Maple Elementary School District 29161 Fresno Ave. Shafter, CA 93263 (661) 746-4439

UNIFORM COMPLAINT PROCEDURES COMPLAINT FORM

COMPLAINANT CONTACT INFORMATION

| Name* | | | |
|--|---|--------------------|--|
| Student Name (if applicable) | D: | Date of Birth | |
| Address | | | |
| City | Zip C | Zip Code | |
| Home Phone | Cell or Work Phone | Cell or Work Phone | |
| I am filing this complaint on beha | alf of: | | |
| myselfmy child or | a studentanother child or st | udenta 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 Identity | Gender Expression | | |
| Ethnic Group Identification | □ Race or Ethnicity | Religion | |
| □ Nationality | National Origin | □ Age | |
| □ Marital or Parental Status | Physical or Mental Disability | | |
| Genetic Information | Association with a person or g of the actual or perceived cate | | |
| Immigration Status | | | |

*For complaints alleging noncompliance with the legal prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, 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

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 the site principal for further investigation and response.

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

| Adult Education Programs | Consolidated Categorical Aid Programs |
|--|--|
| Migrant Education | □ Career/Technical Education Programs |
| Child Care and Development Programs | Child Nutrition Programs |
| Special Education Programs Cabacal Cofety Plan | □ Pupil Fees, Charges, or Deposits for |
| School Safety Plan Reasonable accommodations to a | Educational Activities |
| Pregnant, Parenting or Lactating Pupil | Minutes |
| After School Education and Safety | State Preschool |
| □ Local Control & Accountability Plans (LCAP) | □ School Plans for Student Achievement |
| Every Student Succeeds Act | School Site Council |

Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district

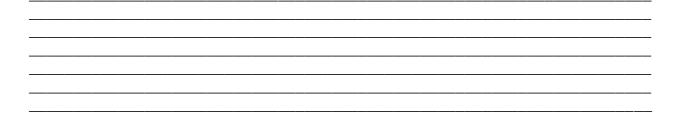
DETAILS OF COMPLAINT

Date of Alleged Violation_____ Location of Alleged Violation _____

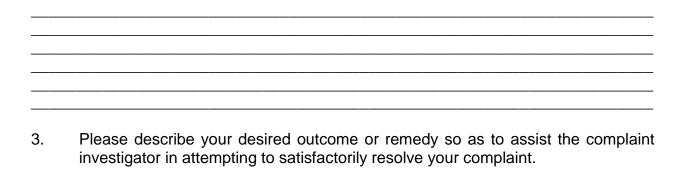
Name of Person(s) Being Complained About

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?



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 the 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:

Bryan Easter, Superintendent

29161 Fresno Ave. Shafter, CA 93263

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. The complainant has the right to appeal the district's final decision to the California Department of Education within 15 calendar days of receiving the decision.