

## UNIFORM COMPLAINT POLICY AND PROCEDURES

### Scope

Samueli Academy policy is to comply with applicable federal and state laws and regulations. Samueli Academy is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any Samueli Academy program or activity; and
- (2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: Adult Education Programs, After School Education and Safety Programs, Agricultural Vocational Education Programs, American Indian Education Centers and Early Child Education Program Assessments, Consolidated Categorical Aid Programs, Career Technical and Technical Education and Career Technical and Technical Training Programs, Child Care and Development Programs, Child Nutrition Programs, Foster and Homeless Youth Services, Migrant Education Programs, Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII), including improving academic achievement, compensatory education, limited English proficiency, and migrant education, Regional Occupational Centers and Programs, Special Education Programs, State Preschool, Bilingual Education, Economic Impact Aid, and Tobacco-Use Prevention Education.
- (3) A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
  - a. "Educational activity" means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
  - b. "Pupil fee" means a fee, deposit or other charge imposed on pupils, or a pupil's parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:

- i. 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.
  - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
  - iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
- c. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.
  - d. If Samuelli Academy finds merit in a pupil fees complaint Samuelli Academy shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by Samuelli Academy to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
  - e. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.
- (4) Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.
  - (5) Complaints of noncompliance with the requirements of Education Code Section 222 regarding the rights of lactating pupils on a school campus. If Samuelli Academy finds merit in a complaint, or if the Superintendent finds merit in an appeal, Samuelli Academy shall provide a remedy to the affected pupil.

Samuelli Academy acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible) the confidentiality of the parties and the integrity of the process. Samuelli Academy cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, Samuelli Academy will attempt to do so as appropriate. Samuelli Academy may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Head of School or designee on a case-by-case basis.

Samuelli Academy prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

## Compliance Officers

The Board of Trustees designates the following compliance officer(s) to receive and investigate complaints and to ensure Samueli Academy's compliance with law:

Anthony Saba  
Head of School  
1901 N Fairview St  
Santa Ana, CA.  
714-619-0245

The Head of School or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Head of School or designee.

Should a complaint be filed against the Head of School, the compliance officer for that case shall be the President of Samueli Academy Board of Trustees.

## Notifications

The Head of School or designee shall annually provide written notification of Samueli Academy's uniform complaint procedures to employees, students, parents and/or guardians, advisory committees, private school officials and other interested parties (e.g., Adult Education).

The annual notice shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the Education Code if fifteen (15) percent or more of the pupils enrolled in Samueli Academy speak a single primary language other than English.

The Head of School or designee shall make available copies of Samueli Academy's uniform complaint procedures free of charge.

### The annual notice shall include the following:

- (a) A statement that Samueli Academy is primarily responsible for compliance with federal and state laws and regulations.
- (b) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- (c) A statement identifying the responsible staff member, position, or unit designated to receive complaints.
- (d) A statement that the complainant has a right to appeal Samueli Academy's decision to the CDE by filing a written appeal within 15 days of receiving Samueli Academy's decision.
- (e) A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code § 262.3.

- (f) A statement that copies of the local educational agency complaint procedures shall be available free of charge.

## Procedures

The following procedures shall be used to address all complaints which allege that Samueli Academy has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

- **Step 1: Filing of Complaint**

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by Samueli Academy.

A complaint alleging unlawful discrimination, harassment, intimidation or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.

Pupil fee complaints shall be filed not later than one (1) year from the date the alleged violation occurred.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, Samueli Academy staff shall assist him/her in the filing of the complaint.

- **Step 2: Mediation**

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend Samueli Academy's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

- Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide Samueli Academy's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

Samueli Academy's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

- Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of Samueli Academy's investigation and decision, as described in Step #5 below, within sixty (60) days of Samueli Academy's receipt of the complaint.

- Step 5: Final Written Decision

Samueli Academy's decision shall be in writing and sent to the complainant. Samueli Academy's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.

5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal Samueli Academy's decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.
7. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of Samueli Academy's expectations. The report shall not give any further information as to the nature of the disciplinary action.

#### Appeals to the California Department of Education

If dissatisfied with Samueli Academy's decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving Samueli Academy's decision. When appealing to the CDE, 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. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of Samueli Academy's decision.

Upon notification by the CDE that the complainant has appealed Samueli Academy's decision, the Head of School or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by Samueli Academy, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of Samueli Academy's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by Samueli Academy when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including

cases in which Samueli Academy has not taken action within sixty (60) days of the date the complaint was filed with Samueli Academy.

### Remedios de Derecho Civil

Un demandante puede buscar remedios de ley civil disponibles fuera de los procedimientos de queja de Samueli Academy. Los reclamantes pueden solicitar asistencia de los centros de mediación o de los abogados de interés público / privado. Los recursos legales civiles que pueden ser impuestos por un tribunal incluyen, pero no se limitan a, órdenes judiciales y órdenes de restricción. Para quejas de discriminación, acoso, intimidación o acoso ilegales que surgen bajo la ley estatal, sin embargo, un demandante debe esperar hasta sesenta (60) días desde la presentación de una apelación con el CDE antes de buscar remedios de la ley civil. La moratoria no se aplica a la medida cautelar y sólo es aplicable si Samueli Academy ha informado apropiadamente y de manera oportuna al demandante de su derecho a presentar una queja de acuerdo con 5 CCR 4622.

## FORMULARIO UNIFORME DE PROCEDIMIENTO DE QUEJAS

Apellido: \_\_\_\_\_ Nombre: \_\_\_\_\_

Nombre del Estudiante (si corresponde): \_\_\_\_\_ Grado: \_\_\_\_\_ Fecha de nacimiento: \_\_\_\_\_

Dirección / Apt. #: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código postal: \_\_\_\_\_

Teléfono de casa: \_\_\_\_\_ Teléfono celular: \_\_\_\_\_ Teléfono del trabajo: \_\_\_\_\_

Escuela / Oficina de Violación Presunta: \_\_\_\_\_

**Para alegaciones de incumplimiento, por favor revise el programa o actividad a que se refiere su queja, si corresponde**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Educación de Adultos               | <input type="checkbox"/> Educación y seguridad después de la escuela        | <input type="checkbox"/> Educación Vocacional Agrícola             |
| <input type="checkbox"/> Educación de los Indios Americanos | <input type="checkbox"/> Ayuda categórica consolidada                       | <input type="checkbox"/> Educación Profesional / Técnica           |
| <input type="checkbox"/> Programas de Desarrollo Infantil   | <input type="checkbox"/> Nutrición Infantil                                 | <input type="checkbox"/> Jóvenes de Foster / Homeless              |
| <input type="checkbox"/> Educación Migrante                 | <input type="checkbox"/> Programa de Ningún Niño Se Quede Atrás             | <input type="checkbox"/> Programas Ocupacionales Regionales        |
| <input type="checkbox"/> Educación Especial                 | <input type="checkbox"/> Programa de Cada estudiante tenga éxito de la Ley. | <input type="checkbox"/> Educación para Prevenir el Uso del Tabaco |
| <input type="checkbox"/> Cuotas de estudiantes              | <input type="checkbox"/> Preescolar del Estado                              | <input type="checkbox"/> Alumnos lactantes                         |
| <input type="checkbox"/> Educación Bilingüe                 | <input type="checkbox"/> Fórmula de Financiación del Control Local          | <input type="checkbox"/> Ayuda de impacto económico                |

**Por alegaciones de discriminación, hostigamiento, intimidación o intimidación ilícita, por favor, compruebe las bases de la discriminación, el acoso, la intimidación o el acoso ilegal descritos en su queja, si corresponde:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Edad                             | <input type="checkbox"/> Género / Expresión de Género / Identidad de Género | <input type="checkbox"/> Sexo (real o percibido)  |
| <input type="checkbox"/> Ascendencia                      | <input type="checkbox"/> Información Genética                               | <input type="checkbox"/> Orientación sexual (real o percibida)  |
| <input type="checkbox"/> Color                            | <input type="checkbox"/> Origen Nacional                                    | <input type="checkbox"/> Basado en la asociación con una persona o grupo con una o más de estas características reales o percibidas |
| <input type="checkbox"/> Incapacidad (Mental o Física)    | <input type="checkbox"/> Raza o Origen Etnico                               | <input type="checkbox"/> Estado civil   |
| <input type="checkbox"/> Identificación de grupos étnicos | <input type="checkbox"/> Religión   |   |
| <input type="checkbox"/> Condición Médica                 |   |   |

1. Por favor dé datos sobre la queja. Proporcionar detalles tales como los nombres de las personas involucradas, fechas, si testigos estaban presentes, etc., que pueden ser de utilizado para el investigador de la queja.

---

---

---

---

---

---

---

---



---

---

---

2. ¿Ha discutido su queja o ha presentado su queja a cualquier personal de Samueli Academy? Si lo hizo, ¿A quién le hiciste la denuncia, y cuál fue el resultado?

---

---

---

---

---

---

---

---

3. Por favor proporcionar copias de todos los documentos escritos que pueden ser relevantes o de apoyo de su queja.

He adjuntado los documentos de apoyo.  Si  No

Firma: \_\_\_\_\_ Fecha: \_\_\_\_\_

Envíe queja y cualquier documento relevante a:

Anthony Saba  
Head of School  
1901 N Fairview St  
Santa Ana, CA.  
714-619-0245