

ANNUAL NOTIFICATION OF UNIFORM COMPLAINT PROCEDURES

College Preparatory Middle School (the “School”) has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and have established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees, and noncompliance with Local Control and Accountability Plans.

The 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 complaints may be based on actual or perceived race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations, 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:

Unlawful Discrimination, Harassment, Intimidation in a School Program or Activity
After School Education and Safety Programs
Consolidated Categorical Aid Programs
Child Nutrition Programs
Foster and Homeless Youth Services
Migrant Education, Career Technical and Technical Education Training Programs
Every Student Succeeds Act Programs
Special Education Programs
Pupil Fees
Local Control and Accountability Plans, Annual Updates, or other Plan compliance requirements, pursuant to Education Code sections 52075

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the School’s 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 designee:

Name: Christina M. Callaway
Office: College Prep Middle School
Address: 10269 Madrid Way, Spring Valley, CA 91977
Phone: 619-303-2782
Email: ccallaway@mycpms.net

Complaints of noncompliance with laws relating to pupil fees may also be filed with the Director of School Business or other appropriate School official. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with Education Code sections 49010 and 49011.

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 Chapter 6.1, Part 28, Division 4 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, the 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 of School Business or other appropriate School official. Complaints relating to pupil fees shall be filed no later than one year from the date the alleged violation occurred.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days of 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 California Code of Regulations, Title 5, sections 4680-4687 and in accordance with local procedures adopted under California Code of Regulations, title 5, section 4621.

The complainant has a right to appeal the School's decision to the California Department of Education ("CDE") by filing a written appeal within 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.

An individual filing an appeal related to pupil fees or Local Control and Accountability Plan compliance requirements shall receive a written appeal decision within 60 days of receipt of the appeal.

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.

A copy of the School's UCP policy and complaint procedures shall be available free of charge at the main office.