

Phone: (530) 547-9726  
 Fax: (530) 547-9734  
 catherinet@chrysalischarter.org



Address:  
 P.O. Box 709  
 Palo Cedro, CA 96073

## Uniform Complaint Form

Chrysalis Charter School is responsible for compliance with federal and state laws and regulations, including those related to: pupil fees; textbooks and instructional materials; clean and safe, well-maintained school facilities; teacher vacancies or misassignments; and freedom from unlawful discrimination, harassment, intimidation or bullying against any protected group. All students, parents, and staff at Chrysalis shall enjoy freedom from discrimination, or harassment of any kind, including sexual harassment. It is the school's hope that a person who has a concern first talk to a teacher or administrator so the situation can be resolved quickly. However, you have the right to file this form at any time. Any person who files this form is protected from retaliation so your identity on this matter will remain confidential as appropriate. You have the right for this complaint to be investigated by the person designated by Chrysalis and, if you disagree with his/her finding, you have the right to file an appeal with CDE.

### I. Contact Information

Name (Optional):	Mailing Address (Optional):
Phone Number (Optional):	E-mail (Optional):

### II. Complainant

You are filing this complaint on behalf of:

- |                                                                          |                                                                                          |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> yourself<br><input type="checkbox"/> your child | <input type="checkbox"/> other student: _____<br><input type="checkbox"/> a group: _____ |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------|

### III. School Information

The following is responsible for receiving and investigating complaints and ensuring our compliance:

Name or title: Catherine Thompson, Administrator  
 Address: 21945 Old 44 Dr., Palo Cedro, CA 96073  
 Phone: (530) 547-9726 E-mail address: catherinet@chrysalischarter.org

### IV. Basis of Complaint

Please check the following box(s), based on the type(s) of concern. If you are filling out this form for another reason, fill in the Other line.

- |                                                                                            |                                                                   |                                                              |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Unlawful pupil fee                                                |                                                                   |                                                              |
| <input type="checkbox"/> Insufficient textbooks or instructional materials                 |                                                                   |                                                              |
| <input type="checkbox"/> Failure to provide clean, safe, well-maintained school facilities |                                                                   |                                                              |
| <input type="checkbox"/> Teacher vacancy or misassignment                                  |                                                                   |                                                              |
| <input type="checkbox"/> Discrimination, harassment, intimidation, or bullying based on:   |                                                                   |                                                              |
| <input type="checkbox"/> Sexual orientation                                                | <input type="checkbox"/> Religion                                 | <input type="checkbox"/> Age <sup>[L]</sup> <sub>[SEP]</sub> |
| <input type="checkbox"/> Gender <sup>[L]</sup> <sub>[SEP]</sub>                            | <input type="checkbox"/> Color                                    | <input type="checkbox"/> Sexual Harassment                   |
| <input type="checkbox"/> Ethnicity <sup>[L]</sup> <sub>[SEP]</sub>                         | <input type="checkbox"/> Ancestry <sup>[L]</sup> <sub>[SEP]</sub> | <input type="checkbox"/> Sex (Title IX)                      |
| <input type="checkbox"/> Race                                                              | <input type="checkbox"/> Mental or physical disability            | <input type="checkbox"/> Other: _____                        |
| <input type="checkbox"/> National origin <sup>[L]</sup> <sub>[SEP]</sub>                   |                                                                   |                                                              |
| <input type="checkbox"/> Other: _____                                                      |                                                                   |                                                              |

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**V. Details of Complaint**

Please answer the following questions to the best of your ability. Attach additional sheets of paper if you need more space.

Please **describe** the type of incident(s) you experienced that led to this complaint, including the events or actions, in as much detail as possible:

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(continue on another page)

List the **individuals** involved in the incident(s):

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List any **witnesses** to the incident(s):

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Describe the **location where** the incident(s) occurred:

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Please list **all the date(s) and times** when the incident(s) occurred or when the alleged problem first came to your attention: \_\_\_\_\_

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**What steps**, if any, have you taken to resolve this issue before filing a complaint?

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Ultimately, what is **the outcome** that you would like to see realized in the end?

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Signature of person filing complaint: \_\_\_\_\_

Received by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Please provide a duplicate copy to the complainant.**

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## Uniform Complaint Form Procedures

**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.

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 in:

- Child Nutrition
- Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district
- English Learner Programs
- Every Student Succeeds Act / No Child Left Behind (Titles I–VII)
- Local Control and Accountability Plans (LCAP)
- Pupil Fees
- School Safety Plans
- Special Education

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 pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, and former juvenile court pupils now enrolled in a school district as specified in EC Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

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The staff member, position, or unit responsible to receive UCP complaints in our agency is:

Name or title: Catherine Thompson, Administrator

Address: 21945 Old 44 Dr., Palo Cedro, CA 96073

Phone: (530) 547-9726 E-mail address: catherinet@chrysalischarter.org

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) 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.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

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.

**Copies of our Uniform Complaint Procedures process shall be available free of charge.**