



COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE  
Solana Beach School District

*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

Contact Information (if Yes is checked above):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Location of the problem that is the subject of this complaint:

School: \_\_\_\_\_

Course or grade and teacher name: \_\_\_\_\_

Room Number or Name of Room: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint. Please check all that apply:

**1. Textbooks and instructional materials:**

\_\_\_\_\_ A student, including an English learner, 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 student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

\_\_\_\_\_ 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.

**2. Teacher vacancy or misassignment:**

\_\_\_\_\_ A semester begins and a teacher vacancy exists, as defined in Education Code 35186 and AR 1312.4.

\_\_\_\_\_ A teacher lacking credentials or training to teach English learners is assigned to teach a class with one or more English learners/pupils 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 in AR 1312.4.

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation:

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\_\_\_\_\_ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

\_\_\_\_\_ For a school serving any of grades 6-12, the school has not, at all times, stocked and made available and accessible free of cost, and adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.

\_\_\_\_\_ The school has not kept all restrooms open during school hours when students are not in class and has not kept a sufficient number of restrooms open during school hours

when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff:

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Please file this complaint with the person specified below at the following location:

Assistant Superintendent, Personnel Services  
Solana Beach School District Office  
309 N. Rios Avenue  
Solana Beach, CA 92075  
(858) 794-7108 • (858) 794-7111 (FAX)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

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*Signature*

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*Date*