

NEWPORT-MESA UNIFIED SCHOOL DISTRICT
WILLIAMS UNIFORM COMPLAINT PROCEDURES

COMPLAINT FORM

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

Date Filed: _____

Response requested? ☐ Yes ☐ No

Name: _____

Address: _____

Phone Number Day: (____) _____ - _____ Evening: (____) _____ - _____

Email: (optional) _____

Issue(s) of the 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 or district adopted textbooks or other required instructional materials to use in class.
- ☐ A pupil does not have access to instructional materials to use at home or after school to complete homework assignments.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages or are unreadable due to damage.

2. Teacher vacancy or misassignment:

- ☐ A semester begins and a certificated teacher is not assigned to teach class.
- ☐ Vacancy is defined as 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 one 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 credentials or training to teach English learners or 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.

- ☐ Misassignment is defined as 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.

3. Facility conditions:

- ☐ A condition exists that poses an emergency urgent or threat to the health or safety of students or staff as defined in RR 7335a.

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:

SITE/DEPARTMENT STAFF RECEIVING THE COMPLAINT MUST COMPLETE THIS SECTION:

REMINDER: A COPY MUST BE SENT TO THE SUPERINTENDENT'S OFFICE

Complaint Received by: _____ Date: _____

Date Resolved: _____ Action: _____

Completed by: _____

☐ Copy sent to Superintendent's office on _____