



CAPITOL COLLEGIATE ACADEMY

Annual Notice of Uniform Complaint Procedures

Capitol Collegiate Academy (CCA) recognizes that the Head of School and Executive Director (as applicable) have primary responsibility for ensuring compliance with applicable state and federal laws and regulations governing educational programs. CCA maintains a uniform complaint procedure and will investigate complaints of discrimination on the basis of actual or perceived sex, sexual orientation, age, ethnic identification, race, ancestry, national origin, religion, color, or mental or physical disability, or compliance with state or federal laws or regulations governing consolidated categorical programs, migrant education, child care and development programs, child nutrition programs, alternative education and special education programs and any other educational program receiving state funding or financial assistance.

CCA prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant. CCA has designated the following Compliance Officers to receive and investigate complaints and ensure compliance with the law:

Executive Director: Penny Schwinn (pschwinn@capitolcollegiate.org)

Principal: Cristin Fiorelli (cfiorelli@capitolcollegiate.org)

The Head of School or designee shall make available copies of the uniform complaint procedure free of charge. Any individual, public agency or organization may file a written complaint of non-compliance. Complaints alleging unlawful discrimination shall be initiated not later than six months from the date of the alleged discrimination or when the complainant first obtained knowledge of the facts of the alleged discrimination. Copies of the complaint form and assistance are available from the front office. Completed complaint forms may be submitted to any of the designated Compliance Officers (Head of School, Executive Director, Director of Curriculum and Instruction). The Compliance Officer will investigate the complaint, and if the complaint is not resolved, send the complainant a written report of the investigation and decision within 45 working days from the receipt of the complaint. A complainant not satisfied with the resolution or decision of the Compliance Officer may file his/her written complaint with the School's Board of Directors within fifteen days. If the Complainant is dissatisfied with the resolution or decision of the School's Board of Directors, the process at the school site is final. However, he/she has fifteen days from receipt of that decision, to file a letter or appeal directly to Sacramento City Unified School District, at which point the Complainant is subject to the rules, regulations, and policies of that school district, including but not limited to their choice as to whether or not to engage in the process.

A copy of the Uniform Complaint Form is located on the back of this notice. Please contact the school directly with any questions.



UNIFORM COMPLAINT PROCEDURES COMPLAINT FORM

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

☐ Employee ☐ Applicant ☐ Parent/Guardian ☐ Student ☐ Anonymous

Date complaint filed (mm/dd/yy): _____ Response requested? Yes: ☐ No: ☐

Name: _____

Address: _____

Phone Number: Day: _____ Evening: _____

Please indicate the nature of your complaint below:

Employee/Applicant: ☐ Protected Racial/Ethnic Group ☐ Other Protected Group ☐ Employee Complaint ☐ Other:

Parent/Public: ☐ Complaint Concerning School ☐ Complaint Concerning Employee ☐ Complaint Concerning Program

Issue(s) of the complaint: Please check all that apply:

- ☐ 1. **Sufficient textbooks and instructional materials as defined in Education Code 60119:**
- ☐ 2. **Facility conditions:**
- ☐ 3. **Teacher vacancy or misassignment:**
- ☐ 4. **Other:**

Please describe the issue of your complaint in detail, including the date of the problem and specific location where the problem occurred (school, room number). You may attach additional pages if necessary to fully describe the situation:

Please file this complaint with the person specified below at the following location:
2118 Meadowview Road, Sacramento, CA 95832, (916) 476-5796

UNIFORM COMPLAIN PROCEDURES SHALL BE AVAILABLE FREE OF CHARGE. PHONE NUMBERS ARE LISTED ABOVE TO REQUEST COPIES OF THE PROCEDURE.