WILLIAMS COMPLAINT FORM

(Uniform Complaint Procedures for California Education Code Section 35186 Complaints)

Anyone may use this form to file a complaint regarding one or more of the following problems: (1) insufficient instructional materials; (2) an unsafe or unhealthy school facility condition; (3) a teacher vacancy or misassignment, and/or (4) a restroom that is closed, not fully operational, or not cleaned, maintained, or stocked regularly. After completing this form, file it with the School Director. If the Director does not have sufficient authority to fix the problem, he or she will forward this form to the appropriate school official for resolution.

► Do you want to receive a written response describing how the problem was fixed?

□ Yes, I request a written response.

Name: _____ Address: _____

City, State, and Zip Code: _____ Phone Number (optional): _____

□ No, I do not request a written response. I am filing this complaint anonymously.

► I request immediate action to correct the following problem(s): *Please check all that apply and provide supporting details (attach additional pages if needed).*

I. Textbooks and Instructional Materials:
- □ A student does not have required textbooks or instructional materials to use in class.
- □ A student does not have textbooks or instructional materials to use at home or after school.
- □ Textbooks or instructional materials are in poor or unusable condition, are missing pages, or are unreadable due to damage.
- □ Because of a shortage of textbooks or materials, a student was given photocopied sheets from only a portion of a textbook or instructional materials.

Description of the problem: *include (1) the names of the textbook(s)/materials that are missing or damaged, (2) the course/grade level and (3) the teacher's name.* _____

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II. Teacher Vacancy or Misassignment:
- □ A class has not been assigned a permanent teacher within the first 20 working days of the semester.
- □ A teacher is assigned to teach a class for which the teacher lacks the appropriate subject matter credential or authorization.
- □ A teacher is assigned to teach a class in which more than 20% of the students are English learners and the teacher lacks the proper credentials or training to teach English learners.

Description of the problem: *include (1) the course or grade level and (2) the teacher's full name.* _____

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III. School Building and Facility Conditions:
- □ A school building, building system, or part of the school grounds is in a condition that poses a threat to the health and safety of students, teachers, or school employees (for example, the heating, ventilation, fire sprinkler, or AC system doesn't work; the school is infested with rats or other pests; windows are broken or exterior gates will not lock and pose a security risk; or a damaged building or structure creates a potential health or safety hazard).

Description of the problem: *include (1) the condition, (2) where it is located, and (3) how it poses a threat to health or safety.*

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IV. Restrooms:
- □ A restroom is not fully operational, maintained and cleaned regularly, and stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- □ The school is not keeping all restrooms open during school hours when pupils are not in classes.
- □ The school is not keeping a sufficient number of restrooms open during school hours when pupils are in classes.

Description of the problem: *include location of the restroom.* _____

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► IMPORTANT: I am mailing / hand-delivering (*circle one*) this form on _____(*date*) to Director _____(*name*) at _____(*school name & address*).

Please make and keep a copy of this completed form for your records.