



Acalanes Union High School District Complaint Form: Williams Uniform Complaint Procedures

You can complete this form on your own computer. To move from field to field, use the Tab key. You may then print the completed document and if desired, save the document template to your own computer. Duplicate fields will be repopulated after your first entry.

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below. **Please file this complaint with the Acalanes Union High School District Superintendent or his/her designee at 1212 Pleasant Hill Road, Lafayette, CA 94549.**

Response requested? Yes No

Name: _____ Day Phone: _____
First Last

Address: _____ Evening Phone: _____

Issue(s) of the complaint: Please check all that apply:

1. Textbooks and instructional materials:

- A student lacks textbooks or instructional materials to use in class.
- A student does not have access to instructional materials to use at home or after school to complete homework assignments.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages or are unreadable due to damage.

2. Teacher vacancy or misassignment:

- A semester begins and a certificated teacher is not assigned to teach the class.
- A teacher lacks 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 urgent or threat to the health or safety of students or staff as defined in [AR 1312.4](#)
- A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5

4. High School Examination Intensive Instruction:

- A student, including an English learner, who has not passed the exit exam by the end of grade 12, has not been provided the opportunity to receive intensive instruction and services.

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