America's Finest CHARTER SCHOOL

AFCS UNIFORM COMPLAINT PROCEDURES (UCP) POLICY AND FORM

WHAT IS THIS POLICY ABOUT?

This policy explains how students, parents, and community members can file a formal complaint if they believe our school is not following state or federal education laws. AFCS Charter School is responsible for following all state and federal rules, and we will investigate and seek to resolve any complaint filed under this process.

WHAT PROBLEMS CAN BE FILED UNDER THIS POLICY?

You can use this policy to report these specific problems:

1. Discrimination, Harassment, Intimidation, or Bullying

If anyone is treated unfairly, harassed, or bullied at school based on their actual or perceived:

- Age, ancestry, race, ethnicity, or color
- Gender, gender identity, or gender expression
- Religion
- Mental disability, physical disability, or medical condition
- Immigration status, citizenship, or nationality
- Marital status or family situation
- Sexual orientation
- Association with anyone in these groups

2. School Program Rules

If you believe our school is not properly following laws for specific programs, including:

- Accommodations for pregnant, parenting, or lactating pupils
- Education and graduation requirements of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in public school, migratory children, and children of military families
- Adult Education Programs
- Regional Occupational Centers and Programs
- Career Technical and Technical Education; Career Technical and Technical Training
- Childcare and Development Programs
- Consolidated Categorical Aid Programs
- Every Student Succeeds Act
- School Plan for Student Achievement
- State Preschool Programs

3. Illegal Student Fees

- Public schools must provide education **free of charge**.
- A student enrolled in a public school cannot be required to pay a pupil fee, deposit, or charge for participating in an educational activity (curricular or extracurricular).
- You cannot be charged a fee to register for school or classes, or to obtain required locks, lockers, books, class apparatus, musical instruments, uniforms, materials, or equipment.

America's Finest CHARTER SCHOOL

AFCS UNIFORM COMPLAINT PROCEDURES (UCP) POLICY AND FORM

WHAT IS THIS POLICY ABOUT?

This policy explains how students, parents, and community members can file a formal complaint if they believe our school is not following state or federal education laws. AFCS Charter School is responsible for following all state and federal rules, and we will investigate and seek to resolve any complaint filed under this process.

WHAT PROBLEMS CAN BE FILED UNDER THIS POLICY?

You can use this policy to report these specific problems:

1. Discrimination, Harassment, Intimidation, or Bullying

If anyone is treated unfairly, harassed, or bullied at school based on their actual or perceived:

- Age, ancestry, race, ethnicity, or color
- Gender, gender identity, or gender expression
- Religion
- Mental disability, physical disability, or medical condition
- Immigration status, citizenship, or nationality
- Marital status or family situation
- Sexual orientation
- Association with anyone in these groups

2. School Program Rules

If you believe our school is not properly following laws for specific programs, including:

- Accommodations for pregnant, parenting, or lactating pupils
- Education and graduation requirements of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in public school, migratory children, and children of military families
- Adult Education Programs
- Regional Occupational Centers and Programs
- Career Technical and Technical Education; Career Technical and Technical Training
- Childcare and Development Programs
- Consolidated Categorical Aid Programs
- Every Student Succeeds Act
- School Plan for Student Achievement
- State Preschool Programs

3. Illegal Student Fees

- Public schools must provide education **free of charge**.
- A student enrolled in a public school cannot be required to pay a pupil fee, deposit, or charge for participating in an educational activity (curricular or extracurricular).
- You cannot be charged a fee to register for school or classes, or to obtain required locks, lockers, books, class apparatus, musical instruments, uniforms, materials, or equipment.

- *Note:* Nothing in this policy prohibits soliciting voluntary donations or voluntary fundraising participation.

4. School Funding Plans (LCFF / LCAP)

- Complaints alleging noncompliance with requirements governing the Local Control Funding Formula (LCFF) or Local Control and Accountability Plan (LCAP).
- Complaints regarding the School Plan for Student Achievement.

WHAT IS NOT COVERED BY THIS POLICY?

Some everyday school concerns do not fall under this special UCP policy. Complaints arising from employment relationships are handled by employment policies. General concerns including classroom assignments, grades, graduation requirements, hiring and evaluation of staff, homework policies, student advancement/retention, student discipline, student records, and the Brown Act are not UCP complaints. Please address these directly with school leadership.

YOUR PRIVACY AND PROTECTION

- **Privacy:** We respect every individual's right to privacy. Complaints will be investigated in a manner that protects confidentiality (including complainant identity) to the greatest extent possible under the law.
- **Protection against Retaliation:** You are protected by law. AFCS will ensure that complainants are protected from retaliation. No one is allowed to punish or treat you unfairly for filing a complaint.

WHO IS THE COMPLIANCE OFFICER?

Dr. Esther Omogbehin
Interim Executive Director, America's Finest Charter School
730 45th Street, San Diego, CA 92102
Phone: 619-694-4809
Email: eomogbehin@myafcs.org

Note: If your complaint is against the Executive Director, the compliance officer will be the President of the AFCS Board of Directors or their designee.

ANNUAL NOTICE & LANGUAGES

AFCS provides written notice of this policy annually. The notice is in English. If 15 percent or more of students enrolled speak a single primary language other than English, the notice will be provided in that primary language.

HOW TO FILE A COMPLAINT (STEP-BY-STEP)

Step 1: Filing a UCP Complaint

- **Time Limits:**
  - Complaints alleging unlawful discrimination, harassment, intimidation, or bullying must be filed within **six (6) months** from the date it occurred or was first discovered.
  - All other complaints must be filed within **one (1) year** from the date of the alleged violation.
- **How to Submit:** Put your complaint in writing, sign it, and submit it to the Compliance Officer.

- **Assistance Available:** If you are unable to put your complaint in writing due to disability or illiteracy, AFCS staff will assist you in filing the complaint.
- **Anonymous Complaints:** Complaints regarding pupil fees, LCAP, or Education Code sections 243/244 may be filed anonymously if evidence is provided.

Step 2: Mediation (Optional)

Within three (3) business days of receiving the complaint, AFCS may offer informal mediation. Both parties must agree. Mediation can be ended at any time by either party to proceed directly to an investigation.

Step 3: Investigation of Complaint

The Compliance Officer will investigate by obtaining statements, reviewing documents, and gathering evidence. Both the complainant and AFCS will have equal opportunity to present evidence and witness details.

Step 4: Final Written Decision (Investigation Report)

Within **sixty (60) calendar days** of receiving the complaint, AFCS will send you a written Investigation Report in English (and primary language where required). The report will contain findings of fact, legal conclusions, corrective actions (if applicable), and appeal rights.

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION (CDE)

America's Finest CHARTER SCHOOL

If you are dissatisfied with AFCS's Investigation Report, you may appeal in writing to the CDE within **thirty (30) calendar days** of receiving the report.

Where to Send Appeals:

Complaint Type	CDE Office & Address	Phone
Discrimination, Harassment, Bullying, or Lactating Student Accommodations	California Department of Education Education Equity UCP Appeals Office 1430 N Street, Sacramento, CA 95814	916-319-8239
LCAP / School Funding Plans	California Department of Education Local Agency Systems Support Office 1430 N Street, Sacramento, CA 95814	916-319-0809
Pupil Fees & Other Educational Programs	California Department of Education Categorical Programs Complaints Management Office 1430 N Street, Sacramento, CA 95814	916-319-0929

CIVIL LAW REMEDIES

Complainants may also pursue civil law remedies outside of AFCS's complaint procedures through mediation centers or private/public attorneys (such as obtaining court injunctions or restraining orders). For state law discrimination complaints, you must wait 60 days after filing an appeal with the CDE before pursuing civil remedies.

AFCS CHARTER SCHOOL - UNIFORM COMPLAINT FORM

America's Finest CHARTER SCHOOL

Complainant Last Name: _____ **First Name/MI:** _____

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

Street Address / Apt #: _____

City: _____ **State:** _____ **Zip Code:** _____

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

School / Office of Alleged Violation: _____

If a complainant is unable to check one of the boxes below, the complaint does not meet UCP requirements. In that case, please address your concern directly with the Director of AFCS Charter School or the Parent Representative on the AFCS Board.

For Allegation(s) of Noncompliance (Check applicable program):

[ ] Instructional Materials & Curriculum (Diversity)	[ ] Every Student Succeeds Act	[ ] School Plans for School Achievement
[ ] Career Technical & Technical Education /Training	[ ] Local Control Funding Formula / LCAP	[ ] School/Athletic Team Names, Mascots, Nicknames
[ ] Child Care & Development Programs	[ ] Migrant Child Education Programs	[ ] Pupil Fees
[ ] Consolidated Categorical Aid Programs	[ ] Education for English Learners	[ ] Pregnant, Parenting, or Lactating Students
[ ] Education/Graduation of Foster, Homeless, Former Juvenile Court, Migratory, or Military-Connected Students		

For Allegation(s) of Unlawful Discrimination, Harassment, Intimidation, or Bullying (Check applicable basis):

[ ] Age [ ] Ancestry [ ] Color [ ] Disability (Mental or Physical) [ ] Ethnic Group Identification [ ] Gender / Expression / Identity	[ ] Genetic Information [ ] Immigration Status / Citizenship [ ] Marital Status [ ] Medical Condition [ ] Nationality / National Origin [ ] Race or Ethnicity	[ ] Religion [ ] Sex (Actual or Perceived) [ ] Sexual Orientation (Actual or Perceived) [ ] Association with a person or group with one or more of these actual or perceived characteristics

1. Complaint Details

America's Finest CHARTER SCHOOL

Please give facts about the complaint. Provide details such as names of those involved, dates, whether witnesses were present, etc.:

_____

_____

_____

_____

2. Discussion with School Personnel

Have you discussed your complaint or brought your complaint to any AFCS personnel? If yes, to whom and what was the result?

_____

_____

3. Relevant Documents

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 Complaint and Documents to Compliance Officer:

Dr. Esther Omogbehin, Interim Executive Director
AFCS Charter School
730 45th Street, San Diego, CA 92102
Phone: 619-694-4809
Email: eomogbehin@myafcs.org

Concerns pertaining directly to actions taken by the Executive Director may be addressed to:
Board Secretary, AFCS Charter School
730 45th Street, San Diego, CA 92102
Phone: 619-694-4809 | Email: rlove@myafcs.org

BOARD ADOPTION

America's Finest CHARTER SCHOOL

This policy shall become effective upon approval by the America's Finest Charter School Board of Directors.

Date of Adoption: October 19, 2026

Secretary of the Board: Regina Lane

Board Meeting Date: October 19, 2026