

HOW TO SUBMIT A CLAIM

Any person, organization or public agency may mail, fax or email a written and signed UCP complaint to:

**Vaughn Next Century Learning Center
Fidel Ramírez, Chief Executive Officer
13330 Vaughn Street
San Fernando, CA 91340
email: framirez@myvaughncharter.com
Fax (818) 834-9036**

Any person with a disability or who is unable to prepare a written complaint can receive assistance from the site administrator/designee at (818) 896-7461.

The School assures confidentiality to the maximum extent possible. Complainants are protected from retaliation. Vaughn prohibits retaliation against anyone who files a complaint or participates in the complaint investigation process. Pursuant to E.C. §262.3, complainants are advised civil law remedies, including but not limited to, injunctions, restraining orders or other remedies/orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws if applicable.

A copy of the School's UCP policy and complaint procedures shall be available free of charge. For UCP related questions, contact, Schools Site Administrator as identified below at UCP Coordinator at (818) 896-7161

- Pandaland - Katia Handal -extension 6901
- G3 - Cinthia Rodriguez - extension 6800
- Mainland - Irene Muro - extension 7826
- MIT - Sandra Contreras -extension 7876
- VISA -Leslee Velasquez - extension 7936

Complaint Investigation and Response:

Each complaint is investigated by the appropriate office knowledgeable about applicable laws, programs and compliance per UCP policies/procedures. The investigation and School response:

1. Provides an opportunity for complainant and/or a duly-authorized representative, and School personnel to present information relevant to the complaint;
2. Obtains relevant information from other persons or witnesses who can provide evidence;
3. Reviews related documents;
4. Results in a written investigation report in English or in the primary language of the complainant within 60 days from the date of receipt of the written complaint (unless the complainant agrees in writing to extend the investigative timeline) including findings and conclusions for each allegation based on the evidence gathered, corrective actions, if applicable; and
5. Provides notice of appeal rights and procedures

How to Appeal:

School decisions/findings regarding programs and activities subject to UCP may be appealed by complainants to the State by filing a written appeal within 30 days of the date of the School's investigation report. The appeal must explain the basis for appealing the decision, and include a copy of the original complaint and the School's investigation report. The appeal should be sent to:

**California Department of Education 1430 N
Street Sacramento, CA 95814**

**The 60-day timeline
for investigation and District
response shall begin when
the written complaint is
received.**



UNIFORM COMPLAINT PROCEDURE (UCP)



**Vaughn Next Century
Learning Center
A California Public Charter
School
(818) 896-7461**

Why This Brochure?

This is annual notice to all stakeholders that Vaughn Next Century Learning Center has primary responsibility to ensure compliance with applicable state and federal laws and regulations, and shall investigate complaints alleging failure to comply with those including, but not limited to allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group or noncompliance with laws relating to all programs and activities subject to UCP cited in this brochure. The School shall seek to resolve complaints in accordance with procedures in California Code of Regulations §§4600-4694 and School policies/procedures, including retaliation for participation in the UCP process and/or in appeals of Vaughn investigation report regarding such complaints. Standardized notice of educational rights and complaint processes for pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in the District, and pupils in military families is posted as specified in Education Codes (EC) §§48645.7, 48853, 48853.5, 49069.5, 51225.1 and 51225.2

Protected Groups Covered:

Allegations of unlawful discrimination, harassment, intimidation or bullying of students based on protected groups, set forth in Penal Code §422.55, EC §§200, 220, and Government Code §11135 include actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, religion, color, mental or physical disability, age, or based on a person's association with a person or group with one or more of these actual or perceived categories, in any program or activity it conducts or to which it provides significant assistance. These complaints must be filed within six months from the date the alleged incident occurred or the date when knowledge of the facts of the alleged incident was first obtained. Otherwise, complaints shall be filed no later than one year from the alleged violation's date

Groups Protected Under the UCP

1. Complaints alleging unlawful discrimination, harassment, intimidation or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity.
2. Complaints alleging a violation of state or federal law or regulation governing the following programs: ▪ Accommodations for Pregnant, Parenting or Lactating Students; ▪ Career Technical and Technical Education; ▪ Career Technical and Technical Training; ▪ Child Care and Development Programs; ▪ Consolidated Categorical Aid; ▪ Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a public school, Migratory Children and Children of Military Families; ▪ Every Student Succeeds Act; ▪ Migrant Education Programs; ▪ Regional Occupational Centers and Programs; and/or School Safety Plans.
3. Complaints alleging that a student enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
 - a. "Educational activity" means an activity offered by the charter school that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
 - b. "Pupil fee" means a fee, deposit or other charge imposed on students, or a student's parents or guardians, in violation of Education Code section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all students without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:

- i. A fee charged to a student 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.
 - ii. A security deposit, or other payment, that a student is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
 - iii. A purchase that a student is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
- a. 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.
 - b. If the Charter School finds merit in a pupil fees complaint, or the California Department of Education ("CDE") finds merit in an appeal, the Charter School shall provide a remedy to all affected students, parents or guardians that, where applicable, includes reasonable efforts by the Charter School to ensure full reimbursement to all affected students and parents, or guardians, subject to procedures established through regulations adopted by the state board.
 - c. Nothing in this Policy shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or Charter School and other entities from providing student prizes or other recognition for voluntarily participating in fundraising activities.
1. Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula ("LCFF") or Sections 47606.5 and 47607.3 of the Education Code, as applicable. If Charter School adopts a School Plan for Student Achievement in addition to its LCAP, complaints of noncompliance with the requirements of the School Plan for Student Achievement under Education Code sections 64000, 64001, 65000, and 65001 shall also fall under this Policy.
 2. Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 are governed by Title 7, Code of Federal Regulations ("C.F.R.") sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations ("C.C.R.") sections 15580 - 15584.
 3. Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 are governed by the procedures set forth in 5 C.C.R. sections 3200- 3205 and 34 C.F.R. sections 300.151-300.153.

The Charter School acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible and as permitted by law) confidentiality of the parties, including but not limited to the identity of the complainant, and maintains the integrity of the process. The Charter School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, Charter School will attempt to do so as appropriate. Charter School may find it necessary to disclose information regarding the complaint/complainant to the extent required by law or necessary to carry out the investigation or proceedings, as determined by the Executive Director or designee on a case-by-case basis. Charter School shall ensure that complainants are protected from retaliation.