



## INNOVATIVE, SOCIALLY AWARE, NETWORK OF ACHIEVERS

*ISANA Academies - A Network of Tuition-Free Public Charter Schools*

### **ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP) 2022-23 SCHOOL YEAR**

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

ISANA (“Charter School”) annually notifies students, employees, parents or guardians, and other interested parties (e.g., school advisory committees) of the Uniform Complaint Procedures (UCP) process. Charter School is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

#### **1. Programs and Activities Subject to the UCP**

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, 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 program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act



## INNOVATIVE, SOCIALLY AWARE, NETWORK OF ACHIEVERS

*ISANA Academies - A Network of Tuition-Free Public Charter Schools*

- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

### **2. Filing a UCP Complaint**

Generally, a UCP complaint shall be filed no later than one year from the date the alleged violation occurred, except this one-year timeline shall not apply to complaints regarding the educational rights of foster youth as specified in Education Code §§ 49069.5(e), 51225.1(a)-(k), and 51225.2(b)-(e). Complaints alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation, or bullying. For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by Charter School.

A pupil enrolled in any of Charter School's academies shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee complaint may be filed with the Principal, Compliance Officer, or Chief Executive Officer or designee.

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.



## INNOVATIVE, SOCIALLY AWARE, NETWORK OF ACHIEVERS

*ISANA Academies - A Network of Tuition-Free Public Charter Schools*

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.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

The designated official (“Compliance Officer”) to receive and investigate complaints is:

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

Charter School will ensure that the Compliance Officer and other employees who may be assigned to investigate complaints are knowledgeable about the laws and programs at issue in the complaints for which they are responsible.

Complaints will be investigated and an Investigation Report (final written decision) will be sent to the complainant within sixty (60) days from the receipt of the complaint. This 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 Charter School’s UCP policies and procedures.

The complainant has a right to appeal Charter School’s decision concerning complaints regarding specific programs and activities subject to the UCP to the California Department of Education (CDE) by filing a written appeal within 30 days of receiving our decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of the Investigation Report.

### **3. Responsibilities of Charter School**

Charter School advises complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the CDE.

Charter School advises complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. A complainant may pursue available civil law remedies outside of Charter School’s complaint procedures.



## INNOVATIVE, SOCIALLY AWARE, NETWORK OF ACHIEVERS

*ISANA Academies - A Network of Tuition-Free Public Charter Schools*

Charter School shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district.

Copies of the UCP procedures shall be available free of charge.

All Charter School 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>. Charter School shall inform students who are victims of hate crimes of their right to report such crimes.