



# **Uniform Complaint Procedures**

## **New Designs Charter Schools**

## **Policy**

The New Designs Charter Schools has the primary responsibility to ensure compliance with applicable state and federal laws and regulations, and shall investigate complaints alleging failure to comply with those laws and regulations, alleging discrimination, harassment, intimidation, and/or bullying, alleging unauthorized charging of pupil fees for educational activities or alleging failure to comply with legal requirements under the Local Control and Accountability Plan (LCAP). The New Designs Charter Schools shall seek to resolve those complaints in accordance with the procedures set out in §§4600-4687 of Title 5 of the California Code of Regulations and the policies and procedures of the New Designs Charter Schools.

The New Designs Charter Schools' Uniform Complaint Procedures (UCP) may be used to report noncompliance with applicable state and federal laws and regulations, to file complaints alleging discrimination, harassment, intimidation, and/or bullying; unauthorized charging of pupil fees for educational activities, failure to comply with legal requirements under the LCAP, and/or to appeal New Designs Charter Schools decisions regarding such complaints. UCP brochures are available at all school sites and on the New Designs Charter Schools' website in the primary languages of the school community. Complainants are encouraged, where possible, to try to resolve their complaints directly at the school or work site.

A written notice regarding UCP must be disseminated annually to staff, students, parents/guardians, appropriate private school officials or representatives, New Designs Charter Schools advisory committee, school advisory committees, and other interested school parties. Distribution may be in any form (brochure, newsletter, memorandum, staff/parent/student handbook, etc.) that will reach the school community.

***A copy of this UCP policy bulletin shall be available free of charge.***

## **Guidelines**

**The following guidelines apply.**

### ***Section 1. Background***

The UCP complaint is a written statement alleging discrimination, harassment, intimidation, and/or bullying of a student based on the actual or perceived categories set forth in Penal Code §422.5 and Education Code §220 which includes actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, 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 it conducts or to which it provides significant assistance, or a violation of a federal or state law or regulation.

A UCP complaint must be filed by way of the Uniform Complaint Procedures as written in Title 5 of the California Code of Regulations §§4600-4687. Issues that may involve filing a complaint using the UCP are under various state and federal programs that use categorical funds.

A pupil shall not be required to pay a pupil fee for participation in an educational activity, unless the charge for such a fee is specifically authorized by law and does not violate Education Code §49011. A complaint of noncompliance should be filed first with the principal of the school under the UCP. A complainant not satisfied with the decision of the school may appeal the decision to the New Designs Charter Schools' UCP Coordinator and shall receive a written appeal decision within 60 days of receipt of the complainant's appeal request.

A complaint that a school New Designs Charter Schools has not complied with the requirements of the LCAP may be filed using the UCP. (Education Code §52075). LCAP requirements are found in Education Code §§52060-52076. On July 1, 2013, Assembly Bill 97 was signed by Governor Brown enacting the LCFF. As part of LCFF, school New Designs Charter Schools, county offices of education and charter schools are required to develop, adopt, and annually update a three-year LCAP using the State Board of Education template. The LCAP is required to identify annual goals, specific actions geared toward implementing those goals, and must measure progress for student subgroups across multiple performance indicators based on eight priorities set by the State. The priorities must be aligned to the New Designs Charter Schools' spending plan. The LCAP must be approved before the annual New Designs Charter Schools budget can be adopted. Once the budget and LCAP are adopted at the local level the plan will be reviewed by the County superintendent to ensure alignment of projected spending toward goals and services. The following are the eight State priorities:

1. Providing all students access to fully credentialed teachers, instructional materials that align with state standards, and safe facilities.
2. Implementation of California's academic standards, including the Common Core State Standards in English language arts and math, Next Generation Science Standards, English language development, history social science, visual and performing arts, health education and physical education standards.
3. Parent involvement and participation, so the local community is engaged in the decision-making process and the educational programs of students.
4. Improving student achievement and outcomes along multiple measures, including test scores, English proficiency and college and career preparedness.
5. Supporting student engagement, including whether students attend school or are chronically absent.
6. Highlighting school climate and connectedness through a variety of factors, such as suspension and expulsion rates and other locally identified means.
7. Ensuring all students have access to classes that prepare them for college and careers, regardless of what school they attend or where they live.
8. Measuring other important student outcomes related to required areas of study, including physical education and the arts.

In addition to these eight areas, a New Designs Charter Schools may also identify and incorporate in its plan goals related to its own local priorities.

The Board of Education is required to establish a parent advisory committee (PAC) and English learner parent advisory committee (ELPAC) to provide advice to the Board of Education and the superintendent regarding the LCAP. (ELPACs are required if the enrollment of a school New Designs Charter Schools includes at least 15% English learners and the New Designs Charter Schools enrolls at least

50 pupils who are English learners. New Designs Charter Schools are not required to establish a new ELPAC if they already have established an English learner parent committee). PACs shall include parents or legal guardians of low income students, English learner students, and foster youth.

Each New Designs Charter Schools is required to consult with its teachers, principals, administrators, other school personnel, local bargaining units, parents, and pupils in developing the LCAP. As part of this consultation process, New Designs Charter Schools must present their proposed plans to the PAC and ELPAC. The advisory committees can review and comment on the proposed plan. New Designs Charter Schools must respond in writing to the comments of the PAC and ELPAC. New Designs Charter Schools are also required to notify members of the public that they may submit written comments regarding the specific actions and expenditures proposed in the LCAP.

New Designs Charter Schools are also required to hold at least two public hearings to discuss and adopt (or update) their LCAPs. The New Designs Charter Schools must first hold at least one hearing to solicit recommendations and comments from the public regarding expenditures proposed in the plan. It then must adopt (or officially update) the LCAP at a subsequent hearing. The New Designs Charter Schools is required to post on the school New Designs Charter Schools website the LCAP approved by the Board of Education and any updates or revisions to the LCAP.

## **Section 2. Uniform Complaint Procedures Process Jurisdiction**

### **2A. Complaints Under the Jurisdiction of the New Designs Charter Schools' UCP Process:**

1. Discrimination, Harassment, Intimidation, and/or Bullying
  - a. Employee to student
  - b. Student to student
  - c. Third party to student
2. Various Programs that Use Categorical Funds.
  - a. Consolidated Categorical Aid
  - b. Career Technical/Technical Education/Technical Training
  - c. Child Care and Development
  - d. Child Nutrition
  - e. Special Education
3. Unauthorized Charging of Pupil Fees\* for Educational Activities
  - a. A New Designs Charter Schools pupil shall not be required to pay a pupil fee for participation in an educational activity.
  - b. All supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge.

*"Pupil fee" means a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of California Education Code §49011 and §5 of Article IX of the California Constitution.*

4. Failure to Comply with Legal Requirements Pertaining to LCAP

### **2B. Complaints Not Under the Jurisdiction of the New Designs Charter Schools' UCP Process:**

1. Allegations of employment/work, employee-to-employee and/or student-to-employee discrimination, harassment, intimidation, and/or bullying may be referred to the New Designs Charter Schools' **Human Resources Department**, Mr. Edward Frimpong-Director of Human Resources, (213) 765-9084.

2. Allegations of suspected child abuse shall be referred to the Alameda County Department of Children and Family Services or the appropriate city or county law enforcement agency, as applicable.
3. Allegations of fraud shall be referred to the **Business Department**, Mr. Sam Kyerematen, Director of Business Services, (213) 765-9084.
4. Personnel action complaints shall be referred to the responsible administrator in the division/branch/department.
5. Health and Safety complaints regarding a Child Development Program shall be referred to the Schools' **Human Resources Department**, Mr. Edward Frimpong-Director of Human Resources, (213) 765-9084 for licensed facilities.
6. Bullying complaints not based on protected classes may be referred to the school's Principal/Designee.

### **Section 3. Related Definitions**

**Title 5, California Code of Regulations provides the following definitions:**

#### **3A. Appeal**

A request made in writing to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or a reinvestigation of the lower adjudicating body's decision.

#### **3B. Complainant**

An individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging a violation of federal or state laws or regulations, including allegations of discrimination in programs and activities funded directly by the state or receiving any financial assistance from the state.

#### **3C. Complaint**

A written and signed statement alleging a violation of federal or state laws or regulations, which may include an allegation of discrimination, harassment, intimidation and/or bullying. If the complainant is unable to put the complaint in writing, due to conditions such as a disability or illiteracy, the public agency shall assist the complainant in the filing of the complaint.

#### **3D. Complaint Investigation**

Administrative process used by the New Designs Charter Schools, the California Department of Education (CDE) or local educational agency for the purpose of gathering data regarding the complaint.

#### **3E. Complaint Procedure**

An internal process used by the CDE or local educational agency to process and resolve complaints.

#### **3F. Compliance Agreement**

An agreement or plan, following a finding of New Designs Charter Schools noncompliance with state laws and regulations, which has been developed by the New Designs Charter Schools and approved by the CDE to resolve a noncompliance issue.

### **3G. Days**

Calendar days, unless designated otherwise.

### **3H. Direct State Intervention**

The steps taken by the CDE to initially investigate complaints or effect compliance.

### **3I. Local Agency**

A school New Designs Charter Schools governing board or a local public or private agency which receives direct or indirect funding or any other financial assistance from the state to provide any school programs or activities or special education or related services.

### **3J. Mediation**

A problem-solving activity whereby a third party assists the parties to the dispute in resolving the complaint.

### **3K. State Mediation Agreement**

A written, voluntary agreement, approved by the CDE, which is developed by the parties to the dispute, which resolves the allegations of the complaint.

## **Section 4. Notification - Dissemination**

### **4A. Employees**

This “Uniform Complaint Procedures” manual is to be provided to all New Designs Charter Schools employees on an annual basis at the beginning of each school year.

### **4B. Students**

The New Designs Charter Schools’ formal complaint procedures are provided in the “Parent Student Handbook,” which all schools are required to distribute annually to every student upon their first enrollment into any New Designs Charter Schools school and at the beginning of each subsequent school year.

### **4C. Parents and/or Guardians**

The New Designs Charter Schools’ “Parent Student Handbook” should be used to provide parents and guardians notification of the New Designs Charter Schools’ formal complaint procedures.

### **4D. New Designs Charter Schools/School Advisory Committees - Other Interested Parties**

The “Uniform Complaint Procedures (UCP)” notice brochure is used to provide the required annual distribution of information regarding the New Designs Charter Schools’ formal complaint procedures to New Designs Charter Schools/School Advisory Committees, as well as other interested parties.

## **Section 5. Confidentiality and Non-Retaliation**

Complaints shall be handled in a confidential manner to respect the privacy of all parties to the fullest extent possible. Every effort shall be made to limit the distribution of information to those persons with a need to know within the confines of the New Designs Charter Schools' reporting procedures and investigative process.

The New Designs Charter Schools prohibits retaliation in any form for the filing of a complaint or an appeal, reporting instances of non-compliance, discrimination, harassment, intimidation, and/or bullying, or for participation in the complaint-filing or investigation process. These confidentiality and non-retaliation requirements extend to all parties involved.

## **Section 6. Formal Complaint Procedures**

### **6A. Complaint Filing**

1. Any individual, public agency or organization may file a written complaint, alleging a matter which, if true, would constitute a violation by the New Designs Charter Schools of federal or state laws or regulations governing the programs and activities as well as allegations of discrimination, harassment, intimidation, and/or bullying identified in the General Information section of this document.
2. Any parent/guardian/individual/organization has the right to file a written complaint of discrimination, harassment, intimidation, and/ or bullying within six months from the date the alleged incident occurred, or the complainant first obtained knowledge of the facts of the alleged incident.
3. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.
4. A complainant who makes a verbal complaint shall be referred to the administrator/designee who will assist any person with a disability or unable to prepare a written complaint.
5. The complainant will submit a written complaint to:

Mr. Edward Frimpong  
Director of Human Resources  
New Designs Charter Schools  
Los Angeles, CA 90007

This individual/office shall be considered the representative of the New Designs Charter Schools for purposes of receiving and coordinating responses to complaints and correspondence related to this policy.

The New Designs Charter Schools ensures the New Designs Charter Schools administrator/designee assigned to investigate complaints is knowledgeable about the laws/programs that he/she is assigned to investigate and is responsible for compliance. In addition, the New Designs Charter Schools administrator/designee responsible for providing a written report should be a person trained in the UCP investigative process. As such, this designee must have knowledge of federal and state laws and regulations pertaining to UCP.

6. The New Designs Charter Schools shall include an opportunity for the complainant, or the complainant's representative, or both, to present the complaint(s) and evidence or information leading to evidence to support the allegations of non-compliance with state and federal laws

and/or regulations. 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 the New Designs Charter Schools to provide the investigator 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.

## **6B. Complaint Receipt**

The New Designs Charter Schools administrator/designee shall:

1. Acknowledge receipt of the complaint and will review the complaint to determine whether it meets the criteria for filing under the procedures or falls within the exceptions listed in the General Information section.
2. Inform the complainant of the New Designs Charter Schools policy and appeal procedures in those instances when a complaint may be filed directly with the State Superintendent of Public Instruction or another appropriate state or federal agency.
3. Determine whether the complainant and the New Designs Charter Schools representative will participate in mediation to resolve the complaint prior to formal investigation. If the complainant agrees to the mediation, the complainant must be informed that the mediation process may be terminated at any time and may proceed directly to an investigation. Mediation may not extend the timeline for investigation and resolution to the complaint unless the complainant agrees, in writing, to the extension.
4. Determine whether a discrimination, harassment, intimidation, and/or bullying complaint has been filed within six months from the date the alleged incident occurred or the date the complainant first obtained knowledge of the facts of the alleged incident. Confidentiality of complaints alleging discrimination, harassment, intimidation, and/or bullying will be observed to the maximum extent possible.
5. Deny the discrimination, harassment, intimidation, and/or bullying complaint if it has not been filed in a timely manner and notify the complainant of the right to appeal to the State Superintendent of Public Instruction for an extension of time in which to file the complaint.
6. Refer the complaint for investigation to the appropriate New Designs Charter Schools office/division/branch.
7. Ensure that, within 60 days of receipt of the written complaint, the complaint has been resolved and/or investigated and that a written report of findings is issued to the complainant. The written report of the investigative findings must contain the allegation(s), method of investigation, policy, findings, conclusion(s), and corrective action(s), if applicable.
8. Obtain an extension of time, if appropriate, in order to conduct the investigation.

## **6C. Complaint Timeline**

1. Each complaint shall be resolved, and a written report of investigative findings issued within 60 days of the receipt of the written complaint unless the complainant agrees in writing to an extension of time.



2. If the complainant agrees to mediation, it may not extend the timeline for investigation and resolution of the complaint unless the complainant agrees, in writing, to the extension.

#### **6D. Complaint Investigation**

Each complaint shall be investigated by the appropriate New Designs Charter Schools office/department/division. The New Designs Charter Schools office/department/division shall:

1. Adhere to a 30-day timeline to request additional information from the complainant as necessary, conduct the investigation, and prepare the final written report of findings.
2. Provide an opportunity and/or complainant's representative and the New Designs Charter Schools' representative to present information that is relevant to the complaint during the mediation or investigative process. 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.
3. Obtain statements from other individuals who were witnesses or can provide relevant information concerning the alleged violation.
4. Review documents that may provide information relevant to the alleged violation. When necessary, request clarification on specific issues of the complaint from other New Designs Charter Schools offices (e.g., Pupil Services, Federal and State Education Programs, Special Education).
5. Have access to applicable New Designs Charter Schools records and/or other information related to the allegation(s) in the complaint. New Designs Charter Schools units or staff who refuse or otherwise fail to cooperate in the investigation or engage in any other obstruction of the investigation, may cause 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.
6. Prepare a written report (in English and in the language of the complainant) of the investigative findings which contains the following elements:
  - a. The findings of fact based on the evidence gathered
  - b. Conclusion of law
  - c. Disposition of the complaint
  - d. The rationale for the disposition
  - e. Corrective actions, if any, that are warranted
  - f. Notice of the complainant's right to appeal the New Designs Charter Schools' decision to the CDE
  - g. Procedures to be followed for initiating an appeal to the CDE
7. Within 30 days of receipt of the complaint, forward a draft of the written report of investigative findings to the Superintendent's Office for review and final disposition.

#### **6E. Complaint Response**

1. The UCP Coordinator will complete and provide the closing letter, along with the written report of investigative findings, to the complainant and to the appropriate administrator/designee.
2. The closing letter provided to the complainant includes the assurance that the New Designs Charter Schools will not tolerate retaliation against the complainant for opposing New Designs

Charter Schools actions, reporting, or threatening to report such actions or for the complainant's participation in an investigation of New Designs Charter Schools actions.

3. The closing letter provided to the complainant also includes notice of the complainant's right to appeal the New Designs Charter Schools' decision. Decisions regarding programs listed in the General Information section may be appealed within 15 days to the CDE.

## **Section 7. Appeals**

### **7A. Appeals of New Designs Charter Schools Decisions Regarding Allegations of Discrimination, Harassment, Intimidation, and/or Bullying**

1. Appeals of New Designs Charter Schools decisions and/or findings regarding allegations of discrimination, harassment, intimidation, and/or bullying listed in this document may be appealed to the CDE's Office of Equal Opportunity by filing a written appeal within 15 days after receiving the New Designs Charter Schools' decision.
  - a. The written appeal should specify the reason(s) for appealing the decision and include a copy of the New Designs Charter Schools' decision.
  - b. Appeals of New Designs Charter Schools decisions regarding allegations of discrimination, harassment, intimidation, and/or bullying may be sent to:

#### **California Department of Education**

Office for Equal Opportunity

1430 N Street, Suite 4206

Sacramento, CA 95814

### **7B. Appeals of New Designs Charter Schools Decisions Regarding Educational Program Complaints**

Appeals of New Designs Charter Schools decisions and/or findings regarding educational programs listed in this document (found in Section 2 – Uniform Complaint Procedures Process Jurisdiction) may be appealed to the CDE's Categorical Programs Complaints Management by filing a signed written appeal within 15 days after receiving the New Designs Charter Schools' decision.

1. The written appeal should specify the reason(s) for appealing the decision and include a copy of the New Designs Charter Schools' decision.
2. Appeals of New Designs Charter Schools decisions regarding educational program complaints should be sent to:

#### **California Department of Education**

Categorical Programs Complaints Management Office

1430 N Street, Suite 6408

Sacramento, CA 95814

### **7C. Appeals of New Designs Charter Schools Decisions Regarding Special Education Compliance**

Appeals of New Designs Charter Schools decisions and/or findings regarding special education compliance may be filed with the CDE's Special Education Division by sending a written appeal within 15 days after receiving the New Designs Charter Schools' decision.

1. The written appeal should specify the reason(s) for appealing the decision and include a copy of the New Designs Charter Schools' decision.
2. Appeals of New Designs Charter Schools decisions regarding special education compliance should be sent to:

**California Department of Education**

Procedural Safeguards Referral Service

1430 N Street, Suite 2401

Sacramento, CA 95814

**7D. Appeals of New Designs Charter Schools Decisions Regarding Pupil Fees and Legal Requirements pertaining to LCAP**

Appeals of New Designs Charter Schools decisions and/or findings regarding pupil fees and legal requirements pertaining to LCAP may be filed with the CDE by sending a written appeal within 15 days after receiving the New Designs Charter Schools' decision.

1. The written appeal should specify the reason(s) for appealing the decision and include a copy of the New Designs Charter Schools' decision.
2. Appeals of New Designs Charter Schools decisions regarding pupil fees and legal requirements pertaining to LCAP should be sent to:

**California Department of Education**

1430 N Street

Sacramento, CA 95814

**Section 8. Civil Remedies**

Pursuant to California Education Code §262.3, persons who have filed a complaint, under the UCP, should be advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to them under California or federal discrimination, harassment, intimidation and/or bullying laws.

**Authority**

This is the policy of the Superintendent of the New Designs Charter Schools. The following legal standard is applied to this policy:

*California Code of Regulations, Title 5, §§4600 - 4687*

## **Attachments**

Attachment A - UCP Complaint Form - English

Attachment B - UCP Complaint Form - Spanish

Attachment C - UCP Notice Flyer - English

Attachment D - UCP Notice Flyer – Spanish

Attachment E – Extracurricular and Cocurricular Activities

Attachment F – Athletic Competition

**New Designs Charter Schools  
Uniform Complaint Procedures Form (English)**

**(Attachment A)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student Name (if applicable): \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Alleged Violation: \_\_\_\_\_ School/Office of Alleged Violation: \_\_\_\_\_

**For allegations of noncompliance, please check the program or activity referred to in your complaint, if applicable.**

<input type="checkbox"/>	Consolidated Categorical Aid	<input type="checkbox"/>	Adult Education	<input type="checkbox"/>	Migrant Education
<input type="checkbox"/>	After School Education & Safety	<input type="checkbox"/>	Special Education	<input type="checkbox"/>	Child Nutrition
<input type="checkbox"/>	Pupil Fees for Educational Activities	<input type="checkbox"/>	Career/Technical Education	<input type="checkbox"/>	Compensatory Education
<input type="checkbox"/>	Local Control Accountability Plan	<input type="checkbox"/>	School Safety Plans	<input type="checkbox"/>	English Learner Programs
<input type="checkbox"/>	Physical Education Instructional Minutes	<input type="checkbox"/>		<input type="checkbox"/>	

**For complaints of discrimination, harassment, intimidation and/or bullying (employee-to-student, student-to-student, and third party to student), please check the protected classes (actual or perceived), upon which the alleged conduct was based, listed below:**

<input type="checkbox"/>	Actual or Perceived Sex	<input type="checkbox"/>	Sexual Orientation	<input type="checkbox"/>	Gender
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Gender Expression	<input type="checkbox"/>	Ancestry
<input type="checkbox"/>	Ethnic Group Identification	<input type="checkbox"/>	Race or Ethnicity	<input type="checkbox"/>	Religion
<input type="checkbox"/>	Nationality	<input type="checkbox"/>	National Origin	<input type="checkbox"/>	Age
<input type="checkbox"/>	Color	<input type="checkbox"/>	Mental or Physical Disability	<input type="checkbox"/>	
<input type="checkbox"/>	Association with a person or group or more of the actual or perceived categories listed above.				



3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail or fax your complaint/documents to:

Mr. Edward Frimpong  
Director of Human Resources  
New Designs Charter Schools  
Los Angeles, CA 90007  
Fax: (213) 765-0139

**Uniform Complaint Procedures Form (Spanish)**

Apellido: \_\_\_\_\_ Nombre: \_\_\_\_\_

Nombre del Estudiante (si aplica): \_\_\_\_\_ Grado: \_\_\_\_\_ Fecha de Nacimiento: \_\_\_\_\_

Domicilio: \_\_\_\_\_ # de Apto. \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Zona Postal: \_\_\_\_\_

Teléfono de Casa: \_\_\_\_\_ Teléfono Celular: \_\_\_\_\_ Teléfono del Trabajo: \_\_\_\_\_

Fecha de la Supuesta Violación: \_\_\_\_\_ Escuela/Oficina de la Supuesta Violación: \_\_\_\_\_

**Para las alegaciones de incumplimiento, verifique el programa o la actividad a los que se hace referencia en su reclamo, si corresponde.**

<input type="checkbox"/>	Programas Consolidados Categórica	<input type="checkbox"/>	Educación de Adultos	<input type="checkbox"/>	Educación Migrante
<input type="checkbox"/>	Educación y seguridad después de la escuela	<input type="checkbox"/>	Educación Especial	<input type="checkbox"/>	Nutrición Infantil
<input type="checkbox"/>	Cuotas de Alumnos por Actividades Educativas	<input type="checkbox"/>	Carreras /Educación Técnica	<input type="checkbox"/>	Educación Compensatoria
<input type="checkbox"/>	Plan de Responsabilidad de Control Local	<input type="checkbox"/>	Planes de Seguridad Escolar	<input type="checkbox"/>	Programas de Aprendices de Inglés
<input type="checkbox"/>	Minutos de Instrucción de Educación Física	<input type="checkbox"/>		<input type="checkbox"/>	

**For complaints of discrimination, harassment, intimidation and/or bullying (employee-to-student, student-to-student, and third party to student), please check the protected classes (actual or perceived), upon which the alleged conduct was based, listed below:**

<input type="checkbox"/>	Sexo Real o Percibido	<input type="checkbox"/>	Orientación Sexual	<input type="checkbox"/>	Género
<input type="checkbox"/>	Identidad de Género	<input type="checkbox"/>	Expresión de Género	<input type="checkbox"/>	Ascendencia
<input type="checkbox"/>	Identificación étnica del Grupo	<input type="checkbox"/>	Raza o Etnia	<input type="checkbox"/>	Religión
<input type="checkbox"/>	Nacionalidad	<input type="checkbox"/>	Origen Nacional	<input type="checkbox"/>	Edad
<input type="checkbox"/>	Color	<input type="checkbox"/>	Discapacidad Mental o Física	<input type="checkbox"/>	
<input type="checkbox"/>	Asociación con una persona o grupo o más de las categorías reales o percibidas enumeradas anteriormente.				





3. Por favor proporcione copias de cualquier documento escrito que pueda ser relevante o que apoye su queja.

He adjuntado documentos que apoyan la queja: Sí \_\_\_\_\_ No \_\_\_\_\_

Firma: \_\_\_\_\_ Fecha: \_\_\_\_\_

Favor de enviar por correo o fax la queja/documentación a:

Mr. Edward Frimpong  
Director of Human Resources  
New Designs Charter Schools  
Los Angeles, CA 90007  
Fax: (213) 765-0139

**New Designs Charter Schools  
Uniform Complaint Procedures Flyer (English)  
Uniform Complaint Procedures (UCP)**

**How to Submit a Complaint**

Any person, organization, or public agency may mail or fax a written complaint to:

**Mr. Edward Frimpong (Director of Human Resources)**

New Designs Charter Schools

Los Angeles, CA 90007

Any person with a disability or who is unable to prepare a written complaint can receive assistance from the site administrator/designee.

The New Designs Charter Schools assures confidentiality to the maximum extent possible. The New Designs Charter Schools prohibits retaliation against anyone who files a complaint or participates in the complaint investigation process.

Pursuant to Education Code §262.3, Complainants are advised civil law remedies may also be available under state or federal discrimination, harassment, intimidation, and/or bullying laws.

A copy of the New Designs Charter Schools' UCP policy and complaint procedures shall be available free of charge. For questions regarding the UCP, contact (The Director of Human Resources).

**Complaint Investigation and Response**

Each complaint is investigated by the appropriate New Designs Charter Schools office, department, or division. The investigation and District response:

1. Provides an opportunity for complainant and New Designs Charter Schools personnel to present information relevant to the complaint.
2. Obtains relevant information from other persons or witnesses who can provide evidence or information.
3. Reviews related documents.
4. Prepares a written "Report of Findings" in English, or in the primary language of the complainant, which contains the investigative findings and New Designs Charter Schools' decision, including corrective action(s), if any, and suggested remedies, if applicable.
5. Concludes the investigation within 60 days from the date of receipt of the written complaint, unless the complainant agrees in writing to extend the investigative timeline.
6. Notifies the person or organization of appeal procedures.

**How to Appeal**

Persons or organizations disagreeing with the investigative findings and New Designs Charter Schools' decision, or local site decisions involving Title VI or Title IX, have 15 days after receipt of the "Report of Findings" to file an appeal. The appeal must be in writing and include a copy of the original complaint, as well as a copy of the New Designs Charter Schools' decision. The appeal should be sent to:

**California Department of Education**

1430 N Street

Sacramento, CA 95814

*The 60-day timeline for investigation and New Designs Charter Schools response shall begin from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.*

**Why This Flyer?**

The New Designs Charter Schools has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and shall investigate complaints alleging failure to comply with those laws and regulations including those alleging discrimination, harassment, intimidation, and/or bullying, unauthorized charging of pupil fees for educational activities, and failure to comply with legal requirements pertaining to the Local Control Accountability Plan (LCAP). The New Designs Charter Schools shall seek to resolve those complaints in accordance with the procedures set out in California Code of Regulations §§4600-4687 and the policies and procedures of the New Designs Charter Schools.

**Protected Classes Covered Under UCP:**

Allegations of discrimination, harassment, intimidation, and/or bullying of students based on protected classes/characteristics, set forth in Penal Code §422.55 and Education Code §220, include actual or perceived sex, sexual orientation, gender, gender identity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group of one or more of these actual or perceived categories, in any program or activity it conducts or to which it provides significant assistance.

Complaints of discrimination, harassment, intimidation, and/or bullying must be filed within six months from the date the alleged incident occurred or the date when the knowledge of the facts of the alleged incident was first obtained.

**Programs Under UCP:**

1. Discrimination, harassment, intimidation, and/or bullying
  - a. Employee to student
  - b. Student to student
  - c. Third party to student
2. Programs that use categorical funds
  - a. Adult Education
  - b. Consolidated Categorical Aid
  - c. Migrant Education
  - d. Career Technical/Technical Education/Technical Training
  - e. Child Care and Development
  - f. Child Nutrition
  - g. Special Education
  - h.
3. Unauthorized charging of pupil fees\* for educational activities

- a. New Designs Charter Schools pupils shall not be required to pay pupil fees for participation in educational activities.
- b. Supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge.

\* “Pupil fee” means a fee, deposit, or other charge imposed on pupils, or a pupil’s parents or guardians, in violation of the Education

Code §49011 and §5 of Article IX of the California Constitution.

A pupil shall not be required to pay a pupil fee for participation in an educational activity, unless the charge for such a fee is specifically authorized by law and does not violate Education Code §49011. A complaint of noncompliance should be filed first with the principal under the UCP. A complainant unsatisfied with the decision of the school may appeal the decision to the New Designs Charter Schools’ UCP Coordinator and shall receive a written appeal decision within 60 days of receipt of the school site decision.

4. Failure to comply with legal requirements as to development, adoption and annual update of the LCAP, which includes identification of annual goals, actions to implement goals, and measuring student subgroup progress across indicators based on the State’s eight priorities and aligned with the New Designs Charter Schools’ spending plan.

The State’s priorities are: providing students access to credentialed teachers, instructional materials aligned with standards and safe facilities, implementation of California’s academic standards; parent involvement and participation; improving student achievement and outcomes along multiple measures; supporting student engagement; highlighting school climate and connectedness; ensuring all students have access to classes that prepare them for college and careers; and measuring other important student outcomes related to required areas of study.

**New Designs Charter Schools  
Uniform Complaint Procedures Flyer (Spanish)  
Uniform Complaint Procedures (UCP)**

**Cómo presentar una queja**

Cualquier persona, organización o agencia pública puede enviar por correo o por fax una queja por escrito a:

**Sr. Edward Frimpong (Director de Recursos Humanos)**

New Designs Charter School  
Los Ángeles, CA 90007

Cualquier persona con una discapacidad o que no pueda preparar una queja por escrito puede recibir asistencia del administrador del sitio / persona designada.

New Designs Charter Schools asegura la confidencialidad en la mayor medida posible. New Designs Charter Schools prohíbe las represalias contra cualquier persona que presente una queja o participe en el proceso de investigación de la queja.

De conformidad con el Código de Educación §262.3, se informa a los denunciantes que los recursos de la ley civil también pueden estar disponibles bajo las leyes estatales o federales de discriminación, acoso, intimidación y / o intimidación.

Una copia de la política de UCP de New Designs Charter Schools y los procedimientos de queja estarán disponibles de forma gratuita. Para preguntas sobre el UCP, comuníquese con (El Director de Recursos Humanos).

**Investigación y respuesta a quejas**

Cada queja es investigada por la oficina, el departamento o la división apropiada de New Designs Charter Schools. La investigación y la respuesta del Distrito:

1. Brinda una oportunidad para que el demandante y el personal de New Designs Charter Schools presenten información relevante a la queja.
2. Obtiene información relevante de otras personas o testigos que pueden proporcionar evidencia o información.
3. Revisa documentos relacionados.
4. Prepara un "Informe de hallazgos" escrito en inglés, o en el idioma principal del demandante, que contiene los hallazgos de investigación y la decisión de New Designs Charter Schools, que incluye acciones correctivas, si corresponde, y soluciones sugeridas, si aplicable.
5. Concluye la investigación dentro de los 60 días a partir de la fecha de recepción de la queja por escrito, a menos que el demandante acepte por escrito extender el cronograma de la investigación.
6. Notifica a la persona u organización de los procedimientos de apelación.

## Cómo apelar

Las personas y las organizaciones que están en desacuerdo con los hallazgos de investigación y la decisión de New Designs Charter Schools, o decisiones locales sobre el título VI o el Título IX, tienen 15 días después de la recepción del "Informe de conclusiones" para presentar una apelación. La apelación debe ser por escrito e incluir una copia de la queja original, así como una copia de la decisión de New Designs Charter Schools. La apelación debe enviarse a:

### California Department of Education

1430 N Street

Sacramento, CA 95814

*El plazo de 60 días para la investigación y la respuesta de New Designs Charter Schools comenzará a partir de la fecha de recepción de la queja, a menos que el demandante acepte por escrito una extensión de tiempo.*

## ¿Por qué este folleto?

New Designs Charter Schools tiene la responsabilidad principal de garantizar el cumplimiento de las leyes y regulaciones estatales y federales aplicables e investigará las denuncias que aleguen incumplimiento de esas leyes y reglamentos, incluidos los que alegan discriminación, hostigamiento, intimidación y / o intimidación, cobro no autorizado de las cuotas de los alumnos para las actividades educativas y el incumplimiento de los requisitos legales relacionados con el Plan de Responsabilidad de Control Local (LCAP). New Designs Charter Schools buscará resolver esas quejas de acuerdo con los procedimientos establecidos en el Código de Regulaciones de California §§4600-4687 y las políticas y procedimientos de New Designs Charter Schools.

### Clases protegidas cubiertas bajo UCP:

Las denuncias de discriminación, acoso, intimidación y / o intimidación de estudiantes basadas en clases / características protegidas, establecidas en el Código Penal §422.55 y el Código de Educación §220, incluyen sexo real o percibido, orientación sexual, género, identidad de género, grupo étnico identificación, ascendencia, nacionalidad, origen nacional, religión, color, discapacidad mental o física, edad, o sobre la base de la asociación de una persona con una persona o grupo de una o más de estas categorías reales o percibidas, en cualquier programa o actividad que conduce o para lo cual proporciona una asistencia significativa.

Las quejas de discriminación, acoso, intimidación y / o intimidación deben presentarse dentro de los seis meses a partir de la fecha en que ocurrió el presunto incidente o la fecha en que se obtuvo por primera vez el conocimiento de los hechos del presunto incidente.

### Programas bajo UCP:

1. Discriminación, acoso, intimidación y / o intimidación
  - a. Empleado a estudiante
  - b. Estudiante a estudiante

- c. Tercero al estudiante
- 2. Programas que usan fondos categóricos
  - a. Educación de adultos
  - b. Ayuda categórica consolidada
  - c. Educación Migrante
  - d. Carrera Técnica / Educación técnica / Entrenamiento técnico
  - e. Cuidado y desarrollo infantil
  - f. Nutrición infantil
  - g. Educación especial
- 3. Cargos no autorizados de las cuotas de los alumnos \* para actividades educativas
  - a. A los alumnos de New Designs Charter Schools no se les exigirá que paguen a los alumnos por participar en actividades educativas.
  - b. Los suministros, materiales y equipos necesarios para participar en actividades educativas se proporcionarán a los alumnos de forma gratuita.

\* "Cuota de alumno" significa una tarifa, depósito u otro cargo impuesto a los alumnos o a los padres o tutores de un alumno, en violación del Código de Educación §49011 y §5 del Artículo IX de la Constitución de California.

No se requerirá que un alumno pague una tarifa de alumno por su participación en una actividad educativa, a menos que el cargo por dicha tarifa esté específicamente autorizado por la ley y no viole el Código de Educación §49011. Una queja de incumplimiento se debe presentar primero con el director bajo el UCP. Un demandante insatisfecho con la decisión de la escuela puede apelar la decisión ante el Coordinador de UCP de New Designs Charter Schools y recibirá una decisión de apelación por escrito dentro de los 60 días de recibida la decisión del sitio escolar.

- 4. Incumplimiento de los requisitos legales en cuanto al desarrollo, adopción y actualización anual del LCAP, que incluye la identificación de metas anuales, acciones para implementar metas y medir el progreso del subgrupo de estudiantes en base a indicadores basados en las ocho prioridades del Estado y alineado con el Nuevo Plan de gastos de Designs Charter Schools.

Las prioridades del Estado son: proporcionar a los estudiantes acceso a maestros con credenciales, materiales de instrucción alineados con estándares e instalaciones seguras, implementación de los estándares académicos de California; participación y participación de los padres; mejorar el logro y los resultados de los estudiantes a lo largo de múltiples medidas; apoyar el compromiso de los estudiantes; destacando el clima escolar y la conectividad; asegurando que todos los estudiantes tengan acceso a las clases que los preparan para la universidad y las carreras; y midiendo otros resultados importantes de los estudiantes relacionados con las áreas de estudio requeridas.



## Board Policy

### Extracurricular and Cocurricular Activities

BP 6145

#### Instruction

The New Designs Charter Schools New Designs Charter Schools Board of Education recognizes that extracurricular and cocurricular activities enrich the educational and social development and experiences of students. The New Designs Charter Schools Board of Education shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

No extracurricular or cocurricular program or activity shall be provided or conducted separately, and no New Designs Charter Schools student's participation in extracurricular and cocurricular activities shall be required or refused, based on the student's sex, gender, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. Requirements for participation in extracurricular and cocurricular activities shall be limited to those that are essential to the success of the activity. (5 CCR 4925)

(cf. 0410 - Nondiscrimination in New Designs Charter Schools Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

**Any complaint regarding the New Designs Charter Schools' extracurricular and cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.**

(cf. 1312.3 - Uniform Complaint Procedures)

**No student shall be prohibited from participating in extracurricular and cocurricular activities related to the educational program because of inability to pay fees associated with the activity.**

(cf. 3260 - Fees and Charges)

#### Eligibility Requirements

To be eligible to participate in extracurricular and cocurricular activities, students in grades 7-12 must demonstrate satisfactory educational progress in the previous grading period, including, but not limited to: (Education Code 35160.5)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale
2. Maintenance of minimum progress toward meeting high school graduation requirements

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

(cf. 6164.5 - Student Success Teams)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer School)

(cf. 6179 - Supplemental Instruction)

Any decision regarding the eligibility of any child in foster care or a child of a military family for extracurricular or cocurricular activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701.

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

### **Student Conduct at Extracurricular/Cocurricular Events**

When attending or participating in extracurricular and/or cocurricular activities on or off campus, New Designs Charter Schools students are subject to New Designs Charter Schools policies and regulations relating to student conduct. Students who violate New Designs Charter Schools policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6145.2 - Athletic Competition)

### **Legal Reference:**

#### **EDUCATION CODE**

35145 Public meetings

35160.5 New Designs Charter Schools Board of Education policy rules and regulations; requirements; matters subject to regulation

35179 Interscholastic athletics; associations or consortia

35181 Students' responsibilities

48850 Participation of foster youth in extracurricular activities and interscholastic sports

48930-48938 Student organizations

49700-49704 Education of children of military families

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance 5531 Supervision of extracurricular activities of pupils

UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

### **COURT DECISIONS**

Hartzell v. Connell, (1984) 35 Cal. 3d 899

### **Management Resources:**

CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE

Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009

### **WEB SITES.**

California Association of Directors of Activities: <http://www.cadal.org>

California Department of Education, Educational Options Office: <http://www.cde.ca.gov/ls/pf/mc>

California Department of Education, Foster Youth Services: <http://www.cde.ca.gov/ls/pf/fy/>

Policy: NEW DESIGNS CHARTER SCHOOLS

Adopted: \_\_\_\_\_ Los Angeles, California

**Board Policy****Athletic Competition**

BP 6145.2

**Instruction**

The New Designs Charter Schools Board of Education recognizes that the athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The athletic program shall be designed to meet students' interests and abilities and be varied in scope to attract wide participation.

(cf. 3530 – Risk Management/Insurance)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 5137 - Positive School Climate)

(cf. 6142.7 - Physical Education)

(cf. 7110 - Facilities Master Plan)

**Nondiscrimination and Equivalent Opportunities in the Athletic Program**

The New Designs Charter Schools Board of Education athletic program shall be free from discrimination and discriminatory practices in accordance with state and federal law. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for both genders.

(cf. 0410 - Nondiscrimination in New Designs Charter Schools Board of Education Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

Any complaint regarding the New Designs Charter Schools Board of Education athletic program shall be filed in accordance with the New Designs Charter Schools Board of Education uniform complaint procedures specified BP/AR 1312.3.

(cf. 1312.3 - Uniform Complaint Procedures)

**Sportsmanship**

The Board values the quality and integrity of the athletic program and the ethical well-being and character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the Codes of Conduct adopted by the California Interscholastic Federation (CIF).

Students and staff may be subject to disciplinary action for improper conduct.

(cf. 3515.2 - Disruptions)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.4 - Student Disturbances)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

### **California Interscholastic Federation**

The Board maintains membership in the CIF and requires that interscholastic athletic activities be conducted in accordance with Board policy, administrative regulation, and CIF bylaws and rules. The Superintendent or designee shall have responsibility for the New Designs Charter Schools Board of Education interscholastic athletic program, while the principal or designee at each participating school shall be responsible for site-level decisions, as appropriate.

The Board shall annually designate an employee from each high school to serve as a representative to the local CIF league. Appointees shall represent the New Designs Charter Schools Board of Education in performing all duties required by the CIF league. In making this selection, the Board shall consider the employee's understanding of the New Designs Charter Schools Board of Education goals for interscholastic and extracurricular activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the New Designs Charter Schools Board of Education, and individual interpersonal communication and leadership skills.

The Superintendent or designee shall ensure that the New Designs Charter Schools Board of Education representatives to the CIF report regularly to the Board on league, section, and statewide issues, as well as activities and prospective actions related to athletics.

### **Student Eligibility**

The first priority of student athletes shall be a commitment to their education and academic achievement.

(cf. 6011 - Academic Standards)

Eligibility requirements for participation in the New Designs Charter Schools Board of Education interscholastic athletic program, including eligibility for a child in foster care or a child of a military family, are the same as those set by the New Designs Charter Schools Board of Education for participation in extracurricular and cocurricular activities.

(cf. 3530 - Risk Management/Insurance)

(cf. 5111.1 - New Designs Charter Schools Board of Education Residency)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by the CIF satisfy CIF eligibility requirements.

### **Health and Safety**

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities. Universal precautions shall be observed when injuries occur.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.22 - Infectious Diseases)

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

(cf. 5131.61 - Drug Testing)

(cf. 5131.63 - Steroids)

(cf. 5141.3 - Health Examinations)

(cf. 5143 - Insurance)

Coaches and appropriate New Designs Charter Schools Board of Education employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

(cf. 5142 - Safety)

### **Supervision**

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, training, and preparation for competition. Athletic events shall be officiated by qualified personnel.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

**Legal Reference:**

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

270-271 Athletes' Bill of Rights

17578 Cleaning and sterilizing of football equipment

17580-17581 Football equipment

32221.5 Required insurance for athletic activities

33353-33353.5 California Interscholastic Federation; implementation of policies, insurance program

33354 California Department of Education authority over interscholastic athletics

35160.5 New Designs Charter Schools Board of Education policies; rules and regulations

35161 Powers and duties generally

35179 Interscholastic athletics

48850 Interscholastic athletics; students in foster care

48900 Grounds for suspension and expulsion

48930-48938 Student organizations

49020-49023 Athletic programs; legislative intent, equal opportunity

49030-49034 Performance-enhancing substances

49700-49701 Education of children of military families

60850-60859 High school exit examination

PENAL CODE

245.6 Hazing

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

5531 Supervision of extracurricular activities of students

5590-5596 Employment of noncertificated coaches

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

CODE OF FEDERAL REGULATIONS, TITLE 34

106.31-106.42 Discrimination on the basis of sex in education programs or activities prohibited

## COURT DECISIONS

Kahn v. East Side Union High School Board of Education, (2004) 31 Cal. 4th 990t

Hartzell v. Connell, (1984) 35 Cal. 3d 899

## **Management Resources:**

### CSBA PUBLICATIONS

A School Board Member's Guide to CIF and Interscholastic Sports, 1997

### CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE

Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009

### CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

A Guide to Equity (Equity Handbook)

Pursuing Victory with Honor, 1999

California Interscholastic Federation Constitution and Bylaws

### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Interscholastic Federation: <http://www.cifstate.org>

National Federation of State High School Associations: <http://www.nfhs.org>

National Operating Committee on Standards for Athletic Equipment: <http://www.nocsae.org>

Policy NEW DESIGNS CHARTER SCHOOLS

Adopted \_\_\_\_\_ Los Angeles, California