

David W. Gordon
Superintendent

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WILLIAMS COMPLAINT FORM

(This form should only be used when filing a Williams Complaint regarding a Sacramento County Office of Education school or program.)

Complaints should be submitted to Martin Cavanaugh at this location. Complaints may also be mailed to the Sacramento County Office of Education (SCOE) at the address above and also may be filed anonymously. However, if you wish to receive a response to your complaint, you must indicate that a response is requested and provide the contact information below.

Response requested? Yes No

I. CONTACT INFORMATION

Name: _____

Address: _____

Phone Number: Day: _____ Evening: _____

II. COMPLAINT

School name: _____

School address: _____

Course/Teacher: _____

Subject of the complaint: Please check all that apply and attach additional sheets as needed:

A. Textbooks and instructional materials:

- A student lacks standards aligned, state adopted, district adopted textbooks or instructional materials to use in class.
- A student does not have access to textbooks or instructional materials to use at home or after school to complete required homework assignments. (Two sets of textbooks or instructional materials for each pupil are not required.)
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- Other _____

Please provide any additional information that you believe will be helpful to address your complaint.



Williams Complaint Form

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B. 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 percent English learners in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
- Other _____

Please provide any additional information that you believe will be helpful to address your complaint.

C. Facility conditions:

- Gas leaks
- Electrical power failure
- Nonfunctioning heating, ventilation, fire sprinklers, or air conditioning system
- Major sewer line stoppage
- Major pest or vermin infestation
- Broken windows or exterior doors or gates that will not lock and that pose a security risk
- Hazardous materials that pose an immediate threat to pupil or staff
- Structural damage creating a hazardous or uninhabitable condition
- Other _____

Please provide any additional information that you believe will be helpful to address your complaint.
