



922 B Street, Livingston, CA 95334 \* Tel (209)394-5400 \* Fax (209)394-5401

Campus Park Elementary  
1845 H Street  
(209)394-5460

Livingston Middle School  
101 F Street  
(209)394- 5450

Selma Herndon Elementary  
714 Prusso Street  
(209)394-5480

Yamato Colony Elementary  
800 N. Main Street  
(209)394-5470

Walnut Child  
Development Center  
2600 Walnut Ave  
(209)394-7122

**UNIFORM COMPLAINT PROCEDURES (UCP) ANNUAL NOTICE FOR 2016-17**

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

The Livingston Union School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying , and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 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 the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Consolidated Categorical Aid, Migrant Education, Child Care and Development, State Preschool Programs, Child Nutrition Programs, Special Education Programs, School Safety Plans, Bilingual Education, Student Fees, Physical Education Instructional minutes, LUSD’s Local Control Accountability Plan, and Education of Students in Foster Care or Homeless.

Complaints alleging student fees can be filed with the school principal or compliance officer, all other complaints must be filed in writing with the following compliance officer:

Andres Zamora, Superintendent  
922 B Street  
Livingston, CA 95334  
(209) 394-5400

A student fee or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

Complaints alleging discrimination, harassment, intimidation, or bullying must be filed within six (6) 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 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 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 local procedures adopted under section 4621.

The complainant has a right to appeal our decision of complaints regarding specific programs, student 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.

The complainant is advised 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.

#### Student Fees

A student enrolled in a district school shall not be required to pay a student fee for participation in an educational activity. Complaints alleging student fees shall be filed no later than one (1) year from the date the alleged violation occurred.

A complaint of noncompliance with the requirements of the student fee law may be filed with the principal of a school.

A Student fee includes, but is not limited to, all of the following:

- A fee charged to a student 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 student is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a student is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A copy of our UCP complaint policy and procedures is available free of charge and via the District website at: [www.livingstonusd.org](http://www.livingstonusd.org)