

**California Connections Academy @ Ripon  
(CalCA@Ripon)**

**ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)  
2016-17**

*For students, employees, parents/guardians, Learning Coaches, school advisory committee members, appropriate private school or school district officials, and other interested parties*

CalCA@Ripon 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.

CalCA@Ripon 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
- Lactation accommodations for pupils, pursuant to Section 222 of the Education Code
- Enrollment, placement, transfer and educational services to foster and homeless youth, pursuant to Sections 48853, 48853.5, 49069.5, 51225.1 and 51225.2 of the Education Code
- Discrimination against LGBTQ youth, pursuant to Section 234.1(b) of the Education Code

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:

Amy Hunt, Site Administrator  
California Connections Academy @ Ripon (CalCA@Ripon)  
580 N Wilma Ave, Suite G  
Ripon, CA 95366  
209-253-1208

Complaints of noncompliance with laws relating to pupil fees may also be filed with the principal 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, CalCA@Ripon 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 Principal 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, CalCA@Capistrano 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 CalCA@Ripon's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving CalCA@Ripon's Decision. The appeal must include a copy of the complaint filed with CalCA@Ripon and a copy of CalCA@Ripon'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 CalCA@Ripon'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 CalCA@Ripon'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 available via a link in the School Handbook Supplement.