

Journey School

ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)

2016-17

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

Journey 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.

Journey School shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, 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 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 regarding:

- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Special Education Programs
- Safety Planning Requirements
- Student Free Speech
- Local Control and Accountability Plans, Annual Updates, or other Plan compliance requirements, pursuant to Article 4.5 of Title 2 of the Education Code
- Enrollment, placement, transfer or educational services to foster and homeless youth
- Lactation accommodations for pupils
- Discrimination against LGBTQ youth

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the school's Uniform Complaint Procedure (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:

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.

Complaints must be filed in writing with the following compliance officer:

Gavin Keller, School Director
Journey School
27102 Foxborough
Aliso Viejo, CA 92565
949-448-7232

Complaints of noncompliance with laws relating to pupil fees may also be filed with the 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.

Anonymous complaints related to Local Control and Accountability Plan compliance are acceptable so long as such complaints provide evidence or information leading to evidence to support an allegation of noncompliance with the requirements of Article 4.5 of Title 2 of the Education Code. If a complaint alleging noncompliance with the laws regarding Local Control and Accountability Plans is found to have merit, Journey School shall provide a remedy to all affected students and parents/guardians.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or 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 Director or his or her designee.

If a complaint alleging noncompliance with the laws regarding foster and homeless youth, or regarding lactation accommodations for students, is found to have merit, Journey School shall provide a remedy to any affected student.

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

An individual filing an appeal related to Local Control and Accountability Plan compliance requirements shall receive a written appeal decision within 60 days of receipt of the appeal. If the appeal is found to have merit, the CDE shall provide a remedy to all affected students and parents/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 Journey 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 Journey School's UCP policy and complaint procedures shall be available free of charge. The UCP can be found on the school's web site and is also referenced in the School Handbook.