

**Clear Passage Educational Center  
Uniform Complaint Procedures (UCP) Annual Notice  
2022-2023**

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

Clear Passage Educational Center annually notifies its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process. The UCP Annual Notice is available on our website.

Clear Passage Educational Center 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 (and any other state or federal educational program the State Superintendent of Public Instruction of the California Department of Education or designee deems appropriate):

Accommodations for Pregnant and Parenting Pupils	Educational and graduation requirements for Pupils in Foster Care, Pupils who are Homeless, Pupils of Military Families, and Pupils formerly in Juvenile Court now enrolled in a school district
Adult Education	Every Student Succeeds Act
After School Education and Safety	Local Control and Accountability Plans (LCAP)
Agricultural Career Technical Education	Migrant Education
Career Technical and Technical Education; Career Technical; Technical Training (state)	Physical Education Instructional Minutes
Career Technical Education (federal)	Pupil Fees
Child Care and Development Programs	Reasonable Accommodations to a Lactating Pupil
Compensatory Education	Regional Occupational Centers and Programs
Consolidated Categorical Aid Programs	School Plans for Student Achievement
Course Periods without Educational Content (for grades nine through twelve)	School Safety Plans
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.	School Site Councils (SSC)
	State Preschool
	State Preschool Health and Safety Issues Exempt from Licensing

### **Filing a UCP Complaint**

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

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 our agency.

A pupil enrolled in Clear Passage Educational Center shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the Executive Director or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence.

### **Responsibilities of the District**

We 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.

We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE).

We advise 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.

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

### **For UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California Health and Safety Code (HSC)**

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California *Health and Safety Code (HSC)* a notice shall be posted in each California state preschool program classroom in each school in our agency.

The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California *Code of Regulations (5 CCR)* that apply to California state preschool programs pursuant to *HSC* Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

### **Contact Information**

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

#### **UCP Compliance Officer**

Vivianna Trujillo  
Executive Director  
1471 Martin Luther King Jr Ave, Long Beach, CA 90813  
(562) 912-7480  
[vtrujillo@cpecschools.org](mailto:vtrujillo@cpecschools.org)

The above contact is knowledgeable about the laws and programs that they are assigned to investigate.

# Uniform Complaint Procedures

The Uniform Complaint Procedures (UCP) process may be used for complaints alleging non-compliance of state and federal laws and regulations governing educational programs or discrimination. Not all complaints are within the scope of the UCP, even if they involve alleged violations of law. The issues that may involve filing a complaint under the UCP can be found in the CPEC Annual Notice. Please refer to the Annual Notice to determine if your complaint meets the description of a UCP. Most parents'/guardians' concerns can be resolved informally with the school principal or with the assistance of the corresponding level office. If this is not possible, this form may be used to file a formal complaint. Complaints shall be filed no later than one year from the date the alleged violation occurred.

## I. Complainant Contact Information

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Please check:  Parent/Guardian  Student  District Employee  Other \_\_\_\_\_

## II. Complaint information

School/Site \_\_\_\_\_ Date(s) of Incident(s) \_\_\_\_\_

## III. Subject of the Complaint (Check all that apply):

Discrimination  Harassment  Intimidation  Bullying

*On the basis of protected group status as identified under Education Code Section 200 and 220, and Government Code Section 11135, including any actual or perceived characteristic, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics (check those that apply):*

- |   |  |  |                                      |   |
|---|--|--|--------------------------------------|---|
| <input type="checkbox"/> Race               | <input type="checkbox"/> Color           | <input type="checkbox"/> Ancestry          | <input type="checkbox"/> Nationality | <input type="checkbox"/> National Origin    |
| <input type="checkbox"/> Immigration Status | <input type="checkbox"/> Ethnic Group ID | <input type="checkbox"/> Ethnicity         | <input type="checkbox"/> Religion    | <input type="checkbox"/> Pregnancy          |
| <input type="checkbox"/> Parental Status    | <input type="checkbox"/> Disability      | <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Sex         | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Gender             | <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Gender Expression |                                      |   |

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 Uniform Complaint Procedure.

- Violation of law or regulation governing the following program(s):
  - Accommodations for Pregnant and Parenting Pupils       Adult Education
  - After School Education and Safety    Agricultural Career Technical Education
  - Career Technical and Technical Education; Career Technical; Technical Training (state)
  - Career Technical Education (federal)    Child Care and Development
  - Compensatory Education       Course Periods without Educational Content (grades 9-12)
  - Consolidated Categorical Aid Programs
  - Educational and graduation requirements for Pupils in Foster Care, Pupils who are Homeless, Pupils of Military Families, and Pupils formerly in Juvenile Court now enrolled in a school district
  - Every Student Succeeds Act    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    School Site Councils (SSC)    State Preschool
  - State Preschool Health and Safety Issues Exempt from Licensing

**IV. Additional information**

Please describe the specific nature of your complaint, in detail, including the date(s), name(s) of people involved in the complaint, and any information regarding previous meetings or discussions with site or District personnel. You may attach additional pages as needed.

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Whether or not you choose to use this form, your complaint ***must be submitted in writing*** to the District. You may submit your Complaint to any school or district office, or directly to the person below. Complaints alleging unlawful discrimination shall be initiated no later than six months from the date of the alleged discrimination or the date the complainant first obtained knowledge of the facts of the discrimination. Complaints will be investigated in a manner that protects the confidentiality of the parties to the extent necessary to conduct the investigation. The Board of Education prohibits retaliation in any form for the filing of a complaint or participation in the complaint procedure.

Return your complaint to:

UCP Compliance Officer  
 Vivianna Trujillo  
 Executive Director  
 1471 Martin Luther King Jr Ave., Long Beach, CA 90813  
 (562) 912-7480  
[vtrujillo@cpecschools.org](mailto:vtrujillo@cpecschools.org)

The District will investigate, mediate, if necessary, and report to the complainant within 60 calendar days. The complainant has the right to appeal the final report to the California Department of Education within 30 calendar days of receiving the decision.