

# Lemoore Union Elementary School District

Board Members: Tim Wahl, Stephen Todd, Jim Inglis, Ed Mendes, Myeisha Neal

**Cheryl Hunt, Superintendent**

Ed Ochoa, Assistant Superintendent

## Uniform Complaint Procedures (UCP) Annual Notice for 2018-2019

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

The Lemoore Union Elementary School District annually notifies our students, employees, parents or guardians of our students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The Lemoore Union Elementary School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, discriminatory harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP in:

Adult Education	Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils and children of military families, now enrolled in a school district
After School Education and Safety	English Learner Programs
Agriculture Vocational Education	Every Student Succeeds Act / No Child Left Behind (Title I -VII)
American Indian Education Centers and Early Childhood Education Program Assessments	Local Control Accountability Plans (LCAP)
Bilingual Education	Migrant Education
California Peer Assistance and Review Programs for Teachers	Physical Education Instructional Minutes
Career Technical and Technical Education	Pupil Fees
Child Care and Development	Reasonable Accommodations to a Lactating Pupil
Child Nutrition	Regional Occupational Centers and Programs
Compensatory Education	School Safety Plans
Consolidated Categorical Aid	Special Education
Course Periods without Educational Content	State Preschool Programs
Economic Impact Aid	Tobacco-Use Prevention Education

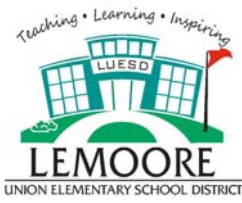
A pupil fee includes, but is not limited to, all of the following:

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.

1200 West Cinnamon Drive • (559) 924-6800 • FAX (559) 924-6809

Mailing Address: 100 Vine Street • Lemoore, CA 93245

On the Web: [www.luesd.k12.ca.us](http://www.luesd.k12.ca.us)



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2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or uniform associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading evidence to support the complaint.

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

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

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils and children of military families now enrolled in a school district as specified in Education Code Sections 48853, 48853.5, 49010-49013, 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 agency is:

**Name and Title:** Marlo De Santos, Director of Human Resources  
**Address:** 100 Vine Street, Lemoore, CA 93245 (Mailing)  
1200 W. Cinnamon Drive, Lemoore, CA 93245 (Physical)  
**Telephone Number:** (559) 924-6800  
**FAX:** (559) 924-6809  
**Email:** mdesantos@myluesd.net

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) calendar days from the district's 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 UCP policies and procedures.

The complainant has a right to appeal our Decision of a complaint regarding any specific federal or state educational program subject to the UCP to the California Department of Education (CDE) by filing a written appeal within 15 calendar days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

We advise any complainant 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, discriminatory harassment, intimidation or bullying laws, if applicable.

Copies of our Uniform Complaint Procedures process shall be available free of charge.

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