

**SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS
WILLIAMS UNIFORM COMPLAINT PROCEDURES
COMPLAINT FORM**

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: Date complaint filed: _____

Name: _____

Address: _____

Phone Number: Day: _____ Evening: _____

Name of School: _____

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

1. Sufficient textbooks and instructional materials as defined in Education Code 60119:

- 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 textbooks or instructional materials to use at home.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages or are unreadable due to damage.

2. Facility conditions:

- Facilities are not maintained in a manner that is clean, safe and in good repair as defined in Education Code 17002.
- A condition exists that poses an emergency or urgent threat to the health or safety of pupils or staff as defined in Education Code 17592.72.
- A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

3. Teacher vacancy or misassignment:

- A semester begins and a teacher vacancy exists, as defined in Education Code 35186(h) (2) and (3).
- A teacher lacks credentials or training to teach English learners and 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.

4. California High School Exit Exam:

- Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12 in accordance with Education Code 37254(d).

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: _____

Please file this complaint with the person specified below at the following location:
Donald Nute, Student Services Administrator
1020 East Cooley Drive
Colton, CA 92324-3924

05/07/08

