. § 262.3, complainants are advised civil law remedies, including but not limited to injunctions, restraining orders, or other remedies/orders may be available under state or federal discrimination, harassment, intimidation, or bullying laws if applicable.

A copy of the District's UCP policy and complaint procedures shall be available free of charge.

For UCP-related questions, contact Dr. Joseph Green, Administrative Coordinator, at (213) 241-7682.

## Complaint Investigation and Response:

Each complaint is investigated by the appropriate office knowledgeable about applicable laws, programs and compliance per UCP policies/procedures. The investigation and District response:

1. Provides an opportunity for the complainant and/or a duly authorized representative and District personnel to present information relevant to the complaint;
2. Obtains relevant information from other persons or witnesses who can provide evidence;
3. Reviews related documents;
4. Results in a written investigation report in English or the primary language of the complainant within 60 days from the date of receipt of the written complaint (unless the complainant agrees in writing to extend the investigative timeline), including findings and conclusions for each allegation based on the evidence gathered, corrective actions, if applicable; and
5. Provides notice of appeal rights and procedures.

## How to Appeal:

Complainants may appeal district decisions/findings regarding programs and activities subject to UCP to the State by filing a written appeal within 30 days of the date of the District's investigation report. The appeal must explain the basis for appealing the decision and include a copy of the original complaint and the District's investigation report. The appeal should be sent to:

**California Department of Education**  
**1430 N Street**  
**Sacramento, CA 95814**  
**<http://www.cde.ca.gov/re/cp/uc>**

**The 60-day timeline for investigation and District response shall begin when the written complaint is received by the Office of Student Civil Rights.**



**OFFICE OF STUDENT CIVIL RIGHTS**

# UNIFORM COMPLAINT PROCEDURES (UCP)

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**OFFICE OF THE GENERAL COUNSEL**

BUL-5159.14

June 23, 2025

## Why This Brochure?

This is an annual notice to all stakeholders that the District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and shall investigate complaints alleging failure to comply with those including, but not limited to, allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group or noncompliance with laws relating to all programs and activities subject to UCP cited in this brochure. The District shall seek to resolve complaints in accordance with procedures in California Code of Regulations §§ 4600–4694 and District policies/procedures, including retaliation for participation in the UCP process and/or in appeals of District investigation report regarding such complaints.

Standardized notice of educational rights and complaint processes for pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in the District, and pupils in military families is posted as specified in Education Codes (EC) §§ 48645.7, 48853, 48853.5, 49069.5, 51225.1 and 51225.2.

## Protected Groups Covered:

Allegations of unlawful discrimination, harassment, intimidation, or bullying of students based on protected groups, set forth in Penal Code § 422.55, EC §§ 200, 220, and Government Code § 11135, include actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, immigration status, religion, color, mental or physical disability, age, 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 the District conducts, which is funded directly by, to which it provides significant assistance, or that receives or benefits from any state financial assistance or affiliation with the Boy Scouts of America and other designated youth groups or any other basis protected by law or regulation, in its educational program(s) or employment. These complaints must be filed within six months from the date the alleged incident occurred or when knowledge of the facts of the alleged incident was first obtained. Otherwise, complaints shall be filed no later than one year after the alleged violation.

## UCP Jurisdiction:

- Adult education Programs (§§ 8500–8538, 52334.7, 52500–52616.8)
- After-school education and safety (§§ 8482–8484.65)
- Agricultural career technical education (§§ 52460–52462)
- Compensatory education (§ 54400)
- Consolidated categorical aid programs (34 CFR §§ 299.13–299.15, EC § 33315)
- Migrant child education (§§ 54440–54445)
- Career technical and technical education and career technical and technical training programs (§§ 52300–52462)
- Child care and development programs (§§ 8200–8498)
- Every Student Succeeds Act (20 United States Code § 6301 et seq.; EC § 52059)
- Discrimination, harassment, intimidation, or bullying of protected groups under §§ 200, 220, and § 11135 of the Government Code, including actual or perceived characteristics set forth in § 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 in § 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance (related to employee-to-student, student-to-student, student-to-employee, third party to student, employee-to-third party)
- Accommodations for pregnant and parenting pupils, including reasonable accommodations for lactating pupils (§§ 46015, 222)
- Educational and graduation rights of foster youth, homeless youth, and other youth (e.g., former juvenile court school pupils, pupils from military families, newcomers, and migratory education students) (§§ 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
- Pupil Fees (§§ 49010–49013)
- Courses periods without educational content (§§ 51228.1–51228.3)
- Physical education instructional minutes (§ 51223)
- Local control and accountability plans (LCAP) (§ 52075)
- Regional occupational centers and programs (§§ 52300–52334.7)
- School or athletic team names, mascots, or nicknames (EC § 221.3, 33315)
- School plans for student achievement (§ 64001)
- School site councils (§ 65000)
- School safety plans (§§ 32280–32289)
- State preschools (§§ 8235–8239.1)

- Deficiencies related to preschool health and safety issues for a California state preschool program exempt from licensing (5 CCR § 1596.7925, EC § 8235.5); per public notices posted for applicable classrooms. Complaint forms can be obtained in those schools or at <https://lausd.org/oscr>
- Instructional Materials and Curriculum – Diversity (EC § 243)
- Any other state or federal educational program the State Superintendent of Public Instruction or designee deems appropriate

A pupil enrolled in a school in the District shall not be required to pay a pupil fee for participation in an educational activity. Pupil fees are fees charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or extracurricular activity, regardless of whether the course 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 may be filed with the principal of a school, the Superintendent or the designee.

A complaint may be filed anonymously if it provides evidence or information leading to evidence to support an allegation of noncompliance, including pupil fees and LCAP complaints.

The District will attempt in good faith to engage in reasonable efforts to identify and fully reimburse all pupils, parents/guardians who paid a pupil fee within one year prior to the filing of the complaint.

If merit is found in a complaint, a remedy shall be provided to the affected pupil in cases regarding course periods without educational content, reasonable accommodations to a lactating pupil, education of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in our school district and/or pupils in military families; a remedy shall be provided to all affected pupils and parents/guardians in cases involving pupil fees, physical education instructional minutes and/or LCAPs.

## Cómo Presentar una Queja:

Cualquier persona, organización o agencia pública puede enviar por correo, fax o correo electrónico una queja de UCP escrita y firmada a:

**Binh Nguyen, Director**  
**Office of Student Civil Rights**  
**Los Angeles Unified School District**  
**333 South Beaudry Avenue – 18th Floor**  
**Los Angeles, CA 90017**  
**Fax: (213) 241-3312**

**Correo Electrónico: EquityCompliance@lausd.net**

Cualquier persona con una discapacidad o que no pueda preparar una queja por escrito puede recibir ayuda del administrador/persona designada del plantel o de la Oficina de Derechos Civiles Estudiantiles llamando al (213) 241-7682.

El Distrito garantiza confidencialidad al máximo grado posible. Los denunciantes están protegidos contra las represalias. El Distrito prohíbe represalias en contra de un individuo que haya presentado una denuncia o que participe en el proceso de investigación de una denuncia.

De conformidad con la sección 262.3 del Código de Educación, a los denunciantes se les informa sobre la posible disponibilidad de medidas correctivas del derecho civil, que incluyen, entre otras, interdictos, órdenes de restricción, u otras medidas o directrices en consonancia con leyes estatales o federales sobre la discriminación, el hostigamiento, la intimidación, o el acoso o bullying.

Se proporcionará gratuitamente una copia de la política y procedimientos UCP del Distrito para denuncias.

Para preguntas relacionadas con UCP, comuníquese con Dr. Joseph Green, Coordinador Administrativo llamando al (213) 241-7682.

## Investigación y Respuesta a Quejas:

Cada queja es investigada por la oficina apropiada que posee conocimiento de las leyes, programas y cumplimiento correspondientes de acuerdo con las políticas / procedimientos de UCP. La investigación y la respuesta del Distrito:

1. Brinda la oportunidad al denunciante y/o a un representante debidamente autorizado y al personal del Distrito de presentar información relevante para la queja;
2. Obtiene la información que sea relevante de otras personas o testigos que pueden proporcionar evidencias;
3. Revisa los documentos relacionados;
4. Da como resultado un informe de investigación escrito en inglés o en el idioma principal del denunciante dentro de los 60 días posteriores a la fecha de recibir la queja escrita (a menos que el denunciante acuerde por escrito extender el plazo de investigación), incluyendo los hallazgos y conclusiones de cada alegato basados en las evidencias recopiladas, acciones correctivas, si procede; y
5. Proporciona notificación de los derechos y procedimientos de apelación.

## Cómo Apelar:

Los denunciantes pueden apelar las decisiones/ hallazgos del Distrito con respecto a los programas y actividades sujetos a UCP al Estado mediante la presentación de una apelación por escrito dentro de los 30 días de la fecha del informe de investigación del Distrito. La apelación debe explicar el motivo por apelar la decisión e incluir una copia de la queja original y el informe de investigación del Distrito. La apelación deberá enviarse a:

**California Department of Education**  
**1430 N Street**  
**Sacramento, CA 95814**  
**<http://www.cde.ca.gov/re/cp/uc>**

**El plazo de tiempo de 60 días para la investigación y la respuesta del Distrito comenzará cuando la Oficina de Derechos Civiles de los Estudiantes reciba la queja por escrito.**



**OFICINA DE DERECHOS CIVILES  
DE LOS ESTUDIANTES**

## PROCEDIMIENTO UNIFORME PARA QUEJAS (UCP)

**DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES**  
**OFICINA DEL ASESOR JURÍDICO**



## ¿Por qué este folleto?

Esta es una notificación anual para todas las partes interesadas que el Distrito tiene la principal responsabilidad de asegurar el cumplimiento con las leyes y reglamentos estatales y federales que correspondan, e investigará las quejas alegando falta de cumplimiento con esas que incluyen, entre otras leyes, alegatos de discriminación, acoso, intimidación, u hostigamiento ilegal en contra de cualquier grupo protegido o incumplimiento con las leyes relacionadas con todos los programas y actividades sujetos a UCP citados en este folleto. El Distrito deberá tener como fin resolver denuncias de acuerdo con los procedimientos de la Sección 4600-4694 del Código de Regulaciones de California y las políticas/procedimientos del Distrito, incluyendo represalias por participación en el proceso de UCP y/o en apelaciones del informe de investigación del Distrito con respecto a tales denuncias.

La notificación estandarizada de los derechos educativos y los procesos de queja para los estudiantes en cuidado adoptivo temporal, los estudiantes sin hogar, estudiantes previamente en el tribunal de menores ahora inscritos en el Distrito y los estudiantes de familias militares se publica como se especifica en los artículos 48645.7, 51225.1, 48853.5, 49069.5, 48853 y 51225.2 del Código de Educación (EC, por sus siglas en inglés).

## Grupos Protegidos:

Los alegatos de discriminación, acoso, intimidación o hostigamiento ilegal de estudiantes basado en grupos protegidos, establecidos en la sección 422.55 del Código Penal, las secciones 200, 220 del Código de Educación, y la Sección 11135 del Código Gubernamental incluyen sexo real o percibido, orientación sexual, género, identidad de género, expresión de género, raza o etnia, identificación de grupo étnico, ascendencia, nacionalidad, origen nacional, estatus migratorio, religión, color, discapacidad mental o física, edad, o basado en la asociación de una persona con una persona o grupo con una o más de estas categorías reales o percibidas, en cualquier programa o actividad que realiza el Distrito usando fondos de ayuda estatal o con afiliación de los Boys Scouts of America y otros grupos juveniles asociados o cualquier otra base protegida bajo la ley o regulación, en su programa/s educativo/s o de empleo. Estas quejas deben presentarse dentro de los seis meses posteriores a la fecha en que ocurrió el supuesto incidente o cuando se obtuvo conocimiento de los hechos del supuesto incidente. De otra manera, las denuncias se deberán presentar antes del transcurso de un año posterior al supuesto alegato.

## Jurisdicción de UCP:

- Programas de educación de adultos (§§ 8500-8538, 52334.7, 52500-52616.8)
- Educación y seguridad después de escuela (§§ 8482-8484.65)
- Educación profesional técnica en agricultura (§§ 52460-52462)
- Educación compensatoria (§ 54400)
- Programas de ayuda categórica consolidada (34 CFR §§ 299.13-299.15, EC § 33315)
- Educación de los niños migrantes (§§ 54440-54445)
- Educación técnica y profesional y de programas de capacitación técnica y profesional (§§ 52300-52462)
- Programas de cuidado y desarrollo infantil (§§ 8200-8498)
- Ley de Éxito para Todos los Estudiantes (20 United States Code § 6301 et seq.; EC § 52059)
- La discriminación, acoso, intimidación o bullying de grupos protegidos bajo los §§ 200, 220 y § 11135 del Código Gubernamental, incluyendo las características actuales o percibidas establecidas en § 422.55 del Código Penal, o basada en el criterio de la asociación de una persona con una persona o grupo con una o más de estas características actuales o percibidas, en cualquier programa o actividad realizada por una institución educativa, según se define en § 210.3 que esté financiada directamente por, o que recibe o se beneficia de cualquier ayuda financiera estatal (relacionado con empleado a estudiante, estudiante a estudiante, estudiante a empleado, terceros a estudiante, empleado a terceros)
- Adaptaciones para estudiantes embarazadas y padres, incluyendo adaptaciones razonables para estudiantes lactantes (§§ 46015, 222)
- Derechos educativos y de graduación de los menores de adopción temporal, los jóvenes sin hogar y otros jóvenes (por ejemplo, ex estudiantes de la escuela del tribunal de menores, alumnos de familias militares, recién llegados y estudiantes de educación migratoria) (§§ 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
- Cobros a los estudiantes (§§ 49010-49013)
- Períodos de cursos sin contenido educativo (§§ 51228.1-51228.3)
- Minutos de instrucción de educación física (§ 51223)
- Planes de Control Local para Rendir Cuentas (LCAP) (§ 52075)
- Centros y programas ocupacionales regionales (§§ 52300-52334.7)
- Nombres, mascotas o apodos de escuelas o equipos deportivos (EC § 221.3, 33315)
- Plan escolar para el rendimiento académico estudiantil (§ 64001)
- Consejos de los Planteles Escolares (§ 65000)
- Planes de seguridad escolar (§§ 32280-32289)
- Preescolares estatales (§§ 8235-8239.1)

- Deficiencias relacionadas con temas de salud y seguridad preescolar para un programa preescolar del estado de California exento de licencia (5 CCR § 1596.7925, § 8235.5 de EC), según avisos públicos publicados para salones de clase aplicables. Los formularios de quejas pueden obtenerse en esas escuelas o en línea por medio de <https://lausd.org/oscr>
- Materiales Instruccionales y Contenido del Currículo (EC § 243)
- Cualquier otro programa educativo estatal o federal que el Superintendente Estatal de Instrucción Pública o su designado considere apropiado

Un estudiante matriculado en una escuela del Distrito no deberá pagar una cuota de estudiante por participar en una actividad educativa. Los cobros de estudiantes son honorarios cobrados a un estudiante como condición para registrarse en la escuela o para clases, o como condición para participar en una clase o actividad extracurricular, independientemente de si el curso o actividad es electivo u obligatorio o es para crédito; un depósito de seguridad, u otro pago, que un estudiante debe hacer para obtener un candado, casillero, libro, aparato para una clase, instrumento musical, ropa u otros materiales o equipos; una compra que un estudiante debe hacer para obtener materiales, suministros, equipos o ropa asociados con una actividad educativa. Se puede presentar una queja de cobros a estudiante con el director de una escuela, el Superintendente o la persona designada.

Las denuncias se pueden presentar de forma anónima si contienen evidencia o información que corrobore una acusación de incumplimiento, incluyendo por cobros a los estudiantes y quejas sobre LCAP.

El Distrito tomará toda medida de buena fe por identificar y reembolsar la totalidad del monto a todos los estudiantes y/o padres/tutores legales que hayan pagado un cobro al estudiante dentro del marco de un año previo a la fecha de la denuncia.

Si se fundamenta una denuncia, se proporcionará un remedio al estudiante afectado en los casos relacionados con los períodos de curso sin contenido educativo, las adaptaciones razonables para estudiantes en lactancia, la educación de los estudiante en cuidado adoptivo temporal, los estudiantes que carecen vivienda, los ex estudiantes del tribunal de menores ahora inscritos en el Distrito Unificado de Los Ángeles y/o los estudiantes de familias militares; se proporcionará un remedio a todos los estudiantes y padres/tutores legales afectados en los casos relacionados con cuotas estudiantiles, educación física, minutos de instrucción, y/o planes LCAP.