Phone: (530) 547-9726
Fax: (530) 547-9734
info@chrysalischarter.org

Chrysalis Charter
Science & Nature School

Address:
P.O. Box 709
Palo Cedro, CA 96073

Chrysalis Charter School follows the Uniform Complaint Procedures (UCP) for the programs and activities listed in our Annual UCP Notice, including unlawful discrimination, harassment, intimidation, or bullying, pupil fees, and the LCAP. Complaints about textbooks and instructional materials, emergency or urgent facilities conditions, and teacher vacancies or misassignments are Williams complaints and follow a separate process; ask the office for the Williams complaint form. All students, parents, and staff at Chrysalis shall enjoy freedom from discrimination, or harassment of any kind, including sexual harassment. It is the school's hope that a person who has a concern first talk to a teacher or administrator so the situation can be resolved quickly. However, you have the right to file this form. You do not have to use this form. Any written, signed complaint will be accepted. A complaint must generally be filed within one year of the date the alleged violation occurred, and a complaint of unlawful discrimination, harassment, intimidation or bullying must be filed within six months of the date it occurred or the date the complainant first learned of the facts. The Superintendent may extend the six-month deadline for good cause by up to 90 days if you ask in writing and give your reasons. This written request is how to file a discrimination, harassment, intimidation, or bullying complaint after the six-month deadline. For an LCAP complaint, the deadline runs from the date the reviewing authority approves the LCAP or annual update. Any person who files this form is protected from retaliation so your identity on this matter will remain confidential as appropriate. You have the right for this complaint to be investigated by the person designated by Chrysalis and, if you disagree with his/her finding, you may appeal to the CDE for complaints within the UCP's scope.

I. Contact Information

Name (optional only for pupil fee or LCAP complaints, which may be filed anonymously if you include evidence or information leading to evidence; all other complaints must be signed):	Mailing Address (Optional):
Phone Number (Optional):	E-mail (Optional):

II. Complainant

You are filing this complaint on behalf of:

yourself
your child
a student for whom you are the parent,
guardian, or authorized representative: _____
a group: _____

III. School Information

The following is responsible for receiving and investigating complaints and ensuring our compliance:

Name or title: Aaron Lovejoy, Superintendent & Site Administrator, UCP Compliance Officer and Title IX Coordinator
Address: 21945 Old 44 Dr., Palo Cedro, CA 96073
Phone: (530) 547-9726 E-mail address: aaron@chrysalischarter.org

IV. Basis of Complaint

Please check the following box(s), based on the type(s) of concern. If you are filling out this form for another reason, fill in the Other line.

Unlawful pupil fee
LCAP
Pregnant, parenting, or lactating pupil accommodations
Foster, homeless, military, migratory, or newcomer pupil rights
School safety plan
Instructional materials and curriculum: diversity (EC 243)

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School or team name or mascot
Other UCP program (see Annual Notice)
Discrimination, harassment, intimidation, or bullying based on:

Sexual orientation	Sex (Title IX)	or 220, Government Code 11135, or
Gender	Gender identity	Penal Code 422.55
Ethnicity	Gender expression	
Race	Nationality	Title IX sexual harassment complaints are handled under the school's Title IX grievance process (BP 5145.7). The Title IX Coordinator will explain your options.
National origin	Immigration status	
Religion	Association with a protected person or group	
Color		
Ancestry		
Mental or physical disability	Any other characteristic protected by Education Code 200	Other: _____ _____
Age		
Sexual Harassment		

Other: _____

V. Details of Complaint
Please answer the following questions to the best of your ability. Attach additional sheets of paper if you need more space.

Please **describe** the type of incident(s) you experienced that led to this complaint, including the events or actions, in as much detail as possible:

_____
_____
_____
_____
_____
_____ (continue on another page)

List the **individuals** involved in the incident(s):

_____
_____

List any **witnesses** to the incident(s):

_____
_____

Describe the **location where** the incident(s) occurred:

_____
_____

Please list **all the date(s) and times** when the incident(s) occurred or when the alleged problem first came to your attention: _____
_____

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What steps, if any, have you taken to resolve this issue before filing a complaint?

_____
_____
_____
_____

Ultimately, what is **the outcome** that you would like to see realized in the end?

_____
_____
_____
_____

Signature of person filing complaint (handwritten, typed, or electronic):

_____

Received by: _____ Title: _____ Date: _____

Please provide a duplicate copy to the complainant.

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Uniform Complaint Procedures
See our Annual UCP Notice for the full list of programs and activities subject to the UCP.

Special education and school meal complaints are not handled under the UCP. Complaints about special education programs follow the California Department of Education's special education complaint process (34 CFR 300.151-300.153; 5 CCR 3200-3205). Complaints about child nutrition programs follow federal USDA rules (7 CFR 210.19(a)(4), 215.11(e), 220.13(c), 225.11(b), and 250.15(d)) and 5 CCR 15580-15584. Our office will help you send these complaints to the right place. A complaint that a student was discriminated against, harassed, intimidated, or bullied because of disability or another protected characteristic may still be filed under the UCP.

Complaints will be investigated and a written Investigation Report with our 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 the California Department of Education (CDE) by filing a written appeal within 30 calendar days of the date of our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision. The appeal must explain the basis for the appeal (5 CCR 4632(b)). Complaints we handle locally that are outside the UCP's scope cannot be appealed to the CDE.

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.