

# UCP Annual Notice for 2023 - 2024

(UNIFORM COMPLAINT PROCEDURE)  
**SONORA UNION HIGH SCHOOL DISTRICT**

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

The SONORA UNION HIGH SCHOOL DISTRICT annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures & UCP process.

The SONORA UNION HIGH SCHOOL DISTRICT has the primary responsibility for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful student 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:

- Adult Education
- Agricultural Vocational Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical Education
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education of Students in Foster Care, Students Who are Homeless, and Former Juvenile Court Students Now Enrolled in a School District
- English Learner Programs
- Every Student Succeeds Act / No Child Left Behind
- Food Nutrition Services
- Local Control Accountability Plans (including Charter Schools as described in *EC* §§ 47606.5 and 47607.3);
- Migrant Education
- Physical Education Instructional Minutes
- Reasonable Accommodations to a Lactating Student
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- Student Fees
- Tobacco-Use Prevention Education

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

1. 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.
2. 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.
3. A purchase that a student is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

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A student fees complaint may be filed with the principal of a school or our superintendent. A student fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A student enrolled in a school in our district shall not be required to pay a student fee for participation in an educational activity.

A student fee complaint shall be filed no later than one year from the date the alleged violation occurred.

A food nutrition services complaint shall be investigated within the District and a copy of the complaint will be sent to the California Department of Education (CDE) or United States Department of Agriculture (USDA) as required by the CDE Nutrition Services Division.

We shall post a standardized notice of the educational rights of students in foster care, students who are homeless, former juvenile court students now enrolled in a school district, or children of military families as specified in Education Code Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

The staff member responsible to receive UCP complaints in our district is:

**Karen Sells**  
**Sonora High School Principal**  
430 N. Washington St.  
Sonora, CA 95370  
(209) 532-5511  
ksells@sonorahs.k12.ca.us

**Robert Mayben**  
**Alternative Education Principal**  
251 S. Barretta St.  
Sonora, CA 95370  
(209) 532-1587  
rmayben@sonorahs.k12.ca.us

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 designee.

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, 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.

A copy of our UCP compliant policies and procedures is available free of charge.