



GENERAL COMPLAINT POLICY

Camarillo Academy of Progressive Education Charter School (“CAPE” or the “Charter School”) has adopted this General Complaint Policy to address concerns about CAPE generally or regarding specific employees. For complaints regarding harassment or perceived violations of state or federal laws, please refer to the CAPE Title IX, Harassment, Intimidation, Discrimination and Bullying Policy and/or the CAPE Uniform Complaint Procedures. For all other complaints, the General Complaint form and accompanying procedures will be appropriate.

INTERNAL COMPLAINTS

(Complaints by Employees against Employees)

This section of the policy is for use when an CAPE employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Director(s) or designee:

1. The complainant will bring the matter to the attention of the Director(s) as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
2. The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. The Director(s) or designee will then investigate the facts and provide a solution or explanation;
3. If the complaint is about the Director(s), the complainant may file his or her complaint in a signed writing to the President of the Governing Board, who will then confer with the Governing Board and may conduct a fact-finding or authorize a third party investigator on behalf of the Governing Board. The President or investigator will report his or her findings to the Governing Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee’s satisfaction. However, CAPE values each employee’s ability to express concerns and the need for resolution without fear of adverse consequence to employment.

POLICY FOR COMPLAINTS GENERALLY

(General Complaints and Complaints by Third Parties against Employees)



This section of the policy is for use when either a complaint does not fall under other complaint procedures or a third party (non-employee) raises a complaint or concern about CAPE generally, or a CAPE employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of the Director(s) or President of the Governing Board (only if the complaint concerns the Director(s)) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, the Director(s) (or designee) shall abide by the following process:

1. The Director(s) or designee shall use his or her best efforts to ascertain the facts relating to the complaint. Where applicable, the Director(s) or designee shall talk with the parties identified in the complaint or persons with knowledge of the particulars of the complaint to ascertain said facts.
2. In the event that the Director(s) (or designee) finds that a complaint is valid, the Director(s) (or designee) may take appropriate action to resolve the problem. Where the complaint is against an employee of CAPE, the Director(s) may take disciplinary action against the employee. As appropriate, the Director(s) (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. The Director(s)'s (or designee's) decision relating to the complaint shall be final unless it is appealed to the Governing Board of CAPE. The decision of the Governing Board shall be final.

GENERAL REQUIREMENTS

1. **Confidentiality:** All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. **Non-Retaliation:** All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. **Resolution:** The Governing Board (if a complaint is about the Director(s)) or the Director(s) or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.



GENERAL COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur?

Please describe the circumstances, events, or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize CAPE to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date: _____

Print Name

To be completed by CAPE:

Received by: _____

Date: _____