



VIBRANT MINDS CHARTER SCHOOL

TK-6 Grade, Free, Public Education

412 W. Carl Karcher Way

Anaheim, California 92801

Office: 714-563-2390

FAX: 714-563-2401

<https://www.vibrantminds.us/>

<https://www.facebook.com/VMCharterSchool/>

ANNUAL NOTICE UNIFORM COMPLAINT PROCEDURE 2020-2021

Vibrant Minds Charter School (VMCS) annually notifies its scholars, employees, parents or guardians of its students, the School Site Council (SSC), the English Learner Advisory Committee (ELAC), Family and Staff Team (F.A.S.T.), and other interested parties of the Uniform Complaint Procedures ("UCP") process.

VMCS 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, Activities and Complaints Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- After-School Education and Safety
- Career Technical and Technical Education, Career Technical, Technical Training
- Compensatory Education
- Course Periods without Educational Content
- Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district and Children of Military Families
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs

- School Plans For Student Achievement
- School Safety Plans
- School-site Councils

In addition, SCHOOL's UCP adopted to provide a uniform system of complaint processing for the following types of complaints:

- Complaints regarding "scholar fees," including any fee, deposit or other charge that a scholar or a scholar's parent or guardian are required to pay or any "fee waiver";
- Complaints of discrimination against any protected group including actual or perceived, including discrimination on the basis of age, sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, 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 (5 CCR §4610); and
- Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: Special Education, Title II, Section 504 of the Rehabilitation Act, consolidated categorical aid, No Child Left Behind, migrant education, career technical and technical education training programs, child care and development programs, child nutrition program. (5 CCR §4610)

Scholar Fees

A scholar enrolled in a charter school shall not be required to pay a pupil fee for participation in an educational activity.

A scholar fee includes, but is not limited to, all of the following:

- A fee charged to a scholar 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 scholar is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment;
- A purchase that a scholar is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A scholar fees complaint may be filed using the Contact Information shown below or with the director of the school or his or her designee. A scholar 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 scholar fee complaint shall be filed no later than one year from the date the alleged violation occurred. Refer to the AB 1575 Annual Notice Regarding School Fees, as well as the AB 1575 Complaint Form.

Additional Information

VMCS shall post a standardized notice of the educational rights of scholars in foster care, scholars who are homeless, former juvenile court scholars now enrolled in a school district, and scholars 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

The staff member, position, or unit responsible to receive UCP complaints at SCHOOL is:

Debra J. Schroeder, Ed.D., Executive Director
412 W. Carl Karcher Way
Anaheim, California 92801
714-563-2390
dschroeder@vibrantminds.us

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 VMCS's UCP policies and procedures.

The complainant has a right to appeal VMCS's Decision of complaints regarding specific programs and activities subject to the UCP, scholar fees, and the LCAP to CDE by filing a written appeal within 15 days of receiving VMCS's Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of VMCS's Decision. VMCS will advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. Copies of VMCS's Uniform Complaint Procedures process shall be available free of charge.

Review of Policy

This policy may be reviewed periodically by the VMCS Board.

Adopted: September 23, 2020

Amended: