



Blue Ridge Academy

955 Stanislaus Street, Maricopa, CA 93252

Ph (661) 525-1178 | Fax (661) 465-4544

UNIFORM COMPLAINT PROCEDURES COMPLAINT FORM

Complainant Contact Information:

Name*	
Student Name (if applicable)	Date of Birth
Address	
City	Zip Code
Home Phone	Cell/Work Phone
I am filing this complaint on behalf of:	
☐ myself ☐ my child or student ☐ another child or student ☐ a group	

Basis of Complaint

Discrimination, harassment, intimidation, or bullying** in district programs or activities on the basis of the following actual or perceived protected class or characteristic (check all that apply):

☐	Sex/Gender	☐	Ethnic Group Identification	☐	Adult Education Programs
☐	Gender Identity	☐	Nationality	☐	Migrant Education
☐	Sexual Orientation	☐	Race or Ethnicity	☐	Child Care & Development Programs
☐	Gender Expression	☐	National Origin	☐	Special Education Programs
☐	Marital or Parental Status	☐	Ancestry	☐	Consolidated Categorical Aid Programs
☐	Genetic Information	☐	Religion	☐	Career/Technical Education Programs
☐	Physical or Mental Disability	☐	Color	☐	Child Nutrition Programs
☐	Age	☐	Association with a person or group with one or more of the actual or perceived categories listed above	☐	Pupil Fees, Charges, or Deposits for Educational Activities
☐	Development and Adoption of School Safety Plan	☐	Other	☐	

*For complaints alleging noncompliance with the legal prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, the complaint can be filed anonymously if the complaint provides enough evidence or information leading to evidence to support an allegation of noncompliance and to allow an appropriate investigation. However, if the complainant wishes to receive a copy of the Charter School's decision in response to the complaint, the complainant's contact information requested above must be provided.

**For complaints of bullying that are not based on the above listed protected classes or characteristics, please contact your school site Principal for further investigation and response.



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Details of Complaint

Date of Alleged Violation	Location of Alleged Violation
Name of Person(s) Being Complained About	

Please complete the following to the best of your ability. (Attach additional sheets of paper if you need more space and attach any supporting or relevant documentation.)

1. Please describe with as much detail as possible the facts underlying your complaint. Provide details such as the names of those involved, the dates an incident or incidents occurred, whether witnesses were present and the names of any witnesses, etc. Please provide any details which you feel might be helpful to the complaint investigator.

2. Please describe what steps, if any, you have taken to resolve this issue before filing this complaint. Have you attempted to discuss this issue with the person about whom you are complaining or with other District personnel? If so, with whom and what was the result?

3. Please describe your desired outcome or remedy so as to assist the complaint investigator in attempting to satisfactorily resolve your complaint.

Signature _____ Date _____

This complaint form must be submitted to the Charter School Compliance Officer at the address listed below unless the complaint alleges noncompliance with the legal prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities. In such cases, this complaint form may be submitted to your school site principal. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying must be initiated no later than six months from the date of the alleged discrimination, harassment, intimidation, or bullying, or six months from the date the complainant first obtained knowledge of the facts of the discrimination, harassment, intimidation, or bullying. Complaints alleging noncompliance with the legal prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities must be filed not later than one year from the date the alleged violation occurred. Complaints will be investigated in a manner that protects the integrity of the process and the confidentiality of the parties to the extent that the investigation of the complaint is not obstructed. The Charter School's governing board prohibits any form of retaliation against any person for the filing of a complaint or participation in the complaint process.

Once completed, please deliver your complaint and any attachments to:

Director of Human Resources

625 West Covina Blvd.,

San Dimas, CA 91773

hr@theblueridgeacademy.com

The district will investigate and report its decision to the complainant within 60 calendar days of the Charter School's receipt of the complaint per the Charter School's Uniform Complaint Policy. Complainant has the right to appeal the Charter School's final decision to the California Department of Education within 15 calendar days of receiving the decision.