

UNIFORM COMPLAINT POLICY

It is the policy of the **Classical Academies Schools** (the “School”) to maintain a positive and productive working and educational environment. The School is primarily responsible to ensure that it is compliant with all applicable federal and state laws and regulations. There are some circumstances, however, when parents, students, employees or other interested parties may feel that there has been an alleged violation of federal or state laws or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, bullying, noncompliance with laws relating to pupil fees and failure to comply with Education Code sections 47606.5 or 47607.3. The procedures set forth in this policy outline the steps to be taken in situations where a written complaint is made about these types of alleged violations.

Some written complaints made do not fall within this policy, such as complaints relating to hiring and evaluation of staff, classroom assignments, student advancement and retention, selection and provision of textbooks and materials, student discipline, provision of core curricula subjects, graduation requirements, homework policies and practices, to name a few. These types of complaints may be brought to the attention of the school’s human resources department for handling outside of the process identified in this policy.

In addition, the following complaints shall be referred to other agencies for appropriate resolution and are not subject to the procedures identified herein: Allegations of child abuse, allegations of employment discrimination, and allegations of fraud.

Complaints

If a person, his/her authorized representative, or other interested third party, has a complaint about an alleged violation of federal or state laws or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, bullying, noncompliance with laws relating to pupil fees and failure to comply with Education Code sections 47606.5 or 47607.3, it should be provided in writing to the Executive Director, c/o the Classical Academies, 207 E Pennsylvania Ave, Escondido, CA 92025, or by email to info@classicalacademy.com.

Complaints relating to noncompliance with laws relating to pupil fees and failure to comply with Education Code sections 47606.5 and 47607.3 may be made anonymously so long as the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the applicable Education Codes.

Complaints relating to discrimination, other than employment discrimination, harassment, intimidation and bullying must be filed within six months of the alleged conduct or when the complainant first obtained knowledge of the alleged conduct, unless an extension has been obtained from the Executive Director or his/her designee. Such extension by the Executive Director or his/her designee shall be made in writing. The period for filing may be extended by the Executive Director or his/her designee for good cause for a period not to exceed 90 days following the expiration of the six month time period. The Executive Director shall respond immediately upon a receipt for extension.

Complaint Forms are not used by the schools. Please include all relevant information about your complaint and your contact information where you can be reached for a reply, and mail to the address or email address above.

Board of Directors Level Investigation

Claims of discrimination or failure to comply with applicable state and federal laws and regulations, including student fees: If the complainant is not satisfied with the outcome of a school level investigation of the complaint, the complainant should bring the matter to the attention of the chairperson of the schools' governing Board, c/o Board Chairperson, Classical Academies, 207 E Pennsylvania Ave, Escondido, CA 92025.

If the parties mutually agree, the complainant and the Board of Directors may resolve the matter through mediation or informally. If mediation fails to resolve the matter, or the parties do not agree to mediate the matter, the formal complaint procedure identified below shall be followed.

If the complaint alleges wrongdoing involving discrimination, other than employment discrimination, or claims of failure to comply with applicable state or federal laws or regulations, within 60 days of receipt of the complaint, the Board Chairperson will complete an investigation where the complainant, his/her representative or both, and representatives of the School, have the opportunity to present the complaint and evidence, or information leading to evidence, to support and refute the allegations of non-compliance with state or federal laws and/or regulations. The 60 day timeframe may be extended by the written consent of the complainant.

Refusal by the complainant to provide the investigator, at any level of the investigation, with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of lack of evidence to support the allegations.

Within 60 days of receipt of the complaint, the Board Chairperson and its counsel shall prepare a written decision, which decision shall contain the following: 1) findings of fact based on the evidence gathered; 2) conclusions of law; 3) disposition of the complaint; 4) the disposition of the complaint; 5) the corrective actions, if any are warranted; 6) notice of the complainant's right to appeal the School's decision to the California Department of Education; and 7) the procedures to be followed for initiating an appeal to the Department of Education. The decision will be forwarded to the complainant.

Appeal of School's Decision

Except for complaints regarding instructional materials and teacher vacancies or misassignments, a complainant may appeal a decision to the California Department of Education ("CDE") by filing a written appeal within 15 days of receiving the decision. The complainant shall specify the basis for the appeal and whether the facts are incorrect and/or the law is misapplied. The appeal should be accompanied by a copy of the locally filed complaint and a copy of the School's decision, along with the dates that each were produced.

If the CDE determines the appeal raises issues not contained in the local complaint, the CDE will refer those new issues back to the School for resolution. If the CDE determines that the decision failed to address an issue raised by the complaint, the CDE will refer the matter to the School to make the necessary findings and conclusions on any issue not addressed. The School will have 20 days to make those findings.

Complaints will be handled as discreetly as possible, consistent with the need to investigate effectively and promptly resolve the matter. The Executive Director will be knowledgeable of

the laws/programs that he/she is assigned to investigate, or seek counsel as needed to make a fair determination.

Any employee found to have participated in improper harassment or discrimination will be subject to disciplinary action, up to and including possible dismissal.

External Procedures: Filing a Complaint with the DFEH.

Employees or job applicants who believe that they have experienced unlawful employment discrimination or harassment may file a complaint directly with the DFEH. The DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If the DFEH finds sufficient evidence to establish discrimination occurred and settlement efforts fail, the DFEH may file a formal accusation.

Employees may also pursue the matter through a private lawsuit in civil court after a complaint has been filed with the DFEH and a Right to Sue Notice has been issued. For more information, contact the DFEH toll free at (800) 884-1684, or email the DFEH at contact.center@dfeh.ca.gov or visit its website at www.dfeh.ca.gov. To contact the nearest field office of the Equal Employment Opportunity Commission (“EEOC”), call 1-800-669-4000. You should be aware that state and federal law provide time limits within which complaints must be filed. Contact the relevant agency to determine the applicable time limit.

No Retaliation Policy

It is in violation of the School’s policy for the School or any employee to retaliate in any way against any person because that individual has opposed practices prohibited by law or has filed a complaint against the School under this policy. Any employee retaliating against another employee, applicant or student will be disciplined, up to and including termination.

Dissemination

Upon request, a copy of this policy will be made available free of charge.