



Laguna Beach Unified School District
WILLIAMS UNIFORM COMPLAINT FORM

Date Received: _____ Received By: _____

Complaints must be submitted to the office of the Director, Human Resources and Public Communication, located at 550 Blumont St., Laguna Beach, CA 92651. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint; you must indicate that a response is required and provide contact information.

I. Contact Information [] Response Requested Please send response to:
If response requested, please check box

Name _____

Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Work or cell phone _____

II. Complaint

School Name _____ Grade _____ Teacher _____

Subject of the complaint. Please check all that apply and attach additional sheets as needed.

a. Textbooks and instructional materials:

[] A student lacks standards-aligned, state adopted, district adopted or other required textbooks or 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, having missing pages, or are unreadable due to damage.

[] Other _____

b. 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 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.

[] Other _____

c. Facility conditions:

[] 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 that pose a security risk

[] Abatement of hazardous materials previously undiscovered that pose immediate threat to pupil or staff

[] Structural damage creating a hazardous or uninhabitable condition

[] Other _____