

Response requested?  Yes  No

### WILLIAMS UNIFORM COMPLAINT FORM

Use this form to address *only* the legislated Williams items listed below.

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Day: \_\_\_\_\_ Evening: \_\_\_\_\_

**Location of the problem that is the subject of the complaint:**

School \_\_\_\_\_ Date problem observed \_\_\_\_\_

Course title/grade level and teacher name \_\_\_\_\_

Room number/name of room/location of facility \_\_\_\_\_

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

**1. Textbooks and instructional materials:**

- A pupil, including an English Learners does not have 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.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages or are unreadable due to damage.
- The pupil 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 certificated teacher is not assigned to teach the class.
- A teacher lacks credentials or training to teach English learners or is assigned to teach a class with more than 20% English learner pupils in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

**3. Facility conditions:**

- A condition poses an urgent or emergency threat to the health or safety of students or staff including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air conditioning systems, electrical power failure, major sewage stoppage, major pest or vermin infestations, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous material previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- The school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in class..

**4. High school exit exam intensive instruction services (Education Code 35186):**

- Intensive instruction and services were not provided to pupils who have not passed one or both parts of the high school exit examination after the completions of grade 12.

**Please describe the issue of your complaint in detail, including the date of the problem and specific location where the problem occurred (school, room number). You may attach additional pages if necessary to fully describe the situation:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please file this complaint with the person specified below at the following location:

Assistant Superintendent of Education Services

5832 Bolsa Ave.

Huntington Beach, CA 92649