



**FULLERTON JOINT UNION HIGH SCHOOL DISTRICT**

1051 West Bastanchury Road • Fullerton, California 92833

**Office of the Superintendent**

(714) 870-2801

sscambrey@fjuhsd.org

**2018/19 DISTRICT SUMMER UPDATE  
SUPERINTENDENT'S NEWSLETTER UPDATED October 2018**

Second Distribution for 2018/19 to all Students, Parents/Guardians, Staff Members, District Advisory Committee Members, Private School Officials, and General Public Posting

**UNIFORM COMPLAINT PROCEDURES (UCP) ANNUAL NOTICE**

The Fullerton Joint Union High School District (District) annually notifies its students, employees, parents or guardians of its students, the District Advisory Committees, School Advisory Committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process. Administrative Regulation (AR) 1312 provides for the handling of complaints alleging unlawful discrimination, harassment, intimidation, or bullying or violations of laws or regulations governing specified District programs or activities. The Fullerton Joint Union High School District (District) shall have the primary responsibility to ensure compliance with the applicable State and Federal laws, and regulations including those related to unlawful discrimination, harassment, intimidation, or bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities subject to the UCP:

- Adult Education
- After School Education and Safety
- Agriculture Career Technical 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; Career Technical; Technical Training (State)
- Career Technical Education (Federal)
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education of Pupils in Foster Care, Pupils Who Are Homeless, Former Juvenile Court Pupils Now Enrolled in a School District, and Pupils of Military Families
- Every Student Succeeds Act / No Child Left Behind (Titles I-VII)
- Local Control and Accountability Plans (LCAP)

*Excellence in Education since 1893*

*SERVING BUENA PARK, FULLERTON, LA HABRA, LOWELL JOINT SCHOOL DISTRICTS*

- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool
- Tobacco-Use Prevention Education

### **Pupil Fees**

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

- 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.
- 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.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fees complaint may be filed with the principal of a school or the Superintendent or his designee. A pupil fees and/or an LCAP complaint may be filed anonymously; however, the complaint must provide evidence or information leading to evidence to support the complaint.
- A pupil enrolled in a school in the 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.

The following procedures shall be followed where a written complaint is filed with the District alleging unlawful discrimination, harassment, intimidation, or bullying, or a violation of Federal or State laws or regulations listed above.

Dr. Jennifer Williams, Executive Director of Administrative Services, shall be the District's Compliance Officer for complaints dealing with student discipline. Dr. Sylvia Kaufman, Assistant Superintendent of Education and Assessment Services, shall be the District's Compliance Officer for complaints dealing with school attendance permits, grading disputes, and shall also be the District's Title IX Coordinator. Dr. Ed Atkinson, Assistant Superintendent of Human Resources, shall be the District's Compliance Officer for complaints dealing with staff members and those related to athletics. These individuals shall be responsible for receiving and investigating complaints after the Principal has attempted to resolve the issue.

Per AR 1312.1, a complaint of unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than six months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or not later than six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. The District's investigation shall be completed and a written decision prepared within 90 days from receipt of the complaint.

The District's decision shall contain the findings and disposition of the complaint, including any corrective actions, the rationale for such disposition, notice of the complainant's right to appeal the District's decision to the State Department of Education within 15 days of receiving the District's decision, and the procedures to be followed for initiating an appeal to the State Department of Education. Copies of the local education agency complaint procedures shall be available free of charge.

### **NON-DISCRIMINATION POLICY**

Allegations of unlawful discrimination on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person with one or more of these actual or perceived characteristics, are also governed by these procedures (per Ed Code § 220). The complainant shall be protected from retaliation, and all information about the complaint will be confidential. In addition, complaints pertaining to the following are to be referred to other appropriate State or Federal agencies: (1) allegations of child abuse, (2) health and safety complaints regarding a child development program, (3) discrimination issues involving child nutrition programs or Title IX, (4) employment discrimination complaints, and (5) allegations of fraud. Local community legal assistance agencies are available. Legal resources can be located in the telephone book under legal services. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410.

### **DISTRICT POLICY ON DISCRIMINATION, HARASSMENT, INTIMIDATION, AND BULLYING**

Every student is entitled to a safe school environment free from discrimination, harassment, intimidation, and bullying. The District's policies on discrimination, harassment, intimidation, and bullying can be accessed on the District's website. Copies are available in the school office. The policies include:

BP/AR 0415, Nondiscrimination on Basis of Sex, Race, Color, Religious Ancestry, National Origin or Ancestry, Ethnic Group Identification, Marital or Parental Status, Gender, Age, Physical or Mental Disability, Gender Identity, Sexual Orientation or the Perception of One Or More Such Characteristics, or Economic Status – Inquiries (Educational Programs or Activities); BP/AR 1312, Uniform Complaint Procedure-Complaints Concerning School Personnel and Complaints Alleging Unlawful Discrimination or Violation of Laws or Regulations Governing Specified District Programs or Activities; BP/AR 5500, Conduct; BP/AR 5642, Antibullying; BP/AR 5645, Sexual Harassment.

The District prohibits bullying. This includes, but is not limited to, discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Penal Code Section 422.55 and Education Code Section 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person

or group with one or more of these actual or perceived characteristics. Bullying is defined in Education Code Section 48900(r).

1. School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation, or bullying, provided it is safe to do so.
2. Acts of discrimination, harassment, intimidation, or bullying should be brought to the attention of the Principal or an Assistant Principal.
3. You may make an anonymous complaint by contacting the Principal or the District's Nondiscrimination/Anti-Bullying Coordinator or call anonymously 1-800-924-7233. If there is sufficient corroborating information, the District will commence an investigation. Students and parents also may contact the District's Nondiscrimination/Anti-Bullying Coordinator: Executive Director of Administrative Services, Dr. Jennifer Williams at (714) 870-2803 or [jwilliams@fjuhsd.org](mailto:jwilliams@fjuhsd.org).
4. Complaints will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.
5. Students who violate the District's policies on discrimination, harassment, intimidation, and bullying may be subject to discipline, including suspension and expulsion.
6. The District prohibits retaliation against individuals who make complaints or provide information related to such complaints.