

*Please read carefully and acknowledge by return receipt provided.
Education Code 48982 requires an acknowledgement of receipt for each student*

ANNUAL NOTICE TO Parents/Guardians/Students, District Employees, District Advisory Committees, Private School Officials within the area & Other Interested Parties Discipline Policies/Procedures
Santa Paula Union High School District
Dr. David Gomez, Superintendent
Paul M. Marietti, Principal, Santa Paula Union High School
Lorenzo Moraza, Principal, Renaissance High School
2007-2008 School Year

This is the Annual Notice to parents or guardians of students enrolled in the Santa Paula Union High School District. This notice, which is required by Education Code 48980, provides important information pertaining to each student's enrollment, including rights and responsibilities of parents or guardians. Please, carefully review this notice and contact the school principal for clarification or if further information is needed. Additional copies of this notice are available at school. The abbreviations at the end of each section refer to the Education Code (E.C.) sections where you will find more information. Education code reference material is also available at our school.

UNIFORM COMPLAINT PROCESS

COMPLAINTS ABOUT PROGRAMS, EMPLOYEES, OR PROCEDURES

The Santa Paula Union High School District Superintendent or designee shall annually provide written notification of the districts uniform complaint procedures (UCP) to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties (5 CCR 4622). The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. (5 CCR 4622)

The district is primarily responsible for compliance with state and federal laws and regulations.

The person(s), position (s), or unit(s) responsible for receiving complaints is: **Dr. David Gomez, Superintendent**
500 E. Santa Barbara St., Santa Paula, Ca. 93060, (805) 525-0899 Ext. 21

The district shall investigate and seek to resolve complaints at the local level using the policies and procedures adopted by the local board as the Uniform Complaint Procedures. These procedures shall be used when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color or physical or mental disability, or a person's association with a person or group with one or more of these characteristics, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, career/technical, Indian education, migrant education, vocational education, child care and development, programs, child nutrition programs, and special education programs.

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district (5 CCR 4630). Complainants shall be protected from retaliation and the identity of a complainant alleging discrimination shall remain confidential as appropriate.

The district complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the parties have agreed in writing to an extension of the timeline.

An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.

The complainant has a right to appeal the district's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the district's decision. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision. The complainant has a right to take some complaints directly to the CDE or to pursue remedies before civil courts or other public agencies.

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

You may appeal the district's decision to the CDE by filing a written appeal with the State Superintendent within fifteen days after receiving the district decision.

This appeal must:

1. Specify the basis of the appeal of the decision and whether the facts are incorrect and/or the law is misapplied.
2. Include a copy of the original complaint and a copy of the district's decision.

CIVIL LAW REMEDIES

Civil law remedies may be available under state or federal discrimination laws, if applicable. A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

SUPPLEMENTAL UNIFORM COMPLAINT PROCEDURE (WILLIAMS)

Education Code Section 35186 requires school districts to establish policies and procedures regarding deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or misassignment. The school district is to adopt policies and post notices by January 1, 2005. In addition, districts are required to use Uniform Complaint Procedures (5 CCR Sections 4600 *et seq.*) to identify and resolve complaints regarding those issues. This section sets forth different timelines for investigation and resolution of complaints than timelines specified under Uniform Complaint Procedures. (E.C. 35186)