

PALO ALTO UNIFIED SCHOOL DISTRICT

UNIFORM COMPLAINT FORM

Instructional Materials, Teacher Vacancy or Misassignment, and/or School Facilities

All complaints and responses are public record. Complaints may be filed anonymously. If you would like a response, you must provide your name and address below:

Response requested? Yes No

Name: _____ Date: _____

Address: _____

Phone Number: (Day) _____ (Evening) _____

A. SCHOOL SITE OF ALLEGED VIOLATION: _____

B. SUBJECT OF COMPLAINT

1. Textbooks and Instructional Materials

Class subject and room number: _____

Teacher name: _____

Student(s) name(s): _____

Please check all that apply:

_____ A student lacks standards-aligned textbooks or instructional materials, as required by law;

_____ A student lacks state or 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 homework assignments;

_____ A student lacks textbooks, or instructional materials are in poor or unusable condition, have missing pages or are unreadable due to damage.

2. Teacher Vacancy or Misassignment

Class subject and room number: _____

Please check all that apply:

- A semester begins and a certificated teacher is not assigned to teach the class;
- A teacher who lacks credentials or training to teach English learners 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. Facilities

School and room or building number: _____

Please check all that apply:

- gas leaks;
- nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems;
- electrical power failure;
- major sewer 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 students or staff;
- structural damage creating a hazardous or uninhabitable condition;
- facilities are unclean and such that the condition poses a health and safety threat to pupils or staff;
- facilities are not functional and such that the condition poses a health and safety threat to pupils or staff.

Cosmetic and non-essential repairs are not subject to this complaint procedure.

