YouthBuild Charter School of California (YCSC) shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations. YCSC shall investigate and seek to resolve, in accordance with the YCSC’s UCP, complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, or bullying or noncompliance with laws relating to all programs and activities implemented by YCSC.

The UCP process may be used to address complaints alleging: failure to comply with laws and regulations pertaining to discrimination, harassment, intimidation, and/or bullying; noncompliance with applicable state and/or federal laws and regulations in 5 CCR 4610; unauthorized charging of pupil fees for educational activities; noncompliance with physical education instructional minutes at specified grade levels; noncompliance with education provisions for pupils in foster care and pupils who are homeless; provision of courses without educational content and previously completed/graded courses sufficient for satisfying requirements/prerequisites for post-secondary education and receipt of a diploma, except under specified conditions; failure to reasonably accommodate lactating students; or alleging failure to comply with legal requirements under the Local Control and Accountability Plan (LCAP); and/or to appeal YCSC decisions regarding such complaints. The UCP may also be used to address complaints alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to the regulations governing the UCP process. When an allegation that is not subject to the UCP is included in a UCP complaint, YCSC will refer the non-UCP allegation to the appropriate staff or agency and shall work to resolve any UCP-related allegation(s) through YCSC’s UCP process. UCP information is available on YCSC’s website- www.youthbuildcharter.org and brochures are available at all school sites in the primary languages of that school community. Complainants are encouraged, where possible, to try to resolve their complaints directly at the school site.

Any individual, public agency, or organization may file a written complaint alleging a matter which, if true, would constitute a violation by YCSC of federal or state laws or regulations governing the programs and activities as well as allegations of unlawful discrimination identified above. UCP complaints are to be submitted in writing to:

YouthBuild Charter School of California  
2202 S. Figueroa St. #728  
Los Angeles, CA 90007

Any person with a disability or who is unable to prepare a written complaint can receive assistance from the Superintendent of Schools or by calling YCSC’s Administrative Office at (213) 741-2600.

YCSC assures confidentiality to the maximum extent possible. YCSC prohibits retaliation against anyone who files a complaint or anyone who participates in the complaint investigation process. Complainants are advised that civil law remedies may also be available to them.

The sixty (60) day timeline for the investigation and YCSC response shall begin when the written complaint is received by the Superintendent of Schools.

YouthBuild Charter School of California (YCSC) has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in EC sections 200, 220 and GC 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
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association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by our agency, 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:

Adult Education
Consolidated Categorical Aid Programs
Local Control Funding Formula
Local Control Accountability Plan
Migrant Education
Career Technical and Technical Education and Training Programs
Child Care and Developmental Programs
Child Nutrition Programs
Special Education Programs
Safety Planning Requirements
Accommodations for Pregnant and Parenting Pupils

Unlawful discrimination, harassment, intimidation or bullying complaints shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

YCSC’s policies and procedures include the following provisions to the complainant:

- YCSC will provide an opportunity for complainants and/or representatives to present evidence or information.
- Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.
- Refusal by YCSC to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

A pupil fees complaint may be filed with the principal of a school or our Superintendent

- A pupil fees complaint and/or an LCAP complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

A pupil fee includes, but is not limited to, all of the following: 1 (c) A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred. (5 CCR§ 4630(c)(2))

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.
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Complaints must be filed in writing with the following compliance officer:

YouthBuild Charter School of California
Dr. Rudy Cuevas
Superintendent and Chief Collaboration Officer
2202 S. Figueroa St. #728
Los Angeles, CA 90007

The Superintendent shall (1) make all reasonable efforts to investigate any problem within his or her authority. Investigations shall begin within 10 days of the receipt of the complaint and (2) remedy a valid complaint within a reasonable time period, but not to exceed 30 working days from the date the complaint was received and report to the complainant the resolution of the complaint within 45 working days of the initial filing. If the preschool program administrator makes this report, he or she shall also report the same information in the same timeframe to the designee of YCSC superintendent.

The UCP complaint will be investigated and a written report issued to the complainant within 60 calendar days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time. The report will contain the following elements:

— The findings of fact based on the evidence gathered.
— Conclusion of law.
— Disposition of the complaint.
— The rationale for such a disposition.
— Corrective actions, if any are warranted.
— Notice of the complainant’s right to appeal YCSC’s report to the California Department of Education (CDE).

If YCSC finds merit in a complaint regarding Pupil Fees; Local Control and Accountability Plan (LCAP); the remedy shall to go all affected pupils and parents/guardians.

If YCSC finds merit in a complaint regarding Reasonable Accommodations to a Lactating Pupil; Course Periods without Educational Content (grades nine through twelve); and/or Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school YCSC, and pupils in military families, YCSC shall provide a remedy to the affected pupil.

YCSC will attempt in good faith by engaging in reasonable efforts to identify and fully reimburse all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint.

To appeal YCSC’S UCP Complaint report the complainant must file a written appeal within 15 calendar days of receiving our agency’s decision. This appeal to the CDE must fully explain the basis for the appeal, stating how the facts of our agency’s report are incorrect and/or the law is misapplied.

In addition the appeal shall be sent with: (1) a copy of the locally filed complaint; and (2) a copy of the report.

All complaints and responses are public records.
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