

Palisades Charter High School
Board Policy

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that Palisades Charter High School has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such an informal process, the Board shall adopt a uniform complaint process and administrative regulation.

The school's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging Palisades Charter High School violation of applicable state or federal law or regulations governing state programs that use categorical funds. These include consolidated categorical aid, local control funding formula, local control accountability plans, school facilities, and special education programs
2. Any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, in school programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics
3. Any complaint alleging bullying in school programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics
4. Any complaint alleging school violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities

5. Any complaint alleging that the school has not complied with legal requirements related to the implementation of the local control and accountability plan

6. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

7. Any other complaint as specified in a school policy

The Board recognizes that alternative dispute resolution can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is agreeable to all parties. One type of alternative dispute resolution is mediation, which shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Executive Director/Principal or designee shall ensure that the use of alternative dispute resolution is consistent with state and federal laws and regulations.

In filing and investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation, unlawful discrimination, or bullying, the Executive Director/Principal or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the school shall refer the non-UCP allegation to the appropriate staff or agency and shall resolve the UCP-related allegation(s) through the school's UCP.

The Executive Director/Principal or designee shall provide training to school staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Executive Director/Principal or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and school policy.

Non-UCP Complaints

The following complaints shall not be subject to the school's UCP but shall be referred to the specified agency:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.

4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the school's Williams Uniform Complaint Procedures, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments.