

## Why This Brochure?

Vaughn Next Century Learning Center has the primary responsibility to ensure compliance with applicable state and federal laws and regulations, and shall investigate complaints alleging failure to comply with those laws and regulations alleging discrimination, harassment, intimidation, and/or bullying; unauthorized charging of pupil fees for educational activities; noncompliance with physical education instructional minutes at specified grade levels; non-compliance with education provisions for pupils in foster care and pupils who are homeless; provisions of courses without educational content and previously completed/graded courses sufficient for satisfying requirements/prerequisites for postsecondary education and receipt of a diploma, except under specified conditions; failure to reasonably accommodate lactating students; and failure to comply with legal requirements pertaining to the Local Control Accountability Plan (LCAP). Vaughn Next Century Learning Center shall seek to resolve those complaints in accordance with the procedures set out in CA Code of Regulations §§4600-4687 and the policies and procedures of Vaughn.

## Protected Classes/Characteristics Covered Under the UCP:

Allegations of discrimination, harassment, intimidation, and/or bullying of students based on a protected characteristics, set forth in Penal Code § 422.5 and Education Code §220, includes actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, or on the basis of 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.

Complaints of discrimination, harassment, intimidation, and/or bullying 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.

## Programs under UCP:

1. Discrimination, Harassment, Intimidation, and/or bullying
  - a. Employee-to-student, Student-to-student, Third Party to student
  - b. May include allegations of failure to provide reasonable accommodations for lactating students and/or Parental, Family or Marital Status.
2. Programs that use Categorical Funds
  - a. After School Education and Safety
  - b. Consolidated Categorical Aid
  - c. Migrant Education
  - d. Child Nutrition
  - e. Special Education
  - f. Foster and Homeless Youth Services
  - g. Every Student Succeeds Act
  - h. No Child Left Behind Act (2001) programs, including improving academic achievement, compensatory education, limited English proficiency, and migrant education
  - i. Tobacco-Use Education
  - j. State Preschool
3. Unauthorized Charging of Pupil Fees, per Education Code §49011 and §5 of Article IX of the California Constitution, for Educational Activities.

- a. A Vaughn pupil shall not be required to pay a pupil fee for participation in an educational activity.
- b. Supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge.

A pupil shall not be required to pay a pupil fee for participation in an educational activity, unless the charge for such a fee is specifically authorized by law and does not violate Education Code §49011. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred. Vaughn will attempt in good faith to engage in reasonable efforts to identify and fully reimburse all pupils, parents/guardians, who paid a pupil fee within one prior to the filing of the complaint.

4. Elementary School Adopted Course of Study for Physical Education.
5. Failure to comply with legal requirements as to development, adoption and annual update of the LCAP, which includes identification of annual goals, Actions to implement goals, and measuring student Subgroup progress across indicators based on the State' eight priorities and aligned with Vaughn's spending plan.
6. Enrollment in Courses without Educational Content and Previously Completed or Graded Courses Sufficient for Satisfying Requirements or Prerequisites for Postsecondary Education and Receipt of a Diploma.

## How to Submit a Complaint

Any person, organization, or public agency may mail or fax a written complaint to:

**Vaughn Next Century Learning Center**  
**Fidel Ramirez, Chief Executive Officer**  
13330 Vaughn Street  
San Fernando, CA 91340  
Fax: (818) 834-9036

Any person, organization, or public agency who would like to file a complaint regarding the National School Food Program may mail or fax a written complaint to:

**Vaughn Next Century Learning Center**  
**Dr. Roxanne Romero, Director of Operations**  
13330 Vaughn Street  
San Fernando, CA 91340  
Fax: (818) 834-9036

AND

**USDA Director, Office of Civil Rights**  
Room 326-W, Whitten Building  
1400 Independence Avenue  
SW Washington D.C., 20250-9410  
(202) 720-5964

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

Vaughn assures confidentiality to the maximum extent possible. Vaughn prohibits retaliation against anyone who files a complaint or participates in the complaint investigation process.

Pursuant to Education Code § 262.3, Complaints are advised civil law remedies may also be available under state or federal discrimination, harassment, intimidation, and/or bullying laws.

A copy of Vaughn's UCP complaint procedures shall be available free of charge.

For all questions regarding the UPC, please contact the Administrator of your School.

## Complaint Investigation and Response:

Each complaint is investigated by the CEO or designee, and must be concluded within 60 days of the receipt of the written complaint. The investigation and school response:

1. Provides an opportunity for the person or organization complaining and school personnel to present information relevant to complaint.
2. Obtains specific information from other persons or witnesses who can provide evidence or information.
3. Reviews related documents.
4. Prepares a written "Report of Findings" in English, or in the primary language of the complainant, which contains the investigative findings and School's decision, including corrective action(s), if any, and suggested remedies, if applicable.
5. Concludes the investigation within 60 days from the date of receipt of the complainant agrees in writing to extend the investigative timeline.
6. Notifies the person or organization of appeal procedures.

### How to Appeal

Persons or organizations disagreeing with the investigative findings and Vaughn's decision involving Title VI or Title IX have 15 days after receipt of the Report of Findings to file an appeal.

The appeal must be in writing and include a copy of the original complaint, as well as a copy of the Vaughn's decision. The appeal should be sent to:

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

**The 60 day timeline for the investigation and Vaughn's response shall begin when the complaint is received.**

## Uniform Complaint Procedures



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V.I.S.A.

**Vaughn Next Century Learning Center**  
**A California Public Charter School**

**(818) 896-7461**