

WILLIAMS UNIFORM COMPLAINT PROCEDURES

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? _____ Yes _____ No

Contact Information:

Name: _____ E-Mail: _____

Address: _____ City: _____ Zip: _____

Phone Number: Day: _____ Evening: _____

Note: Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate County Office complaint procedure.

Issue(s) of the complaint: Please check all that apply:

1. Textbooks and instructional materials:
 - A student, including an English learner, lacks standards-aligned textbooks or instructional materials or state- or County Office-adopted textbooks or other required instructional materials to use in class.
 - A student does not have access to instructional materials to use at home or after school.
 - Textbooks or instructional materials are in poor or unusable condition, have missing pages or are unreadable due to damage.
 - A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment:
 - A semester begins and a teacher vacancy exists, as defined in Education Code 35186; 5 CCR 4681, and AR 1312.4.
 - A teacher lacks credentials or training to teach English learners or is assigned to teach a class with more than 20% English learners in the class.
 - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions:
 - A condition exists that poses an emergency or urgent threat to the health or safety of students or staff as defined in AR 1312.4.

