



TO: ALL CENTURY COMMUNITY CHARTER SCHOOL FAMILIES

FROM: Dana Means
President, CCCS, Inc
Principal, Century Community Charter School

SUBJECT: CENTURY COMMUNITY CHARTER SCHOOL
UNIFORM COMPLAINT PROCEDURE

If families have questions or concerns regarding Century Community Charter School's policies and procedures, they are requested to attend the next **mandatory Parent Meeting** or schedule a meeting with the Administrator to address their concerns. **After such a meeting has taken place**, if the outcome was not satisfactory to the families, they may voice their concerns in writing OR they can attend a School Board Meeting to voice their concerns.

Attached please find the Century Community Charter School Family Uniform Complaint Form. Families may detail the nature of their concerns in writing and forward the Complaint Form directly to:

Julie Hicks
School Administrator
Century Housing Corporation
901 S. Maple Street
Inglewood, CA 90301
(310) 412-2286 x20

**School Board Meetings are held at
1000 Corporate Pointe, Culver City
1st Floor Conference Room
at 9:00 a.m.**

The next School Board Meeting is scheduled for:

Century Community Charter School Family Uniform Complaint Form

Date this form was completed: _____

Date incident or concern occurred: _____

Student Name: _____

Who is complaint against? _____

What Happened? Was a school rule allegedly broken by the child?

Was a discipline referral written up? _____ Was the child suspended as a result of this action? _____

Date Meeting with Administrator took place? _____

Who was present at this meeting? _____

Outcome(s) of meeting with Administrator (What did Administrator say will be done/not done?)

Describe your complaint:

Outcome that would be satisfactory to you (What do you want to happen?)

Signature: _____

Date complaint turned in _____ Received by: _____