



Uniform Complaint Procedures (UCP) Annual Notice 2026-2027

The Contra Costa County Office of Education (COE) annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of our Uniform Complaint Procedures (UCP) process.

The UCP Annual Notice is available on our website.

The Contra Costa County Office of Education 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.

Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting students
- Adult Education programs
- After School Education and Safety programs
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying in COE programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics. However, the UCP shall not be used to investigate and resolve employment discrimination complaints. (5 CCR 4610)
- Educational and graduation requirements for students in foster care, students who are experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and students participating in a newcomer program
- Every Student Succeeds Act
- Instructional Materials and Curriculum: Diversity. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the COE, be directly filed with the Superintendent of Public Instruction (SPI).
- Local control and accountability plan (LCAP)
- Migrant education
- Physical education instructional minutes
- Student fees
- Reasonable accommodations to a lactating student
- Regional occupational centers and programs

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- School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding
- School or athletic team names, mascots or nicknames pursuant to Education Code 221.3
- School site councils as required for the consolidated application for specified federal and/or state categorical funding
- State preschool programs
- State preschool health and safety issues in license-exempt programs
- Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
- Any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

Filing a UCP Complaint

A UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. A UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A student enrolled in any of our public schools shall not be required to pay a student fee for participation in an educational activity that constitutes an integral fundamental part of the COE's educational program, including curricular and extracurricular activities.

A student fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support the complaint .

Responsibilities of the Contra Costa County Office of Education

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for foster youth , students experiencing homelessness, children of military families, former juvenile court school students now enrolled in the COE, students who are migratory, and newcomer students as specified in

Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2.

Complaints will be investigated in accordance with the COE's UCP process and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless the time period is extended by written agreement of the complainant.

For programs within the scope of the UCP, the complainant has a right to appeal the COE's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the COE's decision, within 30 calendar days of receiving the COE's decision.

We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our UCP procedures shall be available free of charge.

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For UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California *Health and Safety Code* (HSC)

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California *Health and Safety Code* (HSC) a notice shall be posted in each California state preschool program classroom in each school in our agency.

The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California *Code of Regulations* (5 CCR) that apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

Contact Information

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Swen Ervin
Assistant Superintendent, Human Resources
77 Santa Barbara Road Pleasant Hill, CA 94523
complaints@cccoe.k12.ca.us
925-942-3388

The above contact is knowledgeable about the laws and programs that they are assigned to investigate within the Contra Costa County Office of Education.