



**BELLA MENTE MONTESSORI ACADEMY**  
**ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)**  
*2016-2017*

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

Bella Mente Montessori Academy has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees, and noncompliance with Local Control and Accountability Plans.

Bella Mente Montessori Academy shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws regarding:

Consolidated Categorical Aid Programs  
Migrant Education  
Career Technical and Technical Education and Training Programs  
Special Education Programs  
Safety Planning Requirements  
Student Free Speech  
Local Control and Accountability Plans, Annual Updates, or other Plan compliance requirements, pursuant to Article 4.5 of Title 2 of the Education Code

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the school's Uniform Complaint Procedure (UCP). A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

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

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.

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

Erin Feeley, Executive Director  
Bella Mente Montessori Academy  
1737 W. Vista Way  
Vista, CA 92083  
760-621-8948

\*Complaints of noncompliance with laws relating to pupil fees may also be filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with the laws regarding pupil fees.

Anonymous complaints related to Local Control and Accountability Plan compliance are acceptable so long as such complaints provide evidence or information leading to evidence to support an allegation of noncompliance with the requirements of Article 4.5 of Title 2 of the Education Code. If a complaint alleging noncompliance with the laws regarding Local Control and Accountability Plans is found to have merit, Bella Mente Montessori Academy shall provide a remedy to all affected students and parents/guardians.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Principal or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day 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 sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal Bella Mente Montessori Academy's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving Bella Mente Montessori Academy's Decision. The appeal must include a copy of the complaint filed with Bella Mente Montessori Academy and a copy of Bella Mente Montessori Academy's Decision.

An individual filing an appeal related to Pupil Fees or Local Control and Accountability Plan compliance requirements shall receive a written appeal decision within 60 days of receipt of the appeal.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of Bella Mente Montessori Academy's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of Bella Mente Montessori Academy's UCP policy and complaint procedures shall be available free of charge. The UCP can be found in the school office located at 1737 W. Vista Way, Vista, CA 92083.