WILLIAMS UNIFORM COMPLAINT PROCEDURE
FOR PROGRAMS OFFERED BY BASS LAKE 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

Name: _____
Address: _____
Phone Number: Day _____ Evening: _____

Issue(s) of the complainant: Please check all that apply:

1. **Textbooks and instructional materials**:
   - ___ A student lacks textbooks or instructional materials to us 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 change.
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 urgent emergency or threat to the health or safety of students as defined in BP 1312.4.

Please describe the issue of your complaint in detail, including the date of the problem and specific location where the problem occurred (school, room number). You may attach additional pages if necessary to fully describe the situation: _____

_____

_____

_____

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

Glenn Reid, Superintendent
40096 Indian Springs Road
Oakhurst, CA 93644