2018-2019 Annual Notification of the Uniform Complaint Procedures (UCP)

For students, employees, parents or guardians of its students, school and district advisory committees, representatives, and other interested parties:

The Crescent Valley Public Charter School II 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, unauthorized charging of pupil fees, and complaints alleging violation of state or federal laws governing educational programs. You have the right to report crimes to law enforcement and to complete UCP form. If you are unsure of your rights involving immigration status please view https://oag.ca.gov/immigrant/rights.

The Charter School shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our Governing Board. Unlawful discrimination, harassment, intimidation, and bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, mental or physical disability, medical condition, nationality, national origin, race or ethnicity, immigration status, religion, marital status, 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 program or activity that receives or benefits from state financial assistance.

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
- Agricultural Vocational Education
- Career Technical Education
- Child Care and Development
- Consolidated Categorical Aid
- Foster and Homeless Youth Services
- Local Control Funding Formula/Local Control Accountability Plans
- Migrant and Indian Education
- Nutrition Services
- Regional Occupational & Workforce Development Centers and Programs
- Special Education
- Tobacco-Use Prevention Education
- Bilingual Education
- No Child Left Behind/Every Student Succeeds Act
- Lactating Pupils
- Pupil Fees

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 School's Compliance Officer as listed below. 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 must be filed in writing with the following compliance officer:

Compliance Officer: **Johnny Alvarado, Regional Vice President**
Address: **116 East Main St. | Visalia, CA 92391-6359**
Telephone Number: **(559) 316-0295**

Any individual with a disability or who is unable to prepare a written complaint can receive assistance by contacting the Compliance Officer at the phone number listed above.

Complaints alleging discrimination, harassment, intimidation, or bullying must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, and bullying occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Compliance Officer or designee.

Our School assures confidentiality to the fullest extent reasonably possible. 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 Compliance Officer shall conduct and complete the investigation pursuant to California regulations and in accordance with the School's procedures.

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

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 Charter 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.

A copy of School's UCP policy and complaint procedures shall be available free of charge on the schools website: http://crescentvalley2.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 Compliance Officer listed above.