Lewis Center for Educational Research
Uniform Complaint Procedures (UCP) Annual Notice

The *Lewis Center for Educational Research ("LCER")* annually notifies our students, employees, parents or guardians of its students, advisory committee, school advisory committees, and other interested parties of our Uniform Complaint Procedures ("UCP") process.

The UCP Annual Notice is available on our website and is available free of charge.

We are 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.

Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- After School Education and Safety
- Career Technical and Technical Education and Career Technical and Technical Training 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 LCER school
- Every Student Succeeds Act
- Instructional Materials and Curriculum: Diversity
- Local Control and Accountability Plans (LCAP)
- Physical Education Instructional Minutes
- Pupil Fees
- School Plans for Student Achievement
- School or athletic team names, mascots, or nicknames
- Schoolsite Councils

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.

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 our schools shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the our President/CEO or their designee.

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.

Responsibilities of the *LCER*

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 one of our schools.

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 LCER procedures shall be available free of charge.

Contact Information

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints. The LCER designates the following UCP Coordinator and Compliance Officer(s) to receive and investigate complaints and to ensure the LCER's compliance with law**.**

Coordinator of Uniform Complaint Procedures:
CEO Executive Assistant
Lewis Center for Educational Research
17500 Mana Road
Apple Valley, CA 92307
(760) 946-5414 ext. 201
sgonzalez@lcer.org

Compliance Officers:
Director, Human Resources
Director, Special Education
Director, Finance

The above contacts are knowledgeable about the laws and programs that they are assigned to investigate in the LCER.

Complaints will be investigated and a written report with a decision will be sent to the complainant within sixty (6) 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 be conducting and complete the investigation in accordance with our UCP policies and procedures.

The complainant has the right to appeal our decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to CDE by filing a written appeal 15 days of receiving our decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

We advise any complainant 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.