Uniform Complaint Procedures (UCP) Annual Notice 2026-27

Chrysalis Charter School

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

Chrysalis Charter School annually notifies our 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. The UCP Annual Notice is available on our website.

Chrysalis Charter School 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.

The Uniform Complaint Form is available on the school's website at https://www.chrysalischarter.org/Resources/Forms/ and at the school office. Copies of our UCP procedures shall be available free of charge.

Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils (Education Code section 46015)
- Adult Education (Education Code sections 8500-8538, 52334.7, 52500-52616.18)
- After School Education and Safety (Education Code sections 8482-8484.65)
- Agricultural Career Technical Education (Education Code sections 52460-52462)
- Career Technical and Technical Education and Career Technical and Technical Training Programs (Education Code sections 52300-52462)
- Child Care and Development Programs (Education Code sections 8200-8488)
- Compensatory Education (Education Code section 54400)
- Consolidated Categorical Aid Programs (Education Code sections 33315 and 64000(a))
- Course Periods without Educational Content (Education Code sections 51228.1-51228.3) (Grades 9-12)
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, 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 an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils in a newcomer program (Education Code sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
- Every Student Succeeds Act (20 United States Code section 6301 et seq.; Education Code section 52059)
- Instructional Materials and Curriculum: Diversity (Education Code section 243)
- Local Control and Accountability Plans (LCAP) (Education Code section 52075)
- Migrant Education (Education Code sections 54440-54445)
- Physical Education Instructional Minutes (Education Code sections 51210, 51222, 51223)
- Pupil Fees (Education Code sections 49010-49013)
- Reasonable Accommodations to a Lactating Pupil (Education Code section 222)
- Regional Occupational Centers and Programs (Education Code sections 52300-52334.7)
- School or Athletic Team Names, Mascots, or Nicknames (Education Code section 221.3)
- School Plans for Student Achievement (Education Code section 64001)
- School Safety Plans (Education Code section 32289)
- School Site Councils (Education Code section 65000)
- State Preschool (Education Code sections 8235-8239.1)
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing (Education Code section 8235.5)
- And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate

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.

Filing a UCP Complaint

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.

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred. (5 CCR section 4630(a))

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be filed not later than six 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 in writing as provided in 5 CCR section 4630(b). 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.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled at Chrysalis Charter School shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Contact Information

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Aaron Lovejoy, Superintendent & Site Administrator, UCP Compliance Officer and Title IX Coordinator

Chrysalis Charter School

21945 Old 44 Dr., Palo Cedro, CA 96073

Phone: (530) 547-9726

Email: aaron@chrysalischarter.org

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in Chrysalis Charter School.

Investigation and Appeal

Complaints will be investigated and a written Investigation Report will be sent to the complainant within 60 calendar 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. (5 CCR sections 4600(h) and 4631)

The complainant has a right to appeal our Investigation Report of complaints regarding programs and activities subject to the UCP to the California Department of Education (CDE) by filing a written appeal within 30 calendar days of the date of the Investigation Report. The appeal must be accompanied by a copy of the originally filed complaint and a copy of our Investigation Report. (5 CCR sections 4600(h) and 4632) Complaints that Chrysalis handles under its local procedures but that are outside the UCP's scope cannot be appealed to the CDE. An appeal must explain the basis for the appeal (5 CCR 4632(b)).

The CDE must issue a written appeal decision within 60 calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the appellant, or the CDE documents exceptional circumstances and informs the appellant, or the CDE receives notice that the matter has been resolved at the local level, or the CDE receives notice that the matter has been judicially decided. (5 CCR section 4633(h); Education Code section 33315(a)(4))

If the CDE accepts a complaint filed directly with it for direct intervention, it will issue a written decision within 60 days of receipt unless the parties agree to extend or the CDE documents exceptional circumstances (Education Code section 33315(a)(5)).

If Chrysalis Charter School finds merit in a complaint, or the CDE finds merit in an appeal, Chrysalis Charter School shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected pupil, or, in the case of complaints related to pupil fees, courses of study, physical education instructional minutes, and local control and accountability plans, to all affected pupils, parents, and guardians. For pupil fee complaints, remedies shall, where applicable, include reasonable efforts to ensure full reimbursement. (Education Code section 33315(a)(6))

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, and of the appeal pursuant to Education Code section 262.3. Under Education Code section 262.3(d), a person who alleges a violation of Education Code section 220, 243, 244, 51500, 51501, or 60044 may seek civil remedies after 60 days have elapsed from the filing of an appeal to the CDE, except that this waiting period does not apply to injunctive relief and applies only if the school has appropriately and timely apprised the complainant of the right to file a complaint.

Responsibilities of Chrysalis Charter School

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.