

**Grizzly Challenge Charter School**  
**Uniform Complaint Procedures (UCP)**  
**Annual Notice 2022-2023**

The Grizzly Challenge Charter School (GCCS) annually notifies students, employees, parents or guardians of its students, the GCCS advisory committee members, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The UCP Annual Notice is available on our website.

GCCS 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 subject to the UCP. For the full policy, reference Board Policy 1312.3 and Administrative Regulation 1312.3.

**Programs and activities subject to the UCP**

1. Career technical and technical education and career technical and technical training programs
2. Consolidated categorical aid programs
3. Educational and graduation requirements for students in foster care, homeless students, students from military families, migratory students, students formerly in a juvenile court school
4. Every Student Succeeds Act
5. Migrant education
6. Pregnant and parenting pupils accommodations
7. School safety plans

**Filing a UCP Complaint**

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, GCCS staff shall assist in the filing of the complaint. (5 CCR 4600). A signature may be handwritten, typed (including in an email) or electronically generated. Only complaints regarding pupil fees or LCAP compliance may be filed anonymously as set forth in this notice.

A UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged

violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the GCCS Board of Directors approves the LCAP or when the annual update was adopted by GCCS.

A UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct.

A pupil fees complaint and complaints regarding local control and accountability plans ("LCAP") only, may be filed anonymously (without an identifying signature), if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with Education Code sections 52060 - 52077, including an allegation of a violation of Education Code sections 47606.5 or 47607.3, as referenced in Education Code section 52075, regarding local control and accountability plans.

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.

A pupil enrolled in our public school shall not be required to pay a pupil fee for participation in an educational activity that constitutes an integral fundamental part of GCCS's educational program, including curricular and extracurricular activities.

A pupil fee complaint may be filed with the school principal or their designee.

### **Responsibilities of the Charter School**

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements of foster youth, homeless students, children from military families and former juvenile court school students now enrolled in GCCS, as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process.

We shall investigate complaints in accordance with GCCS's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant.

We advise complainants of the right to appeal in writing GCCS's investigation report of complaints regarding programs within the scope of the UCP to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and GCCS's decision, within 30 calendar days of receiving GCCS's decision.

We advise complainants of civil law remedies, including 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 UCP procedures shall be available free of charge.

**Contact Information**

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Kyle Martin, Principal  
Grizzly Challenge Charter School  
721 Mendocino Ave, Bldg 945  
San Luis Obispo, CA 93405  
805-782-6881  
kmartin@mygya.com

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in GCCS.