

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE

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

Response requested? Yes No

Name: _____

Address: _____

Phone Number: Day: _____ Evening: _____ E-mail if any _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Issue(s) 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 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 photocopied sheet(s) from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Teacher vacancy or misassignment:
 - 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 school year for an 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.***
 - A teacher lacking credentials or training to teach English learners or is assigned to teach a class with more than 20% English learners in the class.
 - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
3. Facility conditions:
 - A condition exists that poses an emergency or urgent threat to the health or safety of students or staff as defined in AR 1312.4.

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, teacher). You may attach additional pages if necessary to fully describe the situation: _____

Please provide a signature below. If you wish to remain anonymous a signature is not required. However, all complaints, even anonymous ones, should be dated.

Signature _____

Date _____

Please file this complaint with your student's school principal.