

# **P L E A S E P O S T**

Conejo Valley Unified School District  
2021/2022 School Year

## **ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)**

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

The Conejo Valley Unified School District has the primary responsibility for compliance with state and federal 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 and the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

The Conejo Valley Unified School District (CVUSD) 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
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education and Career Education and Technical Training
- Career Technical Education
- Child Care and Development
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content, Courses of Study
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under Sections 200 and 220 and Section 11135 of the *Government Code*
- Economic Impact Aid
- Education of Pupils in Foster Care and Pupils who are Homeless and former Juvenile Court Pupils now enrolled in a school district
- English Learner Programs
- Every Student Succeeds Act/No Child Left Behind (Titles I-VII)
- Juvenile Court Schools
- Local Control Accountability Plans
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Tobacco-Use Prevention Education

# **P L E A S E   P O S T**

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 or 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.

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

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fees complaint is filed with the principal of a school.

A pupil fees complaint shall not be filed later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 49096.5, 51225.1 and 51225.2. This notice shall include complaint process information, as applicable.

Complaints must be filed in writing with the following compliance officer:

Other than pupil fees:

Kenneth Loo

Asst. Superintendent, Instructional Services

Conejo Valley Unified School District

1400 E. Janss Road

Thousand Oaks, California 91362

Telephone: 805-497-9511

Regarding employees:

Jeanne Valentine

Asst. Superintendent, Human Resources

Conejo Valley Unified School District

750 Mitchell Rd.

Newbury Park, CA 91320

805-498-4557

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 our UCP policies and procedures.

The complainant has a right to appeal CVUSD's Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving CVUSD's Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of CVUSD's 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. Conejo Valley Unified School District's Uniform Complaint Procedures Board Policy 1312.3 and Administrative Regulation 1312.3 are available free of charge on the District website at [www.conejousd.org](http://www.conejousd.org) .