



La Habra City School District

Williams Uniform Complaint Procedure Form

Please file this form with the site principal

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

I. Contact Information: I do request a response. Please send response to:

Name: _____
Address: _____
Phone Number: Day: _____ Evening: _____

Have you discussed the complaint with the site principal? Yes _____ No _____

II. Type of Complaint: (see below)

Date of Complaint: _____
Location of Problem (School Name, School Address, Room Number or Location): _____
Grade Level/Course/Teacher's Name: _____

Please describe the specific nature of your complaint in detail. You may attach additional pages if necessary:

WILLIAMS 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 pupil, including an English learner, does not have access to textbooks or instructional materials to use at home or after school. (*Note: This does not require the use of two sets of textbooks or instructional materials for each student.*)
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A 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 teacher vacancy exists. (A teacher vacancy is 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 to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- A teacher lacks the credentials or training to teach English learners and is assigned to a class with more than 20% English learners in the class.
- A teacher is assigned to 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, non-functioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line 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 pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- A 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 opened 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 classes.

For Office Use Only

Date Received by Principal/ Assistant Superintendent's Office: _____

Received by: _____

Disposition of Complaint: _____

Date: _____ **Signature:** _____

Copy Distribution: Assistant Superintendent's Office, School Site, File Copy