ARVIN UNION SCHOOL DISTRICT

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737 BEAR MOUNTAIN BLVD • ARVIN • CALIFORNIA • 93203 • (661) 854-6500 • FAX:(661) 854-2362

UNIFORM COMPLAINT PROCEDURES COMPLAINT FORM

COMPLAINANT CONTACT INFORMATION

Last Name _____ First Name _____

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

Address _____

City _____ State _____ Zip Code_____

Home Phone _____ Cell Phone_____ Work Phone_____

Email Address _____

Date of Alleged Violation _____ School/Office of Alleged Violation _____

I am filing this complaint on behalf of: ☐ myself ☐ my child/student ☐another child/student ☐ a group

BASIS OF COMPLAINT

For complaints of bullying that are not based on the listed protected characteristics (below), and other complaints not Listed on this form, please contact your school site principal for further investigation and response.

For allegations of noncompliance, please check the program or activity referred to in your complaint, if applicable:

☐ Accommodations for pregnant and parenting pupils
☐ Adult Education
☐ After School Education and Safety
☐ Agriculture Vocational Education
☐ Career/Technical Education
☐ Child Care Development
☐ Compensatory Education
☐ Course periods without educational content
☐ English Learner Education
☐ Foster Youth
☐ Homeless
☐ Local Control Accountability Plan (LCAP)
☐ Migrant Education
☐ Physical Education Instructional Minutes
☐ Pupil Fees
☐ Reasonable accommodations to a lactating pupil
☐ Regional Occupational Centers
☐ Retaliation against Complainant
☐ School Plans for student achievement
☐ School Safety Plan
☐ School Site Council
☐ State Preschool health & safety issues in LEAs exempt from licensing
☐ Title I through Title VII
☐ Former juvenile court pupil now enrolled in a school district and pupils of military families

For complaints of discrimination, harassment, intimidation, and/or bullying (employee-to-student, student-to-student, and third party to student), please check which of the actual or perceived protected characteristics upon which the alleged conduct was based (check all that apply):

☐ Gender
☐ Ancestry
☐ Color
☐ National Origin
☐ Parental Status
☐ Genetic Information
☐ Sex
☐ Gender Identity
☐ Ethnic Group Identification
☐ Immigration Status
☐ Religion
☐ Marital Status
☐ Pregnancy
☐ Sexual Orientation
☐ Gender Expression
☐ Race or Ethnicity
☐ Nationality
☐ Age
☐ Physical or Mental Disability
☐ Medical 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.

Please complete the following to the best of your ability.

1. Please describe with as much detail as possible the facts underlying your complaint. (Attach additional sheets of paper if you need more space and attach any supporting or relevant documentation.) Provide details such as 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, should you choose to participate in Mediation.

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, Assistant Superintendent
737 Bear Mountain Blvd
Arvin, CA 93203
(661)854-6500
compliance@arvin-do.com

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.