

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE



Note: AB 2727 (Ch. 903, Statutes of 2004) amended Education Code 35186 to create a procedure for the filing of complaints concerning deficiencies in instructional materials, teacher vacancy or misassignment, and maintenance of facilities. The following form contains elements required by Education Code 35186. Education Code 35186 requires that complaints be filed with the principal or his/her designee and that the complaint form specify the location for filing the complaint.

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

Name: _____

Address: _____

Phone Number: _____ *Day:* _____ *Evening:* _____

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

1. Textbooks and instructional materials:

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- A student does not have access to textbooks or instructional materials to use at home or after school to complete homework assignments.
- 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. 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.

3. Teacher vacancy or misassignment:

- A semester begins and a certificated teacher is not assigned to teach the class.
- A teacher who lacks credentials or training to teach English learners 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.

Date(s) of Problem:

Location of Problem (School Name, Room Number or Location):

Course/Grade Level/Teacher Name (if applicable):

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation:

Please file this complaint with the principal at your school site.