Dr. Michelle McLean
District Superintendent

Georgia Rhett
Assistant Superintendent

Arvin Union School District

"Every Student Learning, Every Day, No Matter What It Takes!"

UNIFORM COMPLAINT PROCEDURES COMPLAINT FORM

COMPLAINANT CONTACT INFORMATION

Name*_____

Student Name (if applicable) _____ Date of Birth_____

Address_____

City _____ Zip Code _____

Home Phone_____ Cell or Work Phone _____

I am filing this complaint on behalf of:

☐ myself ☐ my child or a student ☐ another child or student ☐ a group

BASIS OF COMPLAINT

Discrimination, harassment, intimidation, or bullying** in district programs or activities on the basis of the following actual or perceived protected class or characteristic (check all that apply):

☐ Sex	☐ Sexual Orientation	☐ Gender
☐ Gender Identity	☐ Gender Expression	☐ Ancestry
☐ Ethnic Group Identification	☐ Race or Ethnicity	☐ Religion
☐ Nationality	☐ National Origin	☐ Age
☐ Marital or Parental Status	☐ Physical or Mental Disability	☐ Color
☐ Genetic Information	☐ Association with a person or group with one or more of the actual or perceived categories listed above	

*For complaints alleging noncompliance with the legal prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities or noncompliance with the legal requirements pertaining to the Local Control Accountability Plan (LCAP), the complaint can be filed anonymously if the complaint provides enough evidence or information leading to evidence to support an allegation of noncompliance and to allow an appropriate investigation. However, if the complainant wishes to receive a copy of the District's decision in response to the complaint, the complainant's contact information requested above must be provided.

**For complaints of bullying that are not based on the above listed protected classes or characteristics, please contact your school site principal for further investigation and response.

Noncompliance with state or federal laws regarding the following (check all that apply):

Adult Education	Migrant Education
After School Education and Safety	Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district
Agricultural Vocational Education	English Learner Programs
American Indian Education Centers and Early Childhood Education Program Assessments	Every Student Succeeds Act / No Child Left Behind (Titles I–VII)
Bilingual Education	Local Control and Accountability Plans (LCAP)
California Peer Assistance and Review Programs for Teachers	Physical Education Instructional Minutes (for grades one through six)
Career Technical and Technical Education, Career Technical, Technical Training	Pupil Fees
Career Technical Education	Reasonable Accommodations to a Lactating Pupil
Child Care and Development	Regional Occupational Centers and Programs
Child Nutrition	School Safety Plans
Compensatory Education	Special Education
Consolidated Categorical Aid	State Preschool
Course Periods without Educational Content	Tobacco-Use Prevention Education
Economic Impact Aid	

DETAILS OF COMPLAINT

Date of Alleged Violation_____ Location of Alleged Violation _____

Name of Person(s) Being Complained About _____

Please complete the following to the best of your ability. (Attach additional sheets of paper if you need more space and attach any supporting or relevant documentation.)

1. Please describe with as much detail as possible the facts underlying your complaint. Provide details such as the names of those involved, the dates an incident or incidents occurred, whether witnesses were present and the names of any witnesses, etc. Please provide any details which you feel might be helpful to the complaint investigator.

2. Please describe what steps, if any, you have taken to resolve this issue before filing this complaint. Have you attempted to discuss this issue with the person about whom you are complaining or with other District personnel? If so, with whom and what was the result?

3. Please describe your desired outcome or remedy so as to assist the complaint investigator in attempting to satisfactorily resolve your complaint.

Signature: _____ Date: _____

This complaint form must be submitted to the District Compliance Officer at the address listed below unless the complaint alleges noncompliance with the legal prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities. In such cases, this complaint form may be submitted to your school site principal. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying must be initiated no later than six months from the date of the alleged discrimination, harassment, intimidation, or bullying, or six months from the date the complainant first obtained knowledge of the facts of the discrimination, harassment, intimidation, or bullying. Complaints alleging noncompliance with the legal prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities must be filed not later than one year from the date the alleged violation occurred. Complaints will be investigated in a manner that protects the integrity of the process and the confidentiality of the parties to the extent that the investigation of the complaint is not obstructed. The District's governing board prohibits any form of retaliation against any person for the filing of a complaint or participation in the complaint process.

Once completed, please deliver your complaint and any attachments to:

Emma Pereida-Martinez- Director of Human Resources/Compliance Officer
Arvin Union School District
737 Bear Mountain Boulevard
Arvin, CA 93203

The district will investigate and report its decision to the complainant within 60 calendar days of the District's receipt of the complaint per the District's Uniform Compliant Procedures found at Board Policy and Administrative Regulation 1312.3. The complainant has the right to appeal the district's final decision to the California Department of Education, or to the State Superintendent of Public Instruction for complaints alleging noncompliance with the legal requirements pertaining to the LCAP, within 15 calendar days of receiving the decision.