

Sierra Elementary Parent/Legal Guardian and Student Complaints Procedures

The school follows the procedures outlined below to address parent concerns and complaints. Please use the following steps if you have a concern:

1. Classroom concerns should first be brought to the attention of your child's teacher. Please call or email the teacher to explain your concern. Small concerns may be addressed by a phone call; larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed with the teacher or the concern is a school level concern, please call the school administrator. Small concerns may be addressed by a phone call; larger concerns are better addressed in a conference.
3. If the concern is not satisfactorily addressed with the school administrator, the parent may schedule a meeting with a district representative.

Rocklin Unified School District assures that students, employees, parents or guardians of its students, school and district advisory committees will not be discriminated against. Unlawful discrimination complaints may be filed using the Uniform Complaint Procedure (UCP).

Uniform Complaint Procedures (UCP)

Rocklin Unified School District Annual Notice for 2020-2021

The Rocklin Unified School District annually notifies its students, employees, parents/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 Rocklin Unified School District is primarily responsible for compliance with federal and state 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.

The district will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code sections 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 process 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; Career Technical; Technical Training
- Career Technical Education
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content (for grades nine through twelve)
- Economic Impact Aid
- Education of Pupils in Foster Care, 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)
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes (for grades one through six)
- 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 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 complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fee and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to 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.

Additional Information

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

Contact Information

The individual responsible for receiving UCP complaints in our agency in our agency is:

Office of the Associate Superintendent of Elementary Programs and
Education Services
Rocklin Unified School District
2615 Sierra Meadows Drive Rocklin, CA 95677
(916) 624-2428

Procedures

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 and activities subject to the UCP, pupil 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.

Complainants who file a UCP complaint are advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders, may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

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

International Baccalaureate Primary Years Programme

As an International Baccalaureate (IB) Primary Years Program (PYP) school, Sierra Elementary follows the [IB Rules for IB World Schools](#) and [General Regulations for the IB Primary Years Programme](#). Sierra's program of inquiry features six transdisciplinary themes integrated with California state standards for education and IB philosophy. Information regarding our IB program is shared throughout the year on our school website and through Sierra Shark News, Back-to-School Night and classroom communications.

Questions and concerns regarding our IB program can be directed to Sierra's IB coordinator, Lisa Johnson, at ljohnson@rocklinusd.org. The school principal and coordinator will work together to address any concerns and communicate with the IB organization as needed. If a concern is not resolved at the school site level, parents/guardians can submit a formal complaint to the International Baccalaureate Organization via email at complaints@ibo.org. You must supply the IBO with required information found in the IBO Complaints document linked below. Please note that the IB cannot accept formal complaints via telephone.

IBO Complaints Procedure

<https://www.ibo.org/contentassets/fab8ccef45b743c0a68de6f9ea989385/ib-complaints-procedure-nov-2018-en.pdf>