



Williams Uniform Complaint Procedure

(Reference [Administrative Regulation - 1312.4](#))

Response Requested?

- Yes (Requires completion of contact information)
- No (Does not require completion of contact information - may be filed anonymously)

Contact Information

Name:	
Address:	
City, State, Zip Code:	
Telephone:	
Email:	

Location of the problem that is the subject of this complaint:

School:	
Course title and name of teacher: (For complaints pertaining to sections 1 or 2 below)	
Room number/name of room/location of facility: (For complaints pertaining to section 3 below)	
Date problem was observed:	

Only the following issues may be the subject of this complaint process. If you wish to file a complaint about an issue not specified below, please refer to either Board Policy 1312.3 (Uniform Complaints) or 1312.1 (General Complaints).

Specific Issues of the Complaint:

(Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials

- A student, 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 student does not have access to textbooks or instructional materials to use at home or after school. (This does not require 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 student was provided photo-copied pages from only a portion of a textbook or instructional material to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment

- A semester begins and a teacher vacancy exists. (A position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire school 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 the semester for an entire semester.)
- A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learner students in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities

- A condition poses an emergency or urgent threat to the health or safety of students or staff. (Structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to the following per Education Code 17592.72 and 5 CCR 4683: gas leaks, nonfunctioning heating, ventilation, fire sprinklers, 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 students or staff, structural damage creating a hazardous or uninhabitable condition, any other emergency conditions the school district determines appropriate.)
- A school restroom has not been maintained or kept open in accordance with Education Code 35292.5.
 - Clean or maintained school restroom means, a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, paper towels or functional hand dryers, and menstrual products in all grade 6-12 women’s restrooms, all-gender bathrooms, and at least one men’s restroom, free of cost. (Education Code 35292.5, 35292.6)
 - Open restroom means, except as necessary for student safety or to make repairs, the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. (Education Code 35292.5)

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe your complaint. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Please file this complaint at the following location:

Office of the Superintendent, Irvine Unified School District, 5050 Barranca Parkway, Irvine, CA 92604

Please provide a signature below. If you wish to remain anonymous, a signature is not required, but please provide the date of submission of this complaint.

Signature(s):
Date: