



## CULVER CITY UNIFIED SCHOOL DISTRICT

State and Federal Programs

4034 Irving Place Culver City, California 90232-2848

310-842-4220 extension 4239

For Culver City Unified School District's (CCUSD) students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties.

The Culver City 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.

Culver City Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our school board. These procedures include complaints which allege unlawful discrimination, harassment, intimidation, or bullying on the basis of actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race, ethnicity, religion, sex or sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by the District. Furthermore, no pupil enrolled in a public school shall be required to pay a pupil fee for participation in an educational activity.

The UCP shall also be used when addressing a pupil enrolled in a public school from being required to pay a pupil fee for participation in an educational activity as well as complaints alleging failure to comply with state and/or federal laws in Adult Education, Consolidated Categorical Aid Programs, Migrant Education, Career Technical and Technical Education and Training Programs, Child Care and Developmental Programs, Child Nutrition Programs, Special Education Programs, and Safety Planning Requirements. Furthermore, the UCP shall be used in to address any complaints regarding the Local Control Funding Formula and the Local Control and Accountability Plan.

Complaints must be filed in writing with the following compliance officer: Kevin Kronfeld, State and Federal Programs  
4034 Irving Place, Culver City, CA 90232

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 designee.

Complaints will be investigated and a written 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 written agreement of the complainant. The District person responsible for investigating the complaint shall conduct and complete the investigation in accordance with California Code of Regulations, Title 5, sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal CCUSD's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the District's Decision. The appeal must include a copy of the complaint filed with CCUSD and a copy of the 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 School 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 Culver City Unified School District's UCP policy and complaint procedures shall be available free of charge.

Sincerely,

Kevin Kronfeld

Coordinator of State and Federal Programs