



**ANNUAL NOTIFICATION OF
THE UNIFORM COMPLAINT PROCEDURES (UCP)
2018-2019**

*For students, employees, parents/guardians, school advisory committee members, school district officials,
and other interested parties.*

ISANA 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.

ISANA 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 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.

All students have a right to a free public education, regardless of immigration status or religious beliefs. For more information about this issue, we recommend families review the “Know Your Rights” immigration enforcement established by the California Attorney General and available on the California Attorney General website here: <https://oag.ca.gov/immigrant/rights>. Students who are victims of hate crimes have the right to report such crimes per this process.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws where applicable to ISANA, which may include the following programs:

Local Control Accountability Plan, Local Control Funding Formula, Adult Education, After School Education and Safety, Agricultural Vocational Education, American Indian Education Centers and Early Childhood Education Program Assessments, Bilingual Education, California Peer Assistance and Review Programs for Teachers, Career Technical and Technical Education; Career Technical; Technical Training, Career Technical Education, Child Care and Development, Child Nutrition, Compensatory Education, Consolidated Categorical Aid, Course Periods without Educational Content (for grades nine through twelve), Economic Impact Aid, Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district, English Learner Programs, Every Student Succeeds Act / No Child Left Behind (Titles I–VII), Migrant Education, Physical Education Instructional Minutes, Regional Occupational Centers and Programs, Special Education, State Preschool, Tobacco-Use Prevention Education.

Complaints of noncompliance with laws relating to pupil fees and with laws relating to the rights of lactating pupils on a school campus may be filed pursuant to ISANA’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 compliance officer:

Robert Thrash, Director of Pupil Services
ISANA
3850 Wilshire Blvd. Suite 1130 Los Angeles, CA 90010
Phone: 323/291-1211 Fax: 323-402-1683

Complaints of noncompliance with laws relating to pupil fees may also be filed with the principal of any ISANA Academies. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with the laws regarding 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 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, ISANA 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 a principal or his or her designee. Complaints relating to pupil fees shall be filed no later than one year from the date the alleged violation occurred. ISANA shall provide notice of educational rights of pupils in foster care, pupils who are homeless, and former juvenile court as required under applicable law.

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 ISANA's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving ISANA's decision to *UCP Office, California Department of Education (CDE) at 1430 North St. Sacramento, CA*



95814. The appeal must include a copy of the complaint filed with ISANA and a copy of ISANA'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 ISANA'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.

California Office for Civil Rights Contact information:

San Francisco Office
Office for Civil Rights U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105-1813
Phone: (415) 486-5555 TDD: (800) 877-8339

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