



ALVORD UNIFIED SCHOOL DISTRICT

WILLIAMS SETTLEMENT UNIFORM COMPLAINT PROCEDURES COMPLAINT FORM

Name: _____

*Response Requested: yes no (circle one)

*note: Complaints may be filed anonymously. However, to receive a response, you must provide contact information.

Address: (include city and zip code)

Phone: _____

Cell: _____

Other: _____

TYPE OF COMPLAINT

(This complaint may contain more than one allegation. Please check all that apply)

1. Instructional Materials

- A *student*, 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. (This does not require two sets of textbooks or instructional for each *student*).
- Textbooks or materials are in poor or unusable condition, having 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. (A position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year, or if the position is for a one-semester course, a position of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities

- A condition poses an emergency or urgent threat to the health or safety of *students* or staff. "Emergency" or "urgent threat" means structures or systems that are in a condition that poses a threat to the health and safety of *students* or staff while at school, including but not limited to gas leaks; nonfunctioning heating, ventilation, fire sprinklers or air conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to *students* or staff, or structural damage creating a hazardous or uninhabitable condition.
- A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when *students* are not in classes and has not kept a sufficient number of restrooms open during school hours when *students* are in classes. This does not apply when temporary closing of the restroom is necessary for *student* safety or to make repairs.

DETAILS

Please describe the issue(s) of your complaint in detail. Give specifics as to date, time and location. If this is a facilities complaint, please explain why condition poses an emergency or urgent threat.

Attach additional pages if needed.

School _____ Teacher/Course/Grade _____

Room Number/Name of Room/Location of Facility: _____ Date _____

PLEASE FILE YOUR COMPLAINT WITH THE PERSON AND LOCATION LISTED BELOW

Principal or designee _____ Location _____