



UNIFORM COMPLAINT PROCEDURES POLICY

This Uniform Complaint Procedures Policy (“UCP”) contains rules and instructions about the filing, investigation, and resolution of UCP complaints regarding any alleged violation by Chico Country Day School (“CCDS”) of applicable federal and state laws and regulations. . CCDS shall have primary responsibility to ensure compliance with applicable state and federal laws and regulations.

CCDS developed this UCP pursuant to Title 5, California Code of Regulations, §§ 4600-4687 and consistent with policies and procedures adopted by our governing board. This UCP shall apply only to those complaints that fall within the scope of the UCP and are applicable to charter schools. It does not apply to complaints arising from the employment relationship, which are separately addressed by CCDS’s employment policies. Pursuant to this policy, persons responsible for compliance and/or conducting investigations shall be knowledgeable about the laws and programs that they are assigned to investigate.

Scope

This complaint procedure is adopted to provide a uniform system of complaint processing (“UCP”) for the following types of complaints:

1. Complaints alleging unlawful discrimination, harassment, intimidation or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, sexual orientation, or any combination of those characteristics, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics or any combination of those characteristics in any CCDS program or activity.¹ Unlawful discrimination includes, but is not limited to, noncompliance with Education Code sections 243(a) or 244.

2. Complaints Regarding Programs and Activities

Complaints alleging a violation of state or federal law or regulations governing the following programs and activities, to the extent offered by CCDS, are subject to the UCP and will be investigated by CCDS:

¹ In accordance with 5 C.C.R. 4611, employment discrimination complaints are not subject to the UCP.
Adopted May 12, 2026

- Accommodations for Pregnant, Parenting or Lactating Students
- Adult Education Programs
- Child Care and Development Programs
- Regional Occupational Centers and Programs
- Career Technical and Technical Education and Training Programs
- Consolidated Categorical Aid Programs
- Every Student Succeeds Act Education or graduation of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a public school, Migratory Children and Children of Military Families;

3. Complaints Regarding Pupil Fees

Complaints CCDS has violated Education Code §§ 49010 through 49013 concerning pupil fees are subject to this UCP and will be investigated by CCDS. CCDS does not require students 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.

1. “Educational activity” means an activity offered by the charter school that constitutes an integral fundamental part of elementary or secondary education, including, but not limited to, curricular and extracurricular activities.
2. “Pupil fee” means a fee, deposit or other charge imposed on students, or a student’s parents/guardians, in violation of Education Code section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all students without regard to their families’ ability or willingness to pay fees or request special waivers. Pupil fees include:
 - a. A fee charged to a student 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.
 - b. A security deposit, or other payment, that a student is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
 - c. A purchase that a student is required to make to obtain materials, supplies, equipment, or uniforms associated with an educational activity.
3. Complaints regarding pupil fees, local control and accountability plans (“LCAP”), or noncompliance with Education Code sections 243 or 244 only, may be filed anonymously (without an identifying signature) if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the respective applicable laws.

4. If CCDS finds merit in a pupil fees complaint, or the California Department of Education ("CDE") finds merit in an appeal, CCDS shall provide a remedy to all affected students, parents/guardians that, where applicable, includes reasonable efforts by CCDS to ensure full reimbursement to all affected students and parents/guardians, subject to procedures established through regulations adopted by the state board.
5. Nothing in this Policy shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or CCDS and other entities from providing student prizes or other recognition for voluntarily participating in fundraising activities.

4. Complaints Regarding LCAP

Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula ("LCFF") or CCDS' LCAP under Education Code 47606.5 and 47607.3, as applicable, are subject to this UCP. The LCAP is an important component of the Local Control Funding Formula (LCFF), the revised school finance system that overhauled how California funds its K-12 schools.

Under the LCFF CCDS is required to prepare an LCAP, which describes how we intend to meet annual goals for our pupils, with specific activities to address state and local priorities

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 no longer fall under the UCP. Instead, they are governed by Title 7, Code of Federal Regulations ("C.F.R.") sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations ("C.C.R.") sections 15580 - 15584.

Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 no longer fall under the UCP. Instead, they are governed by the procedures set forth in 5 C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153.UCP

Annual Notification

The CEO or designee shall make available copies of this Policy free of charge. The annual notice of this Policy may be made available on CCDS's website.

CCDS shall annually provide written notification of CCDS's UCP to employees, students, parents/guardians, advisory committees, school officials or representatives, and other interested parties as applicable.

The annual notice shall be in English. When necessary, under Education Code section 48985, if 15% or more of the students enrolled in CCDS speak a single primary language other than English, this annual notice will also be provided to the parent/guardian of any such students in that primary language.

The annual notice shall include the following:

1. A list of the types of complaints that fall under the scope of the UCP and the state and federal provisions that govern complaints regarding child nutrition programs and special education programs.

2. A statement clearly identifying any California State preschool programs that CCDS is operating as exempt from licensing pursuant to Health and Safety Code section 1596.792(o) and corresponding Title 5 health and safety regulations, and any California State preschool programs that CCDS is operating pursuant to Title 22 licensing requirements.
3. A statement that CCDS is primarily responsible for compliance with federal and state laws and regulations.
4. A statement that a student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
5. A statement identifying the title of the compliance officer, and the identity(ies) of the person(s) currently occupying that position, if known.
6. A statement that if a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.
7. A statement that the complainant has a right to appeal CCDS's decision to the CDE by filing a written appeal within thirty (30) calendar days of the date of CCDS's Decision, except if CCDS has used its UCP to address a complaint that is not subject to the UCP requirements.
8. A statement that a complainant who appeals CCDS's decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.
9. A statement that if CCDS finds merit in a UCP complaint, or the CDE finds merit in an appeal, CCDS shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.
10. A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code section 262.3.
11. A statement that copies of CCDS's UCP shall be available free of charge.

Confidentiality and Non-Retaliation

CCDS acknowledges and respects every individual's right to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent practicable and as permitted by law) confidentiality of the parties, including but not

limited to the identity of the complainant, and maintains the integrity of the process. CCDS cannot assure anonymity or confidentiality of the complainant's identity. CCDS may find it necessary to disclose information regarding the complaint/complainant to the extent required by law or necessary to carry out the investigation or proceedings, as determined by the CEO or designee on a case-by-case basis. CCDS shall take reasonable steps to protect complainants from retaliation.

CCDS prohibits retaliation in any form for filing of a complaint or an appeal, reporting instances of noncompliance, discrimination, harassment, intimidation, and/or bullying, or for participation in the complaint-filing or investigation process. Complainants are protected from retaliation. These confidentiality and non-retaliation requirements extend to all parties involved.

Compliance Officer

The Board of Directors hereby designates compliance officer(s) to receive, investigate and respond to complaints and to ensure CCSD's compliance with the law.

Claudia Trout
DIRECTOR OF STUDENT AFFAIRS 102 W
11th St.
Chico, CA 95928
(530) 895-2650
CTROUT@CHICOCOUNTRYDAY.ORG

The CEO or designee shall ensure that the compliance officer(s) designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. The compliance officer may have access to legal counsel as determined by the CEO or designee.

Should a complaint be filed against the CEO, the compliance officer for that case shall be the Chair of the CCDS Board of Directors.

The Compliance Officer shall determine whether interim measures are necessary pending the result of an investigation. If interim measures are determined to be necessary, the Compliance Officer shall consult with the Director of Education or designee, as appropriate, prior to implementing any such measures. The interim measures shall remain in place until the Compliance Officer determines that they are no longer necessary or until CCDS issues its final written decision, whichever occurs first.

Formal Complaint Procedures

CCDS shall investigate and seek to resolve, in accordance with this UCP, complaints alleging failure to comply with applicable state or federal laws or enumerated in the section "Scope," above.

All parties involved in allegations shall be notified by the Compliance Officer when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing a Complaint

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization, may file a written complaint of alleged noncompliance or unlawful discrimination, harassment, intimidation, or bullying pursuant to this Policy. .

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed by a person who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation, or bullying, or by one who believes any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. A complaint form is included with these policies, but complaints do not need to be filed with this form.

Complaints filed pursuant to this Policy must be in writing and signed. A signature may be handwritten, typed (including in an email) or electronically generated. Only complaints regarding pupil fees, LCAP, or noncompliance with Education Code section 243 or 244 may be filed anonymously as set forth in this Policy. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, CCDS staff shall assist the complainant in the filing of the complaint.

Complaints shall be filed with the Compliance Officer at the address provided herein. The Compliance Officer will maintain a log of complaints and subsequent related actions for at least three (3) calendar years . The Compliance Officer will evaluate the complaint to determine whether it is subject to this UCP and will notify the complainant within five (5) workdays if the complaint is outside the jurisdiction of this UCP, or as soon as practicable thereafter.

- o Timing of Complaints - An investigation of alleged discrimination, harassment, intimidation, or bullying shall be initiated by filing a complaint no later than six (6) months from the date when the alleged discrimination, harassment, intimidation or bullying occurred, or six (6) months from 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 CEO or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the CEO or designee shall be made in writing. The period for filing may be extended by the CEO or designee for good cause for a period not to exceed ninety (90) calendar days following the expiration of the six-month time period. The CEO shall respond immediately upon a receipt of a request for extension.
- o All other complaints under this Policy shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which the CCDS Board of Directors approved the LCAP or the annual update was adopted by CCDS.

- o The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and notation of date received.

2 **Step 2: Mediation (Optional)**

Within ten (10) workdays of receiving the complaint, the Compliance Officer may informally discuss with the complainant the possibility of engaging in mediation with a third-party neutral. The Compliance Officer shall make arrangements for any mutually agreed upon mediation that will allow both the complainant and CCDS to present relevant evidence. The Compliance Officer shall inform the complainant that the mediation process may be terminated at any time and proceed directly to an investigation. Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the Compliance Officer shall ensure that all parties agree that mediator must maintain confidentiality. If mediation resolves the complaint to the satisfaction of both parties, CCDS will implement any remedial measures and the complainant may choose to withdraw the complaint. If mediation does not resolve the complaint to the satisfaction of both parties, the Compliance Officer shall proceed with the investigation of the complaint.

The use of mediation shall not extend CCDS' timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

2 **Step 3: Investigation of Complaint**

The compliance officer is encouraged to hold an investigative meeting within five (5) business days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or the complainant's representative to repeat the complaint orally.

In order to investigate the complaint, the Compliance Officer shall have access to applicable CCDS records and/or information related to the complaint allegations. As part of his or her investigation, the Compliance Officer shall do all of the following, in no specific order:

- o Provide an opportunity for the complainant and/or complainant's representative and CCDS' representative to present evidence or information leading to evidence relevant to the complaint or investigative process.
- o Obtain statements from individuals/witnesses who can provide relevant information concerning the alleged violation.
- o Review documents that may provide information relevant to the allegation.
- o When necessary, seek clarification on specific complaint issues.

Refusal to provide the Compliance Officer with documents or other evidence related to the allegations in the complaint, or failure or refusal to cooperate or obstruction of the investigation by the complainant or their representative(s) may result in dismissal of the complaint because of a lack of evidence to support the allegation.

Refusal to provide the Compliance Officer with access to records, documents or other information related to the allegations in the complaint, or its failure or refusal to cooperate or obstruction of the investigation by CCDS or its staff 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.

Step 4: Final Written Decision

The Compliance Officer shall prepare and send to the complainant a written report of the investigation and final decision (the “Decision”) based on the evidence within sixty (60) calendar days of CCDS’ receipt of the complaint, unless the timeframe is extended by written agreement of the complainant. CCDS’s decision shall be written in English and, when feasible or as required by law, in the complainant’s primary language.

The decision shall include:

1. The finding(s) of fact based on the evidence gathered;
2. The conclusion provides a clear determination for each allegation as to whether CCDS is in compliance with the relevant law.
3. Corrective actions, if CCDS finds merit in the complaint and any are warranted or required by law.
4. Notice of the complainant’s right to appeal CCDS’s Decision within thirty (30) calendar days to the CDE, except when CCDS has used its UCP to address complaints that are not subject to the UCP requirements; and
5. Procedures to be followed for initiating an appeal to the CDE.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and the employee was informed of CCDS’s expectations. The Decision shall not give any further information as to the nature of the disciplinary action except as required by applicable law.

Appeal Process

If dissatisfied with the Decision, the complainant may appeal in writing to the CDE within thirty (30) calendar days of receiving the Decision. The appeal shall be accompanied by a copy of the complaint filed with CCDS and a copy of the Decision. When appealing to the CDE, the complainant must specify and explain the basis for the appeal, including at least one of the following:

1. CCDS failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, CCDS’s Decision lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in CCDS’s Decision are not supported by substantial evidence.
4. The legal conclusion in CCDS’s Decision is inconsistent with the law.
5. In a case in which CCDS’s Decision found noncompliance, the corrective actions fail to

provide a proper remedy.

Upon notification by the CDE that the complainant has appealed the Decision, the Executive Director or designee shall forward the following documents to the CDE within ten (10) calendar days of the date of notification:

1. A copy of the original complaint.
2. A copy of the Decision.
3. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties or gathered by the investigator.
4. A report of any action taken to resolve the complaint.
5. A copy of CCDS's complaint procedures.
6. Other relevant information requested by the CDE.

If the CDE determines the appeal raises issues not contained in the local complaint, the CDE will refer those new issues back to CCDS for resolution as a new complaint. If the CDE notifies CCDS that its Decision failed to address an allegation raised by the complaint and subject to the UCP process, CCDS will investigate and address such allegation(s) in accordance with the UCP requirements and provide the CDE and the appellant with an amended Decision addressing such allegation(s) within twenty (20) calendar days of the CDE's notification. The amended Decision will inform the appellant of the right to separately appeal the amended Decision with respect to the complaint allegation(s) not addressed in the original Decision.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision. The SSPI will not consider any information not previously submitted to the CDE by a party during the appeal unless such information was unknown to the party at the time of the appeal and, with due diligence, could not have become known to the party. Pending the SSPI's response to a request for reconsideration, the CDE appeal Decision remains in effect and enforceable, unless stayed by a court.

The CDE may directly intervene in the complaint without waiting for action by CCDS when one of the conditions listed in 5 C.C.R. section 4650 exists, including but not limited to cases in which through no fault of the complainant, CCDS has not taken action within sixty (60) calendar days of the date the complaint was filed with CCDS.

If Charter School fails to issue an investigation report within the required sixty (60) calendar day timeline, a party to a written complaint of prohibited discrimination may appeal directly to the

SSPI. The complaint must provide evidence supporting the basis for direct filing and explain why immediate action is necessary.

Complaints alleging noncompliance with Education Code section 243 or 244 may be filed with the SSPI directly, and the SSPI may directly intervene without waiting for an investigation by CCDS. The complainant shall present the SSPI with evidence that supports the basis for the direct filing and why immediate action is necessary.

Appeals of decisions regarding discrimination, harassment, intimidation, and/or bullying, and regarding provision of accommodations to lactating students should be sent to:

California Department of Education
Education Equity UCP Appeals Office
1430 N Street
Sacramento, CA 95814

Appeals of decisions regarding educational program complaints or pupil fees should be sent to:

California Department of Education
Categorical Programs Complaints Management Office
1430 N Street
Sacramento, CA 95814

Appeals of decisions regarding LCAP should be sent to:

California Department of Education
Local Agency Systems Support Office
1430 N Street
Sacramento, CA 95814

Civil Law Remedies

A complainant may pursue available civil law remedies outside of CCDS' 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.

Complainants alleging a violation of Education Code section 220, 243, 244, 51500, 51501, or 60044, may seek civil remedies after sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The waiting period does not apply to injunctive relief and is applicable only if CCDS has appropriately, and in a timely manner, apprised the complainant of their right to file a complaint.

Uniform Complaint Procedures Form

Chico Country Day School has the primary responsibility to ensure compliance with applicable state and federal laws and regulations. Chico Country Day School shall investigate and seek to resolve complaints in accordance with the Uniform Complaint Procedures (UCP). Please complete this form, providing as much information as possible and attaching any applicable supporting documentation, to assist in the investigation of the complaint.

Information

LAST NAME OF THE COMPLAINANT	FIRST NAME OF THE COMPLAINANT
STUDENT NAME (IF APPLICABLE)	GRADE _____ DATE OF BIRTH _____
ADDRESS (NUMBER, STREET, APARTMENT NUMBER, CITY, STATE AND ZIP CODE)	
EMAIL ADDRESS	CELL PHONE NUMBER
HOME PHONE NUMBER	WORK PHONE NUMBER
COMPLAINANT WILL NEED THE ASSISTANCE OF AN INTERPRETER ☐ No ☐ Yes (<i>specify the language to be spoken by the interpreter</i>)	
COMPLAINANT IS A: ☐ Student ☐ Parent/Guardian ☐ Employee ☐ Public Agency ☐ Organization	
THIS COMPLAINT IS BEING FILED ON BEHALF OF: ☐ Myself ☐ A student (not the complainant named above) ☐ Other (<i>specify</i>)	
DATE OF ALLEGED VIOLATION	SCHOOL/OFFICE OF ALLEGED VIOLATION

Basis of Complaint

For allegations related to any of the following programs and activities subject to the UCP:

- | | |
|---|---|
| <ul style="list-style-type: none">☐ Adult Education Programs☐ Education or Graduation of Student in for Foster Care, Students who are Homeless Youth, Former Juvenile Court School Students now enrolled in Public School, Migratory Child and Children of Military Families☐ Every Student Succeeds Act/Local Control Funding Formula/Local Control and Accountability Plan☐ Reasonable Accommodations to a Lactating Student☐ Regional Occupational Centers and Programs☐ Other Basis from CCDS UCP: _____ | <ul style="list-style-type: none">☐ Career Technical and Technical Education and Training☐ Child Care and Development Programs☐ Consolidated Categorical Aid Programs☐ Pupil Fees☐ Pregnant, Parenting, Lactating Students |
|---|---|

For allegation(s) of discrimination, harassment, intimidation, and/or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

- | | | |
|--|--|---|
| ☐ Race or ethnicity | ☐ Religion | ☐ Sex (actual or perceived) |
| ☐ Color | ☐ Age | ☐ Sexual orientation (actual or perceived) |
| ☐ Ancestry | ☐ Marital status | ☐ Gender |
| ☐ Nationality | ☐ Pregnancy | ☐ Gender identity |
| ☐ National origin | ☐ Parental status | ☐ Gender expression |
| ☐ Immigration/Citizenship status | ☐ Physical or mental disability | ☐ Genetic information |
| ☐ Ethnic group identification | ☐ Medical Condition | |
| ☐ Based on association with a person or group with one or more of these actual or perceived characteristics | ☐ Other _____ | |

FOR OFFICE USE ONLY

Date received:

Received by:

Title:

Investigator:

Outcome:

Final written decision sent to complainant on:

Appeal filed with CDE? ☐ Yes ☐ No

Details of the Complaint

Please answer the following questions to the best of your ability. If you mention names, please also identify who they are (i.e. student, staff, parent, etc.), dates, whether witnesses were present, etc. that may be helpful to the investigator. Attach additional pages, if necessary.

Provide the **facts** about your complaint:

List the **people** involved or impacted:

List any **witnesses** or individuals who may have knowledge of the alleged acts:

Provide and/or describe the specific **location(s)** where the incident(s) occurred:

List all the **date(s) and time(s)** when the incident(s) occurred or when the alleged acts first came to your attention:

Describe any **steps** you have taken to resolve this issue before filing the complaint. If applicable, list names and titles of Charter school staff you have contacted:

If you have discussed your complaint or brought your complaint to any CCDS personnel, what was the result?

Do you have any **written documents/evidence** that you can provide that may be relevant/supportive of your complaint?

☐ No ☐ Yes, copies of the documents/evidence are attached to this complaint

Signature of Complainant _____ Date _____

Chico Country Day Schools shall take steps to protect complainants from retaliation. Please file this complaint form and any additional documents in person or by mail with the following Compliance Officer:

Claudia Trout
Director of Student Affairs
102 W 11th St.
Chico, CA 95928
(530) 895-2650
ctrout@chicocountryday.org

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