

**Antelope Valley Union High School District**  
**2019-20 ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)**  
For pupils, employees, parents or guardians of its pupils, school and district advisory committees,  
appropriate private school officials or representatives, and other interested parties

The Antelope Valley Union High School District is committed to equal opportunity for all individuals in education. Our District programs and activities shall be free from discrimination, harassment, intimidation, or bullying based on actual or perceived characteristics of race, ethnicity, color, ancestry, nationality, national origin, citizenship, immigration status, ethnic group, ethnic group identification, lack of English skills, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other unlawful consideration, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. The District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, or bullying and complaints alleging violation of such state or federal laws. The District will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process.

The District shall investigate and seek to resolve any such complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Complaints alleging the occurrence of unlawful discrimination, harassment, intimidation, or bullying in district programs and activities may be based on actual or perceived characteristics of race, ethnicity, color, ancestry, nationality, national origin, citizenship, immigration status, ethnic group, ethnic group identification, lack of English skills, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or on a person's association with a person or group with one or more of these actual or perceived characteristics. The UCP shall also be used to address any complaint alleging the District's failure to comply with state and/or federal laws in adult education programs, After School Education and Safety programs, agricultural vocational education, American Indian education centers and early childhood education program assessments, bilingual education, peer assistance and review programs for teachers, career technical and technical education and training programs, child care and development programs, child nutrition programs, compensatory education, consolidated categorical aid programs, Economic Impact Aid, English learner programs, federal education programs in Title I-VII, migrant education, Regional Occupational Centers and Programs, school safety plans, special education programs, State Preschool Programs, Tobacco-Use Prevention Education programs, local control and accountability plan (LCAP), and any other district-implemented program which is listed in Education Code 64000(a) or with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities or with inappropriate assignment of a pupil to courses without educational content or with accommodations for lactating students or with requirements related to the educational rights of foster youth, homeless students, former court juvenile school students, or children of military families, or alleged retaliation against a complainant.

A student enrolled in a public school shall not be required to pay for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. A complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred. A complaint regarding student fees or the local control and accountability plan may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the District. Complaints must be filed in writing with the compliance officer. Complainants shall be protected from retaliation, and the identity of a complainant alleging discrimination shall remain confidential as appropriate.

Complaints alleging unlawful discrimination, harassment, intimidation, or bullying must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Superintendent or his or her designee.

Complaints will be investigated, and a written decision or report will be sent to the complainant within sixty (60) calendar days from the receipt of the complaint. This sixty (60) calendar day time period may be extended by written agreement of the complainant. The District personnel responsible for investigating the complaint shall conduct and complete the investigation in accordance with Sections 4680-4687 and in accordance with local procedures adopted under Section 4621.

The complainant has a right to appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 calendar days of receiving the District's decision. The appeal must include a copy of the original complaint filed with the District and a copy of the District's decision.

Civil law remedies may be available under state or federal discrimination laws regarding unlawful harassment, intimidation, or bullying, if applicable. (5CCR Section 4622) In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the District UCP policy and complaint procedures shall be available free of charge. For further details or to file a complaint under the Uniform Complaint Procedures, please contact the District compliance officer:

Ms. Cheri Kreitz, AVUHSD Director of Student Services  
548 W. Lancaster Blvd., #102; Lancaster, CA 93534-2571  
Phone: 661-729-2321, Ext. 102; Fax: 661-949-6292



**UNIFORM COMPLAINT PROCEDURES  
COMPLAINT FORM  
2019-20**

I have read school District Board Policy 1312.3(a) on Uniform Complaint Procedures and wish to file a complaint regarding a violation of federal or state law or regulations governing the following educational program which is covered under this procedure:

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Agency to which complainant has been referred if this complaint is not covered by the Uniform Complaint Procedures:

Agency Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

***NATURE OF COMPLAINT***

(Describe here the nature of the alleged violation. If this complaint involves the educational services provided to a specific child, please give the name, grade and school of enrollment. Attach additional pages if necessary. AVUHSD Board Policy 1312.3[a] prohibits retaliation in any form for the filing of a complaint, the reporting of such instances of unlawful discrimination, harassment, intimidation, or bullying or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant).

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DATE OF VIOLATION: \_\_\_\_\_

(Must be within six [6] months of today's date. If not, you will be given information regarding an appeal to the State Superintendent of Public Instruction for an extension of time in which to file the complaint.)

***Mediation\****

I have been offered and \_\_\_\_\_ an opportunity for mediation of this complaint  
(accept/decline)

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Complaint received by \_\_\_\_\_ Date: \_\_\_\_\_  
(Name and Title)

Response requested?  Yes  No

- \*Optional
- Distribution: Original – Parent/Guardian; Copy – School District

To be filed with the Director of Student Services, 548 W. Lancaster Blvd., #102, Lancaster, CA 93534-2571