



Uniform Complaint Procedures Annual Notice 2025-2026

Oakland School for the Arts (OSA) annually notifies students, employees, parents/guardians, appropriate school officials, and other interested parties of our Uniform Complaint Procedures (UCP).

This UCP Annual Notice is available on our website. Copies of the full OSA Uniform Complaint Policy and Procedures are available free of charge.

OSA is primarily responsible for compliance with applicable 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 subject to the UCP.

Programs and Activities Subject to the UCP

Complaints may be filed under the UCP for the following:

- Unlawful discrimination, harassment, intimidation, or bullying against any protected group based on actual or perceived characteristics, including: age, ancestry, color, mental or physical disability, ethnic group identification, immigration status, citizenship, gender, gender identity, gender expression, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, sexual orientation, or association with a person or group with one or more of these characteristics.
- Violations of state or federal law or regulation governing:
 - Accommodations for Pregnant, Parenting, or Lactating Students
 - Adult Education
 - Career Technical and Technical Education / Career Technical and Technical Training
 - Child Care and Development Programs
 - Consolidated Categorical Aid Programs
 - Education of Students in Foster Care, Students Experiencing Homelessness, Students of Military Families, and Former Juvenile Court Students now enrolled in public school
 - Every Student Succeeds Act (ESSA)
 - Migrant Education Programs
 - Regional Occupational Centers and Programs
 - School Safety Plans
 - State Preschool Programs (including licensing and health/safety requirements, as applicable)
- Pupil Fees: A student shall not be required to pay a fee, deposit, or charge for participation in an educational activity. This includes, but is not limited to:
 - fees as a condition for registering for school, classes, or extracurricular activities;
 - security deposits for locks, lockers, books, instruments, uniforms, or equipment;
 - required purchases of materials, supplies, or uniforms.
- Local Control Funding Formula (LCFF) / Local Control and Accountability Plans (LCAP) including compliance with Education Code sections 47606.5, 47607.3, 52060–52077, and School Plans for Student Achievement.
- Child Nutrition Programs governed by state and federal law.

- Special Education Programs governed by state and federal law.

Filing a UCP Complaint

Any individual, including a duly authorized representative, public agency, or organization, may file a complaint. Complaints alleging discrimination, harassment, intimidation, or bullying must be filed no later than six (6) months from the date of the alleged incident or from when the complainant first learned of the facts. This timeline may be extended for good cause up to 90 days by written request. All other UCP complaints must be filed no later than one (1) year from the date of the alleged violation. Complaints regarding pupil fees or LCAP compliance may be filed anonymously if sufficient evidence is provided. If a complainant cannot submit a written complaint due to disability or illiteracy, OSA staff shall assist in preparing the complaint.

Investigation and Decision

OSA will investigate and issue a written Decision within 60 calendar days of receipt, unless extended with the complainant's written agreement. The Decision will include findings of fact, conclusions, corrective actions (if any), and notice of appeal rights.

Appeals

A complainant may appeal OSA's Decision to the California Department of Education (CDE) within 30 calendar days of receiving the Decision. The CDE will provide a written appeal decision within 60 calendar days, unless extended. If the CDE finds merit, OSA shall provide remedies to affected students or parents/guardians.

Civil Law Remedies

Complainants may also pursue civil law remedies outside of OSA's procedures, including injunctions and restraining orders. For unlawful discrimination complaints under state law, civil remedies may be pursued 60 days after filing an appeal with the CDE, unless the action is for injunctive relief.

Contact Information

Complaints within the scope of the UCP are to be filed with the following:

Tom Li
Director of Human Resource
Oakland School for the Arts
530 18th St., Oakland, CA 94612
(510) 873-8803
tli@oakarts.org

If a complaint is filed against the Director of Human Resources, the Executive Director shall act as the Compliance Officer for that case. If filed against the Executive Director, the Compliance Officer shall be the President of the OSA Board of Directors.