

BULLIS CHARTER SCHOOL UNIFORM COMPLAINT PROCEDURES POLICY

This Uniform Complaint Procedures Policy (“UCP”) contains rules and instructions about UCP complaints regarding any alleged violation of federal or state laws or regulations governing certain educational programs and activities offered by Bullis Charter School (“BCS”). BCS developed this UCP in accordance with Title 5, California Code of Regulations, §§ 4600-4687. BCS has primary responsibility to ensure the school’s compliance with applicable state and federal laws and regulations, and BCS will investigate and seek to resolve UCP complaints in accordance with this UCP policy. This UCP has been approved by BCS’s Board of Directors.

UCP COMPLAINTS

Not all complaints fall under the scope of the UCP. Complaints arising from the employment relationship are separately addressed by BCS’s employment policies. Many other concerns, including those relating to classroom assignments, grades, graduation requirements, hiring and evaluation of staff, homework policies and practices, student advancement and retention, student discipline, student records, the Brown Act, and other general education requirements, are not covered as UCP complaints. However, BCS may in its sole discretion use these complaint procedures to address complaints not covered by the UCP. In any event, only allegations within the subject matter covered by the UCP can be appealed to the California Department of Education (“CDE”).

A UCP complaint is a written and signed statement alleging a violation of federal or state law or regulation, which may include: complaints regarding certain programs and activities (listed below); complaints alleging pupil fees for participation in an educational activity; complaints regarding non-compliance with the requirements of BCS’s Local Control and Accountability Plan (“LCAP”); or an allegation of unlawful discrimination, harassment, intimidation, or bullying.

Complaints Regarding Programs and Activities

According to state and federal codes and regulations, the programs and activities subject to the UCP are:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Education and Graduation requirements of Pupils in Foster Care, Homeless Pupils, former Juvenile Court Pupils, and Pupils of Military Families
- Regional Occupational Centers and Programs
- Career Technical and Technical Education; Career Technical and Technical Training
- Childcare and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content (grades nine through twelve)
- Complaints of Discrimination, Harassment, Intimidation and/or Bullying any protected group as identified in Education Code §§ 200 and 220 and

- Reasonable Accommodation to a Lactating Pupil
 - Schoolsite Councils
 - School Plan for Student Achievement
 - School Safety Plans
 - Pupil Fees, which includes a purchase that a pupil is required to make to obtain materials, supplies, equipment or clothes associated with an educational activity
 - BCS's LCAP
 - Every Student Succeeds Act
 - Migrant Education
 - Physical Education Instructional Minutes
 - State Preschool Health and Safety Issues in LEAs Exempt from Licensing
 - State Preschool
- Government Code § 11135, including any actual or perceived characteristics set forth in Penal Code § 422.55, based on 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, immigration status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by BCS which is funded directly by, or that received or benefits from, any state financial assistance
- Any other state or federal educational program the State Superintendent of Public Instruction or the California Department of Education or designee deems appropriate

THE UCP ANNUAL NOTICE

BCS provides notice of this UCP on an annual basis. The notice is addressed to all students, employees, parents or guardians, school advisory committee members, and other interested parties. The notice includes information about presenting allegations of discrimination, harassment, intimidation, or bullying. It lists all federal and state programs within the scope of the UCP. It provides the job title of the individual at BCS who is responsible for and knowledgeable about processing UCP complaints. BCS's annual UCP notice is in English. If 15% or more of students enrolled at BCS speak a single primary language other than English, the annual notice will be provided in that language as well pursuant to Education Code § 48985.

DESIGNATION OF RESPONSIBLE EMPLOYEE

BCS's Superintendent is the employee responsible for receiving, investigating and responding to UCP complaints (the "Responsible Employee"):

Maureen Israel, Superintendent/Principal
 Bullis Charter School
 102 West Portola Avenue
 Los Altos, CA 94022

In no instance will the Responsible Employee be assigned to investigate a complaint in which he or she has a bias that would prohibit him or her from fairly investigating or responding to the complaint. Any complaint against Responsible Employee or that raises a concern about Responsible Employee's ability to investigate the complaint fairly and without bias should be

referred to another appropriate BCS school official, who will determine how the complaint will be investigated.

BCS will ensure that the Responsible Employee (or designee) investigating the complaint is knowledgeable about the laws and programs at issue in the complaints. BCS may consult with legal counsel appropriate.

CONFIDENTIALITY AND NON-RETALIATION

BCS will ensure that complainants are protected from retaliation and that the identity of a complainant alleging discrimination, harassment, intimidation or bullying remains confidential as appropriate.

COMPLAINT PROCEDURES

Step 1: Filing a UCP Complaint

A UCP complaint must be filed according to the procedures set forth herein.

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization, may file a UCP complaint. However, a complaint filed on behalf of a student may only be filed by that student or that student's duly authorized representative.

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed by a person who alleges that he or she personally suffered unlawful discrimination, harassment, intimidation, or bullying, or by a person who believes that an individual or any specific class of individuals has been subjected to the same.

A UCP complaint must be in writing and signed. If a complainant is unable to put his/her complaint in writing due to a disability or illiteracy, BCS will assist the complainant in the filing of the complaint. A signature on a UCP complaint may be handwritten, typed (including in an email), or electronically-generated.

Complaints related to pupil fees and/or LCAPs may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

Complaints shall be filed with the Responsible Employee at the address provided herein. A pupil fees complaint may also be filed with a principal and Superintendent or designee. The Responsible Employee will maintain a log of complaints and subsequent related actions to the extent required by oversight agencies.

Timing of Complaints and Investigation

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be filed no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred or the complainant first obtained knowledge of it.

The time for filing may be extended by the Responsible Employee (or designee) for good cause upon written request from the complainant. Such extension shall be in writing and may not exceed ninety (90) days following the expiration of the six-month period.

All other complaints, including pupil fees complaints, shall be filed no later than one (1) year from the date the alleged violation occurred. For complaints regarding LCAP, the date of the alleged violation is the date when BCS's governing board approves the LCAP or annual update.

BCS will investigate the UCP complaint and issue a written Investigation Report to the complainant within 60 calendar days from the date of receipt of the complaint, unless the complainant agrees in writing to an extension of time.

Step 2: Investigation of Complaint

In order to investigate the complaint, the Responsible Employee (or designee) shall have access to applicable BCS records and/or information related to the complaint allegations. As part of his/her investigation, the Responsible Employee (or designee) will do all of the following, in any order:

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

Refusal by the complainant or his/her representatives to provide the Responsible Employee (or designee) with documents or other evidence related to the allegations in the complaint, or failure or refusal to cooperate or obstruction of the investigation, may result in dismissal of complaint because of a lack of evidence to support the allegation.

Refusal by BCS to provide the Responsible Employee (or designee) with documents or other evidence related to the allegations in the complaint, or failure or refusal to cooperate or 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.

Step 3: Final Written Decision (Investigation Report)

The Responsible Employee (or designee) shall prepare and send to the complainant a written report of the investigation and final decision (the "Investigation Report") within sixty (60) calendar days of receipt of the complaint, unless complainant agrees to extend this date. The Investigation Report shall be written in English and, when required by law, in the complainant's primary language.

The Investigation Report shall include:

1. The finding(s) of fact based on the evidence gathered;
2. Conclusion providing a clear determination as to each allegation as to whether BCS is in compliance with the relevant law;
3. If BCS finds merit in the complaint, the corrective actions required by law;
4. Notice of the complainant's right to appeal BCS's Investigation Report to the CDE, except when BCS has used its UCP to address a non-UCP complaint; and
5. Procedures to be followed for initiating an appeal to the CDE.

In addition, any Investigation Report on a complaint of discrimination, harassment, intimidation or bullying based on state law shall include a notice that the complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.

If a student or employee is disciplined as a result of the complaint, the Investigation Report shall simply state that effective action was taken and that the student or employee was informed of BCS's expectations. The report shall give no further information as to the nature of the disciplinary action.

If BCS finds merit in a complaint regarding pupil fees, physical education instructional minutes, or LCAP, the remedy will benefit to all affected pupils and parents/guardians. For all other complaints within scope of UCP, the remedy shall benefit the affected pupil. BCS, in good faith will engage in reasonable efforts to identify and fully reimburse all pupils, parents and guardians who paid any unlawful pupil fee within one year prior to the filing of the complaint.

APPEAL PROCESS

A complainant may appeal BCS's Investigation Report by filing a written appeal within thirty (30) calendar days of the date of the Investigation Report to the California Department of Education ("CDE"). This appeal to the CDE must specify and explain the basis for the appeal, including at least one of the following:

1. BCS failed to follow its complaint procedures;
2. Relative to the allegations of the complaint, the Investigation Report lacks material findings of fact necessary to reach a conclusion of law;
3. The material findings of fact in the Investigation Report are not supported by substantial evidence;
4. The legal conclusion in the Investigation Report is inconsistent with the law; and/or
5. In a case in which BCS found noncompliance, the corrective actions fail to provide a proper remedy.

The appeal must be sent to CDE with: (1) a copy of the locally filed complaint; and (2) a copy of the Investigation Report. The complainant may send the appeal to:

California Department of Education
1430 N Street
Sacramento, CA 95814

The CDE may directly intervene in the complaint without waiting for action by BCS when one of the conditions listed in Title 5, California Code of Regulations, § 4650 exists, including cases in which BCS has not taken action within sixty (60) days of the date the complaint was filed with BCS. A direct complaint to CDE must identify the basis for direct filing of the complaint, which must include evidence that supports such a basis.

CIVIL LAW REMEDIES

A complainant may pursue available civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws. 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. For complaints alleging unlawful discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if BCS has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with Title 5, California Code of Regulations, § 4622.

Adopted: November 2, 2020