

BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL

UNIFORM COMPLAINT PROCEDURE FORM

Use this form to file a complaint under Birmingham Community Charter High School's ("BCCHS") Uniform Complaint Procedures (Board Policy #011). If you need help completing this form, or need it in another language, contact the Compliance Officer listed at the end of this form.

Last Name: _____ First Name/MI: _____

Student Name (if applicable): _____ Grade: _____ Date of Birth: _____

Street Address/Apt. #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____ Preferred Language: _____

☐ I request an interpreter or translated documents.

I am the: ☐ Student ☐ Parent/Guardian ☐ Employee ☐ Other (describe): _____

School/Office of Alleged Violation: _____

Date(s) of alleged violation: _____ Date you first learned of the facts: _____

Complaints about pupil fees or the Local Control and Accountability Plan (LCAP) may be filed anonymously, without a name or identifying signature, if the complaint provides evidence or information leading to evidence to support the allegation. All other complaints must be signed.

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- | | | |
|---|--|--|
| ☐ Accommodations for Pregnant, Parenting or Lactating Students, including Reasonable Accommodations to a Lactating Student | ☐ Course Periods without Educational Content (grades 9-12) | ☐ Local Control Funding Formula/Local Control and Accountability Plan |
| ☐ Adult Education | ☐ Educational and Graduation Requirements for Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a Public School, Migratory Children, Children of Military Families, and Students Participating in a Newcomer Program | ☐ Migrant Child Education |
| ☐ After School Education and Safety | ☐ Every Student Succeeds Act | ☐ Pupil Fees |
| ☐ Agricultural Career Technical Education | ☐ Instructional Materials and Curriculum: Diversity, including discriminatory instructional or professional development materials | ☐ Regional Occupational Centers and Programs |
| ☐ Career Technical and Technical Education and Career Technical and Technical Training Programs | | ☐ School or Athletic Team Names, Mascots, or Nicknames |
| ☐ Compensatory Education | | ☐ School Plans for Student Achievement |
| ☐ Consolidated Categorical Aid Programs | | ☐ School Safety Plan |
| | | ☐ Schoolsite Councils |
| | | ☐ Other state or federal program: _____ |

For allegation(s) of unlawful discrimination, harassment, intimidation, bullying, or retaliation, please check the basis of the unlawful discrimination, harassment, intimidation, bullying, or retaliation described in your complaint, if applicable:

- | | | |
|---|---|--|
| ☐ Age | ☐ Genetic Information | ☐ Sex (Actual or Perceived) |
| ☐ Ancestry | ☐ Immigration Status/Citizenship | ☐ Sexual Orientation (Actual or Perceived) |
| ☐ Color | ☐ Marital Status | ☐ Based on association with a person or group with one or more of these actual or perceived characteristics |
| ☐ Disability (Mental or Physical) | ☐ Medical Condition | ☐ Retaliation for filing a complaint or participating in the complaint process |
| ☐ Ethnic Group Identification | ☐ Nationality / National Origin | ☐ Other characteristic protected by law: _____ |
| ☐ Gender / Gender Expression / Gender Identity | ☐ Pregnancy / Parental or Family Status | |
| | ☐ Race or Ethnicity (including hair texture and protective hairstyles) | |
| | ☐ Religion | |

Discrimination based on shared ancestry or religion, including antisemitism and Islamophobia, is prohibited.

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator. If your complaint involves instructional materials, professional development materials, or a school-sponsored activity, please identify them.

2. Have you discussed your complaint or brought your complaint to any BCCHS personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents.

☐ Yes

☐ No

4. Discrimination, harassment, intimidation, bullying, and retaliation complaints must be filed within six (6) months of the alleged act or of the date you first learned of the facts. If that time has passed, you may ask the CEO/Principal or designee to extend the filing period for good cause, for up to ninety (90) calendar days.

☐ I am requesting an extension of the filing period. My reason is:

Signature: _____ Date: _____

A signature may be handwritten, typed (including in an email), or electronically generated. A signature is not required for an anonymous pupil fees or LCAP complaint.

Submit your complaint and any relevant documents to the Compliance Officer by mail, email, or in person:

Ari Bennett
CEO/Principal
Birmingham Community Charter High School
17000 Haynes Street
Lake Balboa, CA 91406
818-758-5200
a.bennett@birminghamcharter.com

Important information about your complaint

- **Help filing.** If you are unable to put your complaint in writing due to a condition such as a disability or illiteracy, BCCHS staff will help you file it.
- **No retaliation.** BCCHS prohibits retaliation against anyone who files a complaint or who serves as a witness or otherwise participates in the complaint process.
- **Confidentiality.** BCCHS will keep your identity confidential as appropriate and to the extent permitted by law, but cannot guarantee anonymity.
- **Mediation.** You may be offered mediation. Mediation is voluntary, and no one is required to participate. Mediation is never used to resolve a complaint that an employee sexually harassed a student.
- **Decision.** BCCHS will send you a written Decision within sixty (60) calendar days of receiving your complaint, unless you agree in writing to extend that time.
- **Appeal.** You may appeal BCCHS's Decision to the California Department of Education (CDE) in writing within thirty (30) calendar days of receiving it. If BCCHS does not issue its Decision within sixty (60) calendar days, or within any extended timeline you agreed to in writing, you may also appeal to the CDE under Education Code section 262.3.
- **Sexual harassment.** Complaints of sexual harassment that meet the federal Title IX definition are handled under BCCHS's Title IX grievance procedures. If the complaint also raises issues covered by the UCP, BCCHS will also issue a UCP Decision.
- **Complaints about the CEO/Principal.** If your complaint is against the CEO/Principal, it will be handled by the President of the BCCHS Board of Directors.
- **Other complaints.** Complaints about child nutrition programs, special education, or other matters outside the UCP will be referred to the appropriate agency or procedure, and you will be told in writing.
- **Civil remedies.** You may also pursue civil law remedies. For state-law discrimination, harassment, intimidation, or bullying complaints, you must wait sixty (60) calendar days after filing an appeal with the CDE before doing so, except for injunctive relief.