

San Bernardino City Unified School District
WILLIAMS UNIFORM COMPLAINT FORM PERTAINING TO
INSTRUCTIONAL MATERIALS/SCHOOL FACILITIES/ TEACHER
MISASSIGNMENT AND VACANCY/HIGH SCHOOL EXIT EXAM INTENSIVE
INSTRUCTOR AND SERVICES

SCHOOL NAME: _____

COMPLAINANT'S NAME: _____

[Optional, but required if response to your complaint is requested]

DATE COMPLAINT FORM SUBMITTED

TO PRINCIPAL/PRINCIPAL DESIGNEE: _____

NATURE OF COMPLAINT:

1. Textbooks and Instructional Materials

Each 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 the class.

Each pupil, including English learners, does not have access to textbooks or instructional materials or both to use in class and to take home. This does not require two sets of textbooks or instructional materials for each pupil.

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 copied to address a shortage of textbooks or instructional materials.

2. Conditions of school facility

Facilities are not maintained in a manner that is clean, safe and in good repair.

A condition poses an urgent or emergency threat to the health or safety of pupils or staff as defined in Education Code 17592.72 (gas leaks, nonfunctioning 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 an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions that 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 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 classes.

3. Teacher vacancy or misassignment

Teacher vacancy: 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 the 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.

Teacher misassignment: A teacher who lacks credentials or training to teach English learner is assigned to teach a class with more than 20 percent English learner pupils in the class.

Teacher misassignment: A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher misassignment: The placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. High School Exit Examination (for high schools that receive intensive instruction funds).

Pupils who have not passed the high school exit exam by the end of 12th grade were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254 (d) (4) and (5) after the completion of grade 12.

Please describe the issue of your complaint in detail, including the date of the problem, the specific location where the problem occurred (room number), course, grade level and teacher's name. You may attach additional sheets if necessary, to fully describe the situation. If your complaint pertains to emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, please include the location of the facility, describe emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff and how the conditions poses a threat to the health and safety of pupils or staff.

Check box if you are requesting a response:

Response to be sent to:

Name

Address

City

State

Zip Code

Day Phone Number:

I understand that my complaint form can be disclosed as a public record.

Signature

Date

PLEASE FILE THIS COMPLAINT WITH THE PERSON SPECIFIED BELOW AT THE FOLLOWING LOCATION:

Principal or the designee

Location: The school where the problem occurred

For additional general information on the Williams Uniform Complaint Procedures, contact the District's Affirmative Action Office, 777 North F Street, San Bernardino, CA 92410; Telephone (909) 381-1122.

