

Salinas Union High School District

Community Relations

Exhibit #1312.41

UNIVERSAL COMPLAINT FORM: INSTRUCTIONAL MATERIALS AND FACILITIES -- WILLIAMS

SALINAS UNION HIGH SCHOOL DISTRICT

NOTICE CONCERNING

INSTRUCTIONAL MATERIALS AND FACILITIES

Instructional Materials

There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English Language Learners, must have a textbook or instructional materials, or both, to use in class and to take home.

Physical Condition of School Facilities

School facilities must be clean, safe, and maintained in good repair.

Complaint Process

Complaints concerning these matters may be filed with the Principal's office on a complaint form provided by the Principal's office. Your complaint may be referred to the appropriate District official for processing. If there are no forms available at the Principal's office, complaint forms may be obtained from the District office.

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UNIVERSAL COMPLAINT FORM: INSTRUCTIONAL MATERIALS AND FACILITIES -- WILLIAMS

UNIFORM COMPLAINT FORM Textbooks and Instructional Materials, Teacher Vacancy or Mis-assignment, and/or School Facilities

All complaints and responses are public record. Complaints may be filed anonymously. If you would like a response, you must provide your name and address below:

Response requested? Yes No

Name: _____ Date: _____

Address: _____

Telephone: (Day) _____ (Evening) _____

A. SCHOOL SITE OF ALLEGED VIOLATION: _____

B. SUBJECT OF COMPLAINT

1. Textbooks and Instructional Materials

Class Subject and Room Number: _____

Teacher name: _____

Student(s) name(s): _____

Please check all that apply:

A student lacks standards-aligned textbooks or instructional materials;

A student lacks state or district adopted textbooks or instructional materials;

A student does not have access to textbooks or instructional materials to use at home or after school to complete homework assignments;

A student lacks textbooks or instructional materials are in poor or unusable condition, have missing pages or are unreadable due to damage;

A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

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2. Teacher Vacancy or Misassignment

Class subject and room number: _____

Please check all that apply:

- A semester begins and a certificated teacher is not assigned to teach the class;
- A teacher who lacks 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. Facilities

Please check all that apply:

- gas leaks;
- nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems;
- electrical power failure;
- major sewer 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;
- facilities are unclean;
- facilities are not functional.

Cosmetic and non-essential repairs are not subject to this complaint procedure.

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C. ADDITIONAL INFORMATION

Please describe the issue of your complaint in detail, including the date the problem occurred. You may attach additional pages if necessary.

Multiple horizontal lines for writing the complaint details.

Your complaint should be filed with the principal of the school or his or her designee. A complaint about problems beyond the authority of the school principal shall be forwarded in a timely manner, not to exceed 10 working days, to the appropriate school district official for resolution.

(Authority cited: Education Code sections 35186, 17002, and 17592.72 and Title 5, California Code of Regulations, sections 4671-4687.)