

**PLAZA ELEMENTARY SCHOOL DISTRICT
COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE**

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: _____

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

1. Textbooks and instructional materials:
 - a. A student lacks textbooks or instructional materials to use in class.
 - b. A student does not have access to instructional materials to use at home or after school to complete homework assignments.
 - c. Textbooks or instructional materials are in poor or unusable condition, having missing pages or are unreadable due to damage.

2. Teacher vacancy or misassignment:
 - a. A semester begins and a certificated teacher is not assigned to teach the class.
 - b. 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.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions:
 - a. A condition exists that poses an emergency urgent or threat to the health or safety of students or staff as defined in AR1312.4.

Please describe the issue or your complaint in detail (use extra pages if necessary), including the date of the problem and specific location where the problem occurred.

Please file this complaint with the Principal or Superintendent