



## **2019-2020 Annual Notification of the Uniform Complaint Procedures (UCP)**

To students, employees, parents and guardians, and other interested parties:

Mission Academy (“Charter School”) has the primary responsibility to ensure 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, including, including the charging of unlawful pupil fees, non-compliance with the Local Control Funding Formula, and non-compliance with reasonable accommodations for lactating pupils.

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 or bullying against any protected group, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Career Technical Education and Training Programs
- Child Nutrition Programs
- Consolidated Categorical Aid
- Educational rights and coursework and graduation requirements for foster youth, homeless youth, former juvenile court students, military family students, migratory students, and newly arrived immigrant students
- Lactating Pupils
- Local Control Funding Formula/Local Control and Accountability Plan
- Migrant Education
- No Child Left Behind/Every Student Succeeds Act
- Pregnant and Parenting Students
- Pupil Fees
- Regional Occupational Programs
- Special Education Programs
- Tobacco-Use Prevention Education

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 Charter 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:

Dr. Christine Kasitz  
Director of Educational Technology and Online  
32248 Crown Valley Rd., Rm. 114  
Acton, CA 93570-2620  
[UCPOfficer@missionacademyhs.org](mailto:UCPOfficer@missionacademyhs.org)

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, 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 Compliance Officer or designee in writing.

Our Charter 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 Charter School's procedures.

The complainant has a right to appeal the Charter School's Decision to the California Department of Education ("CDE") by filing a written appeal within fifteen (15) days of receiving

the Charter School's Decision. The appeal must include a copy of the complaint filed with the Charter School and a copy of the Charter School's Decision. Except for complaints related to child nutrition programs, if applicable, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.

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 the Charter School's UCP policy and complaint procedures shall be available free of charge on the Charter School's website at: <https://missionacademyhs.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.