



## **Uniform Complaint Procedure**

California Montessori Project (“CMP”) has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying and complaints alleging violation of state or federal laws governing educational programs or the charging of unlawful pupil fees.

CMP shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure (“UCP”) adopted by our Governing Board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, immigration status/citizenship, race or ethnicity, religion, sex, sexual orientation, or on a person’s association with a person or group with one or more of these actual or perceived characteristics, in any CMP program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Foster and Homeless Youth Services
- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Special Education Programs
- Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII)
- Bilingual Education
- Former Juvenile Court Pupils
- Pupils from Military Families
- Migratory Pupils
- Pregnant and Parenting Pupils
- Local Control and Accountability Plans (LCAP) / Local Control Funding Formula (LCFF)
- Lactating Pupils
- School Safety Plan

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- 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.



- 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.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with the Principal of the school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

California Montessori Project – American River Campus

Kathleen Merz, Principal  
6838 Kermit Lane Fair Oaks, CA 95628  
(916) 864-0081 phone  
(916) 864-0084 fax

California Montessori Project – Capitol Campus

Shannon Schmidt, Principal  
2635 Chestnut Hill Drive Sacramento, CA 95826  
(916) 325-0910 phone  
(916) 325-0912 fax

California Montessori Project – Carmichael Campus

Laurien Spiller, Principal  
5325 Engle Road, Ste 200  
Carmichael, CA 95608  
(916) 971-2430 phone  
(916) 971-2435 fax

California Montessori Project – Elk Grove @ Bradshaw Campus

Rebecca Marsolais, Principal  
9649 Bradshaw Road Elk Grove, CA 95624  
(916) 714-9699 phone  
(916) 714-9703 fax

California Montessori Project – Elk Grove @ Elk Grove Blvd. Campus

Rebecca Marsolais, Principal  
8828 Elk Grove Blvd. Ste 4 Elk Grove, CA 95624  
(916) 714-9702 phone  
(916) 686-4368 fax



California Montessori Project – Orangevale Campus

Maria Ostendorf, Principal  
6545 Beech Avenue  
Orangevale, CA 95662  
(916) 673-9389 phone  
(916) 673-9396 fax

California Montessori Project – Shingle Springs Campus

Sara Meece, Principal  
4645 Buckeye Road  
Shingle Springs, CA 95682  
(530) 672-3095 phone  
(530) 672-3097 fax

Complaints alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed within six (6) 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. The Compliance Officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with the Charter School's procedures.

The final written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant.

The complainant has a right to appeal CMP's Decision to the California Department of Education ("CDE") by filing a written appeal within fifteen (15) days of receiving the final written Decision. The appeal must include a copy of the complaint filed with the School and a copy of CMP's Decision, and the complainant must specify the basis for the appeal of the Decision and whether the facts are incorrect and/or the law has been misapplied.

A complainant may pursue available civil law remedies outside of CMP's 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. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, however, a complainant must wait until sixty (60) 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 the Charter School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR § 4622.

A copy of the UCP policy and complaint procedures shall be available upon request free of charge in the Main Office and on CMP's website. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the UCP, please contact the school's Principal.