

Members of the Board

June Getz
Allison Hendrick
Lynnette Jenkins
Marla Mattenson
Jody Molodow
Mary Jane Wagle

Administration

Cesar Lopez
Executive Director

Margret Woelke
Executive Director

Susan Huitron
**Human Resources/
Business Operations Manager**



Administrative Office – APEX Academy
1309 N. Wilton Place – Room 321
Los Angeles, CA 90028
Phone: (323) 817-6550 Fax: (323) 323-817-6555
<http://www.apexacademyhs.org>

Matrix for Success Academy – Independent Studies
1010 E. 34th Street
Los Angeles, CA 90011
Phone: (323) 897-5971 <http://matrix4success.org/>

Uniform Complaint Procedure Form

Last Name _____ First Name _____

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

Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

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:

- Child Nutrition Independent Studies Migrant Education Special Education
- Pupil Fees for Educational Activities Local Control Accountability Plan School Safety Plans
- Education of Pupils in a Foster Care, Pupils who are Homeless, former Juvenile Court Pupils After School Safety
- Bilingual Education Physical Education Instructional Minutes Local Control (LCAP)
- Every Student Succeeds act/No Child Left Behind

For complaints of unlawful discrimination, harassment, intimidation or bullying (employee-to-student, student-to-student, third party to student, employee-to-third party) filed no later than six months from the date it occurred or when knowledge was obtained that it occurred, check which actual or perceived protected groups upon which the alleged conduct was based:

- Sex Sexual Orientation Gender Gender Identity Gender Expression
- Ancestry Ethnic Group Identification Race or Ethnicity Religion Nationality
- National Origin Immigration Status Color Mental or Physical Disability Age
- Lactating Student Association with a person or group with one or more of the actual or perceived groups listed here

For bullying complaints that are not based on protected groups and other complaints not listed on this form, contact your school Title IX/Bullying Complaint Manager:

Isabel Mendoza, School Counselor at imendoza@matrix4success.org or 323-897-5971

For complaints of employee-to-employee discrimination or harassment, contact:

Susan Huitron, Human Resources/Operations Manager at 323-817-6550 or email: shuitron@apexacademyhs.info

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1. Please give the facts about your 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 School/District 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, email or hand-deliver your complaint/documents to:

Susan Huitron
Human Resources/Operational Manager
shuitron@apexacademyhs.info
PazLo Education Foundation/APEX Academy
1309 North Wilton Place, Office 321
Los Angeles, CA 90028
323.817.6550