Birmingham Community Charter High School annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, and other interested parties of the Uniform Complaint Procedures (UCP) process.

Birmingham Community Charter High School 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* that are subject to the UCP.

Programs and Activities subject to the UCP:

<table>
<thead>
<tr>
<th>*Adult Education</th>
<th>Economic Impact Aid</th>
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<tbody>
<tr>
<td>*After School Education and Safety</td>
<td>Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district</td>
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<tr>
<td>*Agricultural Vocational Education</td>
<td>English Learner Programs</td>
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<tr>
<td>*American Indian Education Centers and Early Childhood Education Program Assessments</td>
<td>Every Student Succeeds Act</td>
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<tr>
<td>*Bilingual Education</td>
<td>Local Control and Accountability Plans (LCAP)</td>
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<tr>
<td>*California Peer Assistance and Review Programs for Teachers</td>
<td>Migrant Education</td>
</tr>
<tr>
<td>Career Technical and Technical Education; Career Technical; Technical Training</td>
<td>*Physical Education Instructional Minutes (for grades one through six)</td>
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<tr>
<td>Career Technical Education</td>
<td>Pupil Fees</td>
</tr>
<tr>
<td>Child Care and Development</td>
<td>Reasonable Accommodations to a Lactating Pupil</td>
</tr>
<tr>
<td>Child Nutrition</td>
<td>*Regional Occupational Centers and Programs</td>
</tr>
<tr>
<td>Compensatory Education</td>
<td>School Safety Plans</td>
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<tr>
<td>Consolidated Categorical Aid</td>
<td>Special Education</td>
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<tr>
<td>Course Periods without Educational Content (for grades nine through twelve)</td>
<td>*State Preschool</td>
</tr>
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<td></td>
<td>Tobacco-Use Prevention Education</td>
</tr>
</tbody>
</table>

*Programs and activities not offered by high schools such as Birmingham are denoted by an asterisk(*).

Pupil Fees
A pupil fee includes, but is not limited to, all of the following:

- 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.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.
- A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity.
- A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

Additional Information
We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in Education Code Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.
Contact Information
UCP complaints may be filed by a student and/or parent and sent to the attention of Birmingham Community Charter High School’s CEO/Principal:

Ari Bennett, CEO/Principal
Birmingham Community Charter High School
17000 Haynes Street
Lake Balboa, CA 91406
818-758-5200
a.bennett@birminghamcharter.com

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.

Right to Appeal
If dissatisfied with the Charter School’s decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving the Charter School’s decision. A written appeal must be sent within 15 days of receiving the Charter School’s decision to the:

California Department of Education
Education Equity UCP Appeals Office
1430 N Street
Sacramento, CA 95814

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 the Charter School’s decision.

Upon notification by the CDE that the complainant has appealed the Charter School’s decision, the Executive Director 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 the Charter School, 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.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which the Charter School has not taken action within sixty (60) days of the date the complaint was filed with the Charter School.

Civil Law Remedies
A complainant may pursue available civil law remedies outside of the Charter School’s complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the CDE. A written appeal must be sent within 15 days of receiving our decision to the:

California Department of Education
Education Equity UCP Appeals Office
1430 N Street
Sacramento, CA 95814

Copies of our Uniform Complaint Procedures process shall be available free of charge in hardcopy in the Main Office and on our website at www.birminghamcharter.com.