

**LAS VIRGENES UNIFIED SCHOOL DISTRICT**

**Williams Uniform Complaint**

Williams Uniform Complaint Form

Complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment must be filed using this Williams Uniform Complaint Form. Only these issues may be the subject of the Williams Uniform Complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

A Williams Uniform Complaint and the District's response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

---

Response requested?  Yes  No

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

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

School: \_\_\_\_\_

Course or grade and teacher name: \_\_\_\_\_

Room Number or Name of Room: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_

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.

Specific issue(s) of the complaint. Please check all that apply:

1. Textbooks and instructional materials:

A pupil 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.

Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

\_\_ A pupil was provided photocopied sheet 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, as defined in Education Code [35186](#) and AR 1312.4.

\_\_ A teacher lacking credentials or training to teach English learners 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 pupils or staff as defined in AR 1312.4.

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation:

Please file this complaint with the person specified below at the following location:

Assistant Superintendent of Education

Las Virgenes Unified School District

4111 Las Virgenes Rd.

Calabasas, CA 91302

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)