



**ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)
2017 – 2018**

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

The *N.E.W. Academy Schools (N.E.W. Canoga Park and N.E.W. Academy Science and Arts)* has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) 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 the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 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 the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

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

- After School Education and Safety
- Bilingual Education
- Child Nutrition
- Discrimination, Harassment, Intimidation, and Bullying
- Every Student Succeeds Act
- Foster and Homeless Youth
- Local Control Funding Formula and Local Control Accountability Plans
- No Child Left Behind Act (2001)
- School Safety Plans
- Special Education

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.

A pupil fees and/or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

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 complaint shall be filed no later than one year from the date the alleged violation occurred.



N.E.W. Academy Canoga Park & N.E.W. Academy Science and Arts
Elementary Charter Schools



Complaints other than issues relating to pupil fees must be filed in writing with the following administrator designated to receive complaints:

Name or title: Patricia Gould, Principal

Unit or office: N.E.W. Academy Canoga Park

Address: 21425 Cohasset St., Canoga Park, CA 91303

Phone: 818 710-2640 E-mail address: pgould@nacpdolphins.org

Name or title: Dr. Eric Todd, Principal

Unit or office: N.E.W. Academy Science and Arts

Address: 379 S. Loma Dr., Los Angeles, CA 90017

Phone: (213) 413-9183 Email address: todd@newnasa.org

A pupil fees complaint is filed with the principal of a school.

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 superintendent or his or her designee.

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 person at each school is 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 the decision of complaints regarding specific programs, pupil fees and the Local Control and Accountability Plan (LCAP) to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision.

The appeal must be accompanied by a copy of the originally-filed complaint and a copy of the Decision.

The complainant is advised of civil law remedies, including, but not limited to, 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 copy of the NEW Academy UCP compliant policies and procedures is available free of charge.