

MORGAN HILL UNIFIED SCHOOL DISTRICT

UNIFORM COMPLAINT FORM

E 1312.4a

FOR INSTRUCTIONAL MATERIAL DEFICIENCIES, FACILITY EMERGENCY OR URGENT CONDITIONS, TEACHER VACANCIES AND MISASSIGNMENT 8 (Ed. Code § 3516)

Complete and submit this Uniform Complaint Form to site principal to report deficiencies in instructional materials, teacher vacancy or misassignment, and maintenance of facilities.

Complaints may be filed anonymously. However, to receive a response to your complaint, you must provide the contact information below. Response requested? Yes No

Name: _____

Address: _____

Phone Number: Day: _____ Evening: _____

School: _____ Course or Teacher Name: _____

Room No./Name of Room/Location of problem: _____

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 or urgent threat to the health or safety of students or staff as defined by Education Code 17002(d)(1)*

Please file this complaint with the site principal who will report problems beyond their authority within 10 working days to the appropriate school district official for resolution. Provide specific information to support this complaint on the lines below (attach additional pages if necessary): _____

* Good repair" is defined as the facility being maintained in a manner that assures that it is clean, safe, and functional as determined pursuant to an interim evaluation instrument developed by the Office of Public School Construction. The instrument shall not require capital enhancements beyond the standards to which the facility was designed and constructed.

Submit form to Principal at Site who will work with Staff to address complaint.

Original Adoption: 05/23/2005

Revised: 04/11/2006 (Renumbered replacing AR 1502B – English)