



Uniform Complaint Procedure Policy

Collegiate Charter High School of Los Angeles (hereafter "Collegiate" or the "School") has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

Collegiate shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure ("UCP") adopted by our Board of Directors. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any school program or activity that receives or benefits from state financial assistance.

Filing Complaints

Charter Schools may NOT discourage enrollment for any of these reasons: low academic achievement, economic disadvantaged, English non-proficient, Ethnicity, Foster Youth, Homelessness, Nationality, Neglect or Delinquent, Race, Sexual orientation, Disabilities. Charter Schools shall NOT: request records or require records to be submitted prior to enrollment, encourage disenrollment for any reason (other than suspension or expulsion). In order to submit a complaint, complete the Charter School Complaint Form, submit to the charter school by mail or electronically: tedmorris@collegiatecharterhighschool.org

The Uniform Complaint Procedures (UCP) complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or

regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying or charging pupil fees for participation in an educational activity or non-compliance. The signature on a complaint may be handwritten, typed (including in an email), or electronically generated. A complaint filed on behalf of an individual student may only be filed by that student or that student's duly authorized representative. The person who receives the complaint shall respond to the parent in writing within 60 days. The parent may appeal to CDE within 15 days if not in agreement with the final report.

Scope

The UCP 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 Programs
- Educational rights of foster youth and graduation requirements for foster youth, homeless youth, and other youth
- Consolidated Categorical Aid Programs
- Migrant Education
- Child Care and Developmental Programs
- Regional Occupational Centers and Special Education Programs
- State Preschool
- Bilingual Education
- Economic Impact Aid
- Career Technical and Technical Education Programs
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under Sections 200 and 220 and Section 11135 of the Government Code
- Lactation Accommodations
- Courses of study
- Instructional minutes for physical education
- Local control and accountability plans
- Juvenile court schools
- School safety plans
- Preschool health and safety issues
- Any other state or federal educational program the Superintendent deems appropriate.

Complaints

A local educational agency (LEA) may choose to use its UCP to address a complaint outside the subject matters falling within the UCP. Only allegations within the subject matters falling within the UCP (as summarized in the list above) can be appealed to the CDE. 5 CCR 4610(e).

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. 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:

- 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.
- 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.
- 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 (1) year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with the Executive Director of the 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 other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Edward Morris
Executive Director
Collegiate Charter High School of Los Angeles
725 S. Indiana Street Los Angeles, CA 90023
(310) 600-8876
tedmorris@collegiatecharterhighschool.org

All complaints must be filed within one year from the date of the alleged violation, except for complaints of unlawful discrimination, harassment, intimidation or bullying, which must be filed within six months of the date of the alleged violation. 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 the LEA. 5 CCR 4630(a)&(b). Complaints will be investigated, and a written LEA Investigation Report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty-day (60-day) time period may be extended by written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with the School's procedures.

If the LEA finds merit in a complaint, it must impose corrective actions, including for complaints involving pupil fees, courses of study, instructional minutes for physical education and local control and accountability plans, and a remedy to all affected pupils, parents and guardians.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the School'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.

Appeals

Appeals to the CDE must be filed within 30 days of the date of the LEA Investigative Report. The CDE will not process an appeal if it is untimely or if it fails to include this information required by 4632(b) and (c). Complainants, when filing an appeal with the CDE, must specify and explain the basis for the appeal, including at least one of the following:

1. The LEA failed to follow its complaint procedures, and/or
2. Relative to the allegations of the complaint, the LEA Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or

3. The material findings of fact in the LEA Investigation Report are not supported by substantial evidence, and/or
4. The legal conclusion in the LEA Investigation Report is inconsistent with the law, and/or
5. In a case in which the LEA found noncompliance, the corrective actions fail to provide a proper remedy.

LEAs shall provide the investigative file to CDE within 10 days of notification of an appeal. An LEA's failure to provide a timely and complete response may result in the CDE ruling on the appeal without considering information from the LEA.

If the CDE finds merit in an appeal, it must issue corrective actions as appropriate and including a remedy to the affected pupil, or in the case of complaints involving pupil fees, courses of study, instructional minutes for physical education and local control and accountability plans, a remedy to all affected pupils, parents and guardians.

The CDE must issue an appeal Decision within 60 days, unless extended by written agreement with the Appellant, or the CDE documents exceptional circumstances and informs the Appellant, or the CDE receives notice that the matter has been resolved at the local level, or the CDE receives notice that the matter has been judicially decided.

Reconsideration of an Appeal

Within 30 days of the date of the CDE's appeal Decision, either party may request reconsideration. On reconsideration, the CDE will not consider new information unless it was unknown during the appeal and could not have become known with due diligence. The CDE must act on the reconsideration request within 60 days. During the reconsideration period, the CDE appeal Decision remains in effect and enforceable, unless stayed by a court.

Direct State Intervention

The CDE may at its discretion directly intervene without waiting for an LEA investigation in certain enumerated situations (the regulation previously stated that the CDE must directly intervene in certain situations). The CDE must directly intervene if the complaint alleges that an agency that is not an LEA violated laws relating to a Child Care and Development program. When CDE declines direct intervention in an anonymous complaint, the CDE will not forward the complaint

to the LEA without the complainant's permission. When the CDE directly intervenes, the CDE must issue a Department Investigation Report within 60 days, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant, or the matter has been resolved at the local level or judicially decided.

Reconsideration of a Direct Intervention

Within 30 days of the date of the CDE's Investigation Report, either party may request reconsideration. On reconsideration, the CDE will not consider new information unless it was unknown during the investigation and could not have become known with due diligence. The CDE must act on the reconsideration request within 60 days. During the reconsideration period, the CDE Investigation Report remains in effect and enforceable, unless stayed by a court.

A copy of the UCP policy and complaint procedures shall be available free of charge in the main office or from the School's website at www.collegiatecharterhighschool.org. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Executive Director.

Uniform Complaint Procedure Form

Last Name: _____

First Name/MI: _____

Student Name (if applicable): _____ Grade: _____ Date of Birth: _____

Street Address/Apt. #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____

Cell Phone: _____ Work Phone: _____

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- Special Education
- Pupil Fees
- School Facilities
- Physical Ed. –Instructional Minutes
- Local Control Funding Formula
- Local Control Accountability Plan
- Consolidated Categorical Programs
- No Child Left Behind Programs/ ESSA
- After School Education and Safety
- Child Nutritionc Foster/Homeless Youth
- Lactating Pupils

For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

- Age
- Ancestry
- Colorc Disability (Mental or Physical)
- Ethnic Group Identification
- Gender / Gender Expression / Gender Identity
- Genetic Information
- National Originc Race or Ethnicityc Religion
- Sex (Actual or Perceived)
- Sexual Orientation (Actual or Perceived)
- Based on association with a person or group with one or more of these actual or perceived characteristics

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

FORMULARIO DE PROCEDIMIENTO UNIFORME DE QUEJAS

Apellido: _____ Nombre/MI: _____

Nombre del Est. (Si corresponde): _____ Grado: _____ Fecha de Nac: _____

Dirección Calle//Apartamento #: _____

Ciudad: _____ Estado: _____ Código Postal: _____

Teléfono del Hogar: _____ Celular: _____ Tel. del Trabajo: _____

Para alegato(s) de no cumplimiento, por favor marque el programa o actividad referida a su queja, si corresponde:

- Educación Especial
- Cuota de Estudiantesc Instalaciones Escolares
- Ed. Física –Minutas Instruccionales
- Fórmula de Financiamiento, de Control Local
- Plan de Responsabilidad de Control Local
- Programas Categóricos Consolidados
- Programas Ningún Niño se Queda Atrás/ ESSA
- Educación y Seguridad después de la Escuela
- Nutrición Infantil
- Juventud sin Hogar/Cuidado temporal
- Alumnas que amamantan

Para alegato(s) de discriminación, acoso, intimidación o amedrentamiento ilegal, por favor marque las bases de la discriminación, acoso, intimidación o amedrentamiento ilegal, descritos en su queja, si corresponde

- Edad
- Ascendencia
- Color
- Discapacidad (Mental o Física)
- Identificación de Grupo Étnico
- Género/Expresión de Género/ Identidad de Género
- Sexo (Real o Percibido)
- Orientación Sexual (Real o Percibida)
- Información Genética
- Origen Nacional
- Basado en una asociación con una persona o grupo con una o más de estas características reales o percibidas
- Raza o Etnicidad
- Religión

