

**CLOVIS UNIFIED
SCHOOL DISTRICT****COMMUNITY RELATIONS
UNIFORM COMPLAINT PROCEDURES****COMPLAINT FORM – UNIFORM COMPLAINT PROCEDURES**

The Complaint Form - Uniform Complaint Procedures is set forth on the following page and shall be used in accordance with Board Policy and Administrative Regulation No. 1312.3.

Reviewed: 01/14/2009, 10/14/2009, 11/13/2013

Amended: 09/22/1999, 02/22/2006, 01/23/2008, 02/22/2008, 06/15/2021 (EXH 9208(1)
renumbered as EXH 1312.3(1)), 09/12/2024 (EXH 1312.3(1) renumbered as EXH
1312.3)

Doc# 41667-5 (08/2024, None)



EXHIBIT NO. 1312.3

COMPLAINT FORM – UNIFORM COMPLAINT PROCEDURES

Name of Complainant: _____ Date: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Email: _____

1. Describe your communications and attempts with District staff, including date(s) and name(s), to informally resolve the alleged conduct/violation stated in your complaint: _____

The District encourages first discussing and attempting to resolve the alleged conduct/violation with the site/department administrator.

2. Identify the District program or activity regarding which you are filing this complaint: _____

3. List the site(s)/location(s) where the conduct/violation alleged in your complaint occurred: _____

4. State the date the conduct/violation alleged in your complaint occurred: _____

NOTE: A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be filed no later than six months from the date of its alleged occurrence or the date complainant first have knowledge of the alleged occurrence, subject to extension for good cause. (5 CCR 4630) A complaint as to other matters covered under the District's uniform complaint procedures shall be filed no later than one year from the date of the alleged violation. (5 CCR 4630) The District will not process a complaint that is not timely filed.

5. Describe the conduct/violation regarding which you are filing this complaint, including but not limited to, the person (if known) who engaged in the conduct or committed the violation, what act or omission constitutes the conduct or violation, and the reason(s) such conduct or violation does not comply with state or federal laws and regulations (attach pages if additional spaces needed): _____

6. List the names and addresses and/or other contact information for witnesses or persons who can provide more information regarding the alleged conduct/violation stated in this complaint: _____

7. Suggestions for an appropriate resolution of this complaint: _____

I certify under penalty of perjury that the foregoing statements and attachments are true and correct.

Signature of Complainant: _____ Date: _____

Please file this Complaint Form with the appropriate school principal/department head or at the District Office, 1450 Herndon Avenue, Clovis, CA 93611; telephone (559)327-9000

EXHIBIT NO. 1312.3
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FOR DISTRICT USE ONLY

Date Complaint Received: _____

Mark One: Complaint untimely filed, not processed Complaint withdrawn

Entire complaint informally resolved

Complaint partially resolved through informal resolution.
District investigated the unresolved alleged conduct/violation
and issued a response

Other (specify): _____

District Staff: Name _____ Signature _____ Date _____

Doc# 41667-6 (08/2024, None)