San Bernardino County Superintendent of Schools

Transforming lives through education

WILLIAMS UNIFORM COMPLAINT FORM

This form may be used to file a complaint related to the issues listed below. If you are unable to put your complaint in writing due to conditions such as a disability or illiteracy, a member of the school staff will assist you in filing your complaint. This form may be used for more than one complaint. This complaint and any written response are public records.

Complaints may be filed anonymously. If you wish to receive a written response to your complaint, you must provide the contact information below. Do you want to receive a written response? ☐ Yes ☐ No

Name (Optional):_____ Mailing Address (Optional): _____

Phone Number (Optional): _____ (day) _____ (evening)

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 other instructional materials or state-or County Board-adopted textbooks or other required instructional materials to use in class.
- ☐ A pupil does not have access to textbooks or other instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- ☐ Textbooks or other 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. Condition in a School Facility

- ☐ A condition in a school facility poses an emergency or urgent threat to the health or safety of pupils or staff, including but not limited to 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 condition the County Superintendent of Schools deems 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. This does not apply when temporary closing of the restroom is necessary for pupil safety or to make repairs.

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 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.)
- ☐ Teacher Misassignment: A teacher is assigned to teach a class in which more than 20 percent of the pupils are English learners and the teacher lacks credentials or training to teach English learners.
- ☐ Teacher Misassignment: A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Today's Date: _____ **Date Problem Was Observed:** _____

Location of Problem (School Name, Address, and Room Number or Location)**:** _____

_____

Course or Grade Level and Teacher Name: _____

Please describe the issue of your complaint in detail. You may attach additional pages or use the other side of this form if necessary to fully describe the problem.

_____

_____

File this complaint with the school principal or principal's designee.

A complaint about problems beyond the authority of the principal shall be forwarded within 10 working days to the appropriate San Bernardino County Office of Education official for resolution.

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