



The O'Farrell Charter Schools

The O'Farrell Elementary School
 The O'Farrell Middle School
 The O'Farrell High School
 Ingenuity Charter School

Jonathan Dean, Ed.D., Superintendent

Uniform Complaint Form

TO: Tiffany DeGraffenreid, Director of Operations
 The O'Farrell Charter School and Ingenuity Charter School
 6130 Skyline Drive
 San Diego, CA 92114
 (619) 263-3009
 (619) 263-4339 Fax

FROM:

Name	
Address	
Zip Code	
Phone Number	

PROGRAM AREA OF ALLEGED NONCOMPLIANCE:

- | | |
|--|--|
| <input type="checkbox"/> Consolidated Categorical Aid Programs | <input type="checkbox"/> Child Nutrition |
| <input type="checkbox"/> Student Fees | <input type="checkbox"/> Foster/Homeless Youth |
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Local Control Funding Formula |
| <input type="checkbox"/> Other: _____* | |

BASIS (ACTUAL OR PERCEIVED) OF ALLEGED UNLAWFUL, HARASSMENT, INTIMIDATION, OR BULLYING:

- | | |
|---|---|
| <input type="checkbox"/> Age | <input type="checkbox"/> Ancestry |
| <input type="checkbox"/> Disability, Physical or Mental | <input type="checkbox"/> Ethnic Group Identification |
| <input type="checkbox"/> Gender, Gender Expression, Gender Identity | <input type="checkbox"/> National Origin |
| <input type="checkbox"/> Race or Ethnicity | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Color |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Association with person/group listed above |

*The O'Farrell Charter School is located on property owned by the San Diego Unified School District (District) property pursuant to a facilities use permit agreement. Complaints regarding facilities may be referred to the District, where appropriate.

NATURE OF COMPLAINT: Please provide facts about the complaint, including the names of persons involved, dates, and any other relevant details to help The O’Farrell Charter School and/or Ingenuity Charter School understand and investigate.

OCS PERSONNEL: If you have discussed the complaint with any The O’Farrell Charter School and/or Ingenuity Charter School personnel, please list their names and the result of the discussions.

DOCUMENTS: If you have relevant documents in support of the complaint, please describe below and attach them.

SIGNATURE: _____ **DATE:** _____

Please submit form to:

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Annual Notification of Uniform Complaint Policy & Procedures (UCP)

**TO: STUDENTS, EMPLOYEES, PARENTS/GUARDIANS, ADVISORY COMMITTEES,
AND OTHER INTERESTED PARTIES**

The O'Farrell Charter School and Ingenuity Charter School (collectively, "OCS") have the primary responsibility to ensure that OCS programs and activities are in compliance with applicable state and federal laws and regulations. OCS has established the Uniform Complaint Policy and Procedures ("UCP") to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violations of state or federal laws, including, but not limited to, the charging of unlawful pupil fees.

The board of directors designates the following compliance officer to receive complaints, investigate complaints, and ensure compliance:

Tiffany DeGraffenreid, Director of Operations
The O'Farrell Charter School and Ingenuity Charter School
6130 Skyline Drive
San Diego, CA 92114
(619) 263-3009
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OCS annually notifies our 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.

OCS 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.

Programs and Activities subject to the UCP:

- After School Education and Safety
- California Peer Assistance and Review Programs for Teachers
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content

- Economic Impact Aid
- Education Of Pupils In Foster Care, Pupils Who Are Homeless, Former Juvenile Court Pupils Now Enrolled In A School District, and Pupils Of Military Families
- Every Student Succeeds Act / No Child Left Behind (Titles I–VII)
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool
- Tobacco-Use Prevention Education

Pupil Fees

A pupil fee includes, but is not limited to, all of the following:

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.

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.

A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

A pupil enrolled in a school in our district 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.

Additional Information

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in *Education Code* Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Complaints

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) 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 conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a 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 within 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.

Copies of our Uniform Complaint Procedures process shall be available free of charge.