



Vaughn Next Century Learning Center Uniform Complaint Procedure 2022-2023

Vaughn Next Century Learning Center Uniform Complaint Procedure

The Governing Board (“Board”) of Vaughn Next Century Learning Center has adopted the following Uniform Complaint Procedures in order to comply with state laws and regulations governing educational programs. This Uniform Complaint Procedure provides for an immediate, thorough and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment and appropriate remedies for any victim of harassment.

Each Vaughn Next Century Learning Center school campus has the responsibility to ensure compliance and investigate complaints as set forth herein and as required by law.

Most issues are the best handled informally and resolution of the complaint at the site level is highly encouraged whenever possible. If you have a concern you are welcome to visit the site administrator at the pertinent school campus. Should you find that this is not feasible, you may then proceed to the formal complaint policy and procedures as described below.

Vaughn Next Century Learning Center shall post a standardized notice with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district (*EC sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2*). The notice shall include complaint process information as applicable.

In order to identify appropriate subjects of state preschool health and safety issues pursuant to *Section 1596.7925* of the California Health and Safety Code (HSC) a notice shall be posted in each California state preschool program classroom at Vaughn Next Century Learning Center notifying parents, guardians, pupils and teachers of the following:

- The health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) apply to California state preschool programs pursuant to *HSC Section 1596.7925*
- That the complaint form may be obtained free of charge by visiting the main office, via the school website at www.myVaughncharter.com or via de California Department of Education website (CDE) at cde.ca.gov

The purpose of this formal complaint procedure is to provide uniformity in the processing of the following complaints:

- 1- Complaints alleging unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code Section 11135, including any actual or perceived characteristic as set forth in Penal Code Section 422.55, 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 program or activity conducted by an educational institution, as defined in EC Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance. Violations in reference to any of the following individuals, groups or subgroups:
 - 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, on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics
- 2- Complaints alleging a violation of state or federal law or regulation governing the following programs:
 - a. Accommodations for Pregnant, Parenting or Lactating Students;

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- b. Career Technical and Technical Education
 - c. Career Technical and Technical Trainings
 - d. Child Care and Development Programs
 - e. Consolidated Categorical Aid
 - f. 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
 - g. Every Student Succeeds Act
 - h. Migrant Education Programs
 - i. 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.
 - c. 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.
 - d. If Vaughn Next Century Learning Center finds merit in a pupil fees complaint, or the California Department of Education ("CDE") finds merit in an appeal, Vaughn Next Century Learning Center shall provide a remedy to all affected students, parents or guardians that, where applicable, includes reasonable efforts by Vaughn Next Century Learning Center to ensure full reimbursement to all affected students and parents, or guardians, subject to procedures established through regulations adopted by the state board.
 - e. Nothing in this Policy shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or Vaughn Next Century Learning Center and other entities from providing student prizes or other recognition for voluntarily participating in fundraising activities.
- 4- 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 Vaughn Next Century Learning Center adopts a School Plan for Student Achievement in addition to its LCAP,

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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.

- 5- 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.
- 6- 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.

Vaughn Next Century Learning Center 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. Vaughn Next Century Learning Center cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, Vaughn Next Century Learning Center will attempt to do so as appropriate. Vaughn Next Century Learning Center 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. Vaughn Next Century Learning Center shall ensure that complainants are protected from retaliation.

Retaliation of any form against the complainant is strictly prohibited. Participation in the complaint process shall not in any way affect the status, grades or work assignment of any student. Confidentiality of the parties involved and the integrity of the process shall be maintained and protected at all times.

Compliance Officer

The Governing Board (“Board”) designates the following compliance officer(s) to receive and investigate complaints and ensure that Vaughn Next Century Learning Center is in compliance with the law:

Fidel Ramirez
Vaughn Next Century Learning Center, CEO
13215 Daventry Street
Pacoima, CA 91331
818-896-7461

The compliance officer or his/her designee shall ensure that employees designated to conduct the investigation of the complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Compliance Officer, Executive Director or designee.

Notifications

The Executive Director or designee shall make available copies of this Policy free of charge. The annual notice of this Policy may be made available on Vaughn Next Century Learning Center’s website.

Written notification of the Uniform Complaint Procedures is to be shared on an annual basis with students, employees, parents/guardians and applicable committees, private school officials or representatives, and or interested parties.

If 15 percent or more of the student population attending Vaughn Next Century Learning Center speaks a primary language other than English, the policy shall be translated into that language and made accessible.

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Notification is sent home with students and is also accessible at each school's main office. It is also sent via email to parents who have opted to receive electronic notifications and made accessible via school website at www.myvaughncharter.com

The annual notice will include the following:

1. A list of the types of complaints that fall under the scope of the UCP and the state and federal provisions that govern complaints regarding child nutrition programs and special education programs.
2. A statement clearly identifying any California State preschool programs that Vaughn Next Century Learning Center is operating as exempt from licensing pursuant to Health and Safety Code section 1596.792(o) and corresponding Title 5 health and safety regulations and Any California State preschool programs that Vaughn Next Century Learning Center is operating pursuant to Title 22 licensing requirements.
3. A statement that the Vaughn Next Century Learning Center is primarily responsible for compliance with federal and state laws and regulations.
4. A statement identifying the title of the compliance officer, and the identity(ies) of the person(s) currently occupying that position, if known.
5. A statement that if a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.
6. A statement that the complainant has the right to appeal Vaughn Next Century Learning Center's decision to the CDE by filing a written appeal within thirty (30) calendar days of the date of Vaughn Next Century Learning Center's decision, except if Vaughn Next Century Learning Center has used its UCP to address a complaint that is not subject to the UCP requirements.
7. A statement that a complainant who appeals Vaughn Next Century Learning Center's decision on a UCP complaint to the CDE shall receive a written appeal decision with sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.
8. A statement that if Vaughn Next Century Learning Center finds merit in a UCP complaint, or the CDE finds merit in an appeal, Vaughn Next Century Learning Center shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.
9. A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws if applicable, and of the appeal pursuant to Education Code section 262.3
10. A statement that copies of Vaughn Next Century Learning Center's Uniform Complaint Policy Procedures are available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that Vaughn Next Century Learning Center has violated federal or state laws or regulations enumerated in the section "Scope" above. The compliance officer shall maintain a record of each complaint and subsequent related actions for at least three (3) calendar years.

Investigation and resolution of all complaints will conclude within 60 calendar days of the school's receipt of the complaint.

The Compliance Officer shall maintain a record of each complaint and related actions, including all information required to ensure compliance with the California Code of Regulations, Title 5, sections 4631 and 4633

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All parties involved in the allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by Vaughn Next Century Learning Center. A complaint alleging unlawful discrimination, harassment, intimidation or bullying may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization may file a written complaint of alleged noncompliance or unlawful discrimination, harassment, intimidation or bullying pursuant to this Policy. A complaint of unlawful discrimination, harassment, intimidation or bullying may be filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying or by one who believes any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. An investigation of alleged unlawful discrimination, harassment, intimidation or bullying shall be initiated by filing a complaint no later than six (6) months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying unless the time for filing is extended by the Executive Director or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the Executive Director or designee shall be made in writing. The period for filing may be extended by the Executive Director or designee for good cause for a period not to exceed ninety (90) calendar days following the expiration of the six-month time period. The Executive Director shall respond immediately upon a receipt of a request for extension.

All other complaints under this Policy shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which the Board approved the LCAP or the annual update was adopted by Charter School.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

Complaints filed pursuant to this Policy must be in writing and signed. 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 Policy. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the Charter School staff shall assist the complainant in the filing of the complaint.

Note per complainant written request, the Compliance Officer may extend the filing period for up to 90 calendar days.*

2: Mediation

Within three (3) business days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall arrange for this process.

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Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

If mediation is declined by one or all parties or does not resolve the problem within the parameters of the law, the Compliance Officer shall proceed with his/her investigation of the complaint

Mediation does not extend the school's 60-day timeline for investigation and resolving the complaint unless the complainant agrees in writing to such an extension of time

3: Complaint Investigation

The compliance officer is encouraged to hold an investigative meeting within five (5) business days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or the complainant's representative to repeat the complaint orally.

The complainant and/or the complainant's representative shall have an opportunity to present evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the compliance officer with documents or other evidence related to the allegations in the complaint, or a complainant's failure or refusal to cooperate in the investigation or the complainant's engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

Likewise, Vaughn Next Century Learning Center's refusal to provide the compliance officer with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Vaughn Next Century Learning Center complaints will be investigated and a written Vaughn Next Century Learning Center Investigation Report will be issued to the complainant within 60 calendar days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.

4: Final Written Decision

Vaughn Next Century Learning Center shall issue an investigation report (the "Decision") based on the evidence. Vaughn Next Century Learning Center's decision shall be in writing and sent to the complainant within sixty (60) calendar days of Vaughn Next Century Learning Center's receipt unless the timeframe is extended with the written agreement of the complainant. Vaughn Next Century Learning Center's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The Vaughn Next Century Learning Center Investigation Report will contain the following elements:

1. Findings of fact based on evidence gathered
2. A conclusion that provides a clear determination for each allegation as to whether Vaughn Next Century Learning Center complying with the relevant law;
3. Corrective actions if Vaughn Next Century Learning Center finds merit in a complaint:
4. Notice of the complainant's right to appeal the decision by Vaughn Next Century Learning Center within thirty (30) calendar days to the CDE, except when Vaughn Next Century Learning Center has used its UCP to address complaints that are not subject to the UCP requirements.

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5. Procedures to be followed for initiating such an appeal.

Investigation regarding state preschool programs

1. The preschool program administrator or designee of Vaughn Next Century Learning Center Next Century Learning Center will
 - a. Make all reasonable efforts to investigate any problem within his/her authority
 - b. Investigations shall begin within 10 days of the receipt of the complaint
 - c. Determine resolution within a reasonable timeframe, but not to exceed 30 working days from the date the complaint was received
 - d. Report resolution of the complaint to the complainant within 45 working days of the initial filingIf the preschool program administrator makes this report, he/she shall also report the same information in the same timeframe to the designee of Vaughn Next Century Learning Center

If an employee is disciplined as a result of the complaint, the Decision shall simply state that effective action was taken and that the employee was informed of Vaughn Next Century Learning Center's expectations. The Decision shall not give any further information as to the nature of the disciplinary action except as required by applicable law.

Appeals to the California Department of Education

If the claimant is dissatisfied with the decision reached by Vaughn Next Century Learning Center, they may file an appeal in writing to the CDE. The appeal should be filed within thirty (30) calendar days of receiving the decision by Vaughn Next Century Learning Center. The appeal should specify the reason for the appeal and whether the facts are incorrect and/or if the law has been misapplied. The appeal must also be accompanied by a copy of the complaint initially filed and the written decision reached by Vaughn Next Century Learning Center. When appealing to the CDE, the complainant must specify and explain the basis for the appeal, including at least one of the following:

- Vaughn Next Century Learning Center failed to follow its complaint procedures and/or
- The Vaughn Next Century Learning Center Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or
- The material findings of fact in Vaughn Next Century Learning Center's Investigation Report are not supported by substantial evidence, and/or
- The legal conclusion in Vaughn Next Century Learning Center's Investigation Report is inconsistent with the law, and/or
- In a case in which Vaughn Next Century Learning Center is found noncompliant, the corrective actions fail to provide a proper remedy

The appeal shall be sent with

1. A copy of the locally filed complaint; and
2. A copy of Vaughn Next Century Learning Center's Investigation Report

Filing appeals regarding State Preschool Health and Safety Issues

- If a complainant is not satisfied with the resolution of the preschool program administrator or designee, he/she has the right to present the complaint to the governing board of Vaughn Next Century Learning Center at a regularly scheduled hearing of the governing board, as applicable.
- A complainant who is not satisfied with the resolution proffered by the preschool program administrator or designee, he/she has a right to appeal the State Superintendent of Public Instruction (SSPI) within 30 days of the date of the Vaughn Next Century Learning Center Investigation Report.
- Complainants shall comply with the appeal requirements of 5 CCR Section 4632
- The State Superintendent of Public Instruction (SSPI) or designee shall comply with the requirements of 5 CCR Section 4633 and shall provide a written Vaughn Next Century Learning Center Investigation Report to

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the State Board of Education describing the basis for the complaint. Vaughn Next Century Learning Center's response to the state preschool health and safety issues pursuant to HSC Section 1596.7925 complaint and its remedy or proposed remedy and, as appropriate, a proposed remedy for the issue described in the complaint, if different from Vaughn Next Century Learning Center's remedy.

- Vaughn Next Century Learning Center shall report summarized data on the nature and resolution of all state preschool health and safety issues complaints pursuant to HSC Section 1596.7925 on a quarterly basis to the county superintendent of schools and the governing board or body as applicable of Vaughn Next Century Learning Center. The summaries shall be publicly reported on a quarterly basis at a regularly meeting of Vaughn Next Century Learning Center's governing board. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.
- All complaints and responses filed with Vaughn Next Century Learning Center are public records

Upon having received notification by the CDE that the complainant has filed an appeal, the Compliance Officer must forward the following documentation to the CDE within ten (10) calendar days of the date of notification:

- A copy of the original complaint
- A copy of the decision reached by the school (should include summary of extent of investigation)
- Copy of the investigation file including but not limited to, all notes, interviews and documents submitted by parties and gathered by investigator;
- Report of any actions taken to resolve the complaint
- A Copy of the Uniform Complaint Procedures adopted by Vaughn Next Century Learning Center Other relevant information as requested by the CDE

If the CDE determines the appeal raises issues not contained in the local complaint, the CDE will refer those new issues back to Vaughn Next Century Learning Center for resolution as a new complaint. If the CDE notifies Vaughn Next Century Learning Center that its Decision failed to address an allegation raised by the complaint and subject to the UCP process, Vaughn Next Century Learning Center will investigate and address such allegation(s) within twenty (20) calendar days of the CDE's notification. The amended Decision will inform the appellant of the right to separately appeal the amended Decision with respect to the complaint allegation(s) not addressed in the original decision.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision. The SSPI will not consider any information not previously submitted to the CDE by a party during the appeal unless such information was unknown to the party at the time of the appeal and, with due diligence, could not have become known to the party. Pending the SSPI's response to a request for reconsideration, the CDE appeal Decision remains in effect and enforceable, unless stayed by a court.

The CDE may directly intervene in the complaint without waiting for action by Vaughn Next Century Learning Center when one of the conditions listed in 5 C.C.R. section 4650 exists including but not limited to cases in which through no fault of the complainant, Vaughn Next Century Learning Center has not acted within sixty (60) calendar days of the date the complaint was filed with Vaughn Next Century Learning Center.

Civil Law Remedies

A complainant may pursue available civil law remedies outside Vaughn Next Century Learning Center'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 complaints alleging unlawful discrimination, harassment, intimidation or bullying based on state law, a complainant shall wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before

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pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if Vaughn Next Century Learning Center has appropriately, and in a timely manner, apprised the complainant of their right to file a complaint.

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Complaint Form

Last Name: _____ First Name: _____

Student Name (if applicable): _____ Grade: ____ Date of Birth: _____

Address: _____ Apt. #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email Address: _____ Date of Alleged Violation: _____

School/Office of Alleged Violation: _____

For allegations of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- | | |
|--|---|
| <input type="checkbox"/> Career Technical and Technical Education/Career Technical and Technical Training | <input type="checkbox"/> Every Student Succeeds Act χ Local Control Funding Formula/ Local Control and Accountability Plan |
| <input type="checkbox"/> Child Care and Development χ Consolidated Categorical Aid Programs | <input type="checkbox"/> Migrant Education Programs |
| <input type="checkbox"/> 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 | <input type="checkbox"/> Regional Occupational Centers and Programs χ School Plans for School Achievement |
| | <input type="checkbox"/> School Safety Plan |
| | <input type="checkbox"/> Pupil Fees |
| | <input type="checkbox"/> Pregnant, Parenting or Lactating Students |

For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

- | | |
|---|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Medical Condition |
| <input type="checkbox"/> Ancestry | <input type="checkbox"/> Nationality / National Origin |
| <input type="checkbox"/> Color | <input type="checkbox"/> Race or Ethnicity |
| <input type="checkbox"/> Disability (Mental or Physical) | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Ethnic Group Identification | <input type="checkbox"/> Sex (Actual or Perceived) |
| <input type="checkbox"/> Gender / Gender Expression / Gender Identity | <input type="checkbox"/> Sexual Orientation (Actual or Perceived) |
| <input type="checkbox"/> Genetic Information | <input type="checkbox"/> Based on association with a person or group with one or more of these actual or perceived characteristics |
| <input type="checkbox"/> Immigration Status/Citizenship | |
| <input type="checkbox"/> Marital Status | |

For complaints of bullying that are not based on the above listed protected characteristics, and other complaints not listed on this form, please contact your school Title IX/Bullying Complaint Manager, School Principal or Administrator of Operations.

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1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

2. Have you attempted to discuss your complaint with any Vaughn Next Century Learning Center's personnel? If so, with whom and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents. Yes ___ No ___

Signature _____ Date _____

Mail, fax or email your complaint/documents to:

Vaughn Next Century Learning Center

Fidel Ramirez, CEO
Regional Title IX and Bullying Complaint Administrator
13215 Daventry Street
Pacoima, CA 91331
Phone: (818) 896-7461
Fax: (818) 686-7808
Email Address: framirez@myvaughncharter.com