



Compton Unified School District Uniform Complaint Procedures Form

For Office Use Only

Case #: _____

Check one

- Employee
 Applicant
 Parent/Guardian
 Public
 Students*
 Anonymous

Contact Information

Date _____ Response Requested: Yes No

Last Name _____ First Name/MI _____

Student Name (if applicable) _____ Grade _____ Date of Birth _____

Street Address/Apt. # _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____ Work Phone _____

Date of Alleged Violation _____ School/Office of Alleged Violation _____

Please indicate the type of complaint below: (BP refers to Board Policy; E refers to Exhibit.)

Employee/Applicant: Employment Discrimination /Harassment (*BP 1312.3, 4144*)

Age Sex Sexual Orientation Ethnic Group Identified
 Race Ancestry National Origin Mental or Physical Disability
 Religion Color Other: Employee Complaint (*BP 4144*)

Student*

Student Complaint (*BP 5144, 5145.7*)

Parent/Public:

Complaint Concerning Schools (*BP 1312*) Complaint Concerning District Employee(s) (*BP 1312.1*)
 Discrimination in Programs (*BP 4144*) Complaint Concerning Instructional Material (*BP 1312.2*)

Parent/Public: Williams Case Complaint Concerning Deficiencies Related to:

Textbooks and Instructional Materials

A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted 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 or after school. This does not require two sets of textbooks or instructional materials for each pupil.
 Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

Parent/Public: Williams Case Complaint Concerning Deficiencies Related to: (continued)

Facility Conditions

- A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, 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, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

Teacher Vacancy or Misassignment

- Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Person(s) Involved in
Complaint:

1. _____
2. _____

Date of Occurrence (mm/dd/yy): ____/____/____	Time: _____	Witness: _____
Ethnicity (if applicable): _____ Age (if applicable): _____		
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Describe the Specific Nature of the Complaint: (Include as much information you feel is necessary. Attach additional pages, if necessary.)		
Complainant's Requested Remedy:		

* Return complaints to: Dr. Abimbola Williams-Ajala, Associate Superintendent, Human Resources Department, 501 South Santa Fe Avenue, Compton, CA 90221, phone (310) 639-4321.

Note: If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (CCR 4652)

UNIFORM COMPLAINT PROCEDURES SHALL BE AVAILABLE FREE OF CHARGE. PHONE NUMBER IS LISTED ABOVE TO REQUEST COPIES OF THE PROCEDURES.