



Fairfield-Suisun Unified School District

Annual Notification Regarding Student Fees 2015-2016

For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials, and other interested parties

A complaint of noncompliance with laws relating to pupil fees shall be filed pursuant to the District UCP process. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

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 fee complaint shall not be filed later than one year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal *[the LEA]'*s Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving *[the LEA]'*s Decision. The appeal must include a copy of the complaint filed with *[the LEA]* and a copy of the LEA's Decision.

A copy of the *[name of LEA]'*s UCP policy and complaint procedures shall be available free of charge.