Please complete the following form if there is a complaint or charge against the school site, program, office or school employee. Submit this complaint form to Blue Oak Charter School. Call (530) 879-7483 for assistance with completing the form. The School will issue a written decision within 60 days.

UNIFORM COMPLAINT FORM

Submit Complaint to:
Executive Director
450 W. East Avenue, Chico, CA 95926

The Executive Director may assign other staff or other individuals to investigate based on the nature of the complaint. The Executive Director will ensure that employees and individuals designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel. Staff members and individuals who may be asked to investigate complaints are:

- Executive Director
- Teacher/Faculty
- Support Staff
- Landlord
- Other

The Executive Coordinator will promptly notify the complainant if another employee or individual is designated to investigate the complaint.

Complaint filed by:
Name: __________________________________________________________________________
Address: __________________________________________________________________________
Telephone Number(s): cell________________________________ work________________________________

Place a check next to the kind of complaint you are presenting:

- Program for English Learners
- Civil Rights Child
- Nutrition
- Educational Equity
- State Compensatory Education (SCE)
- Special Education
- Title I
- No Child Left Behind
- Response to Intervention (RTI)

- Age
- Ancestry and/or National Origin
- Bullying
- Color
- Ethnic Group Identification
- Gender
- Harassment
- Intimidation
- Marital Status
- Physical/Mental Disability
- Race
- Religion
- Sexual Orientation
- Based on association with a group or person with one or more of these actual/perceived characteristics

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Name of program, office, or name of employee against whom charge or complaint is directed:

Nature of complaint (attach additional pages if necessary):

When did event(s) occur? Date(s): __________________________________________________________

To whom have you spoken? Write name(s) and date(s) in spaces provided.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Date(s)</th>
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<tbody>
<tr>
<td>☐ Executive Director</td>
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<tr>
<td>☐ Student Services Director</td>
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<td>☐ Education Director</td>
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<td>☐ Counselor</td>
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<td>☐ Staff Member</td>
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<tr>
<td>☐ Other</td>
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</tbody>
</table>

What was the result of the discussion?

If you desire a remedy or wish the District to take a particular course of action, please specify:

____________________________________________________________________________________

I understand that Blue Oak Charter School will maintain this information confidential, to the extent provided by law; that I will be protected from retaliation for filing this complaint; that Blue Oak Charter School may request further information about this matter; and if such information is available, I agree to present it upon request.

I believe that the foregoing is true and correct.

__________________________________  ____________________________
Signature                        Date

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