

ORANGE COUNTY EDUCATIONAL ARTS ACADEMY

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

Contact information:

Name: _____ Date: _____

Address: _____

Phone Number: _____ Evening: _____

E-mail address if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint

Building: _____ Room number/name of room/location of facility: _____

Course title/grade level and teacher name: _____

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 OCEAA complaint procedure. Please ask the Principal if you need assistance.

Please check all that apply. A complaint may contain more than one allegation.

Textbooks and instructional materials	
	A pupil, including an English learner, lacks standards-aligned textbooks or instructional materials or state- 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.
Teacher Vacancy or Misassignment	
	A semester begins and a certificated 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 school 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 the semester for an entire semester.

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	A teacher lacking 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.
Facility Conditions	
	A condition exists that poses an urgent emergency or threat to the health or safety of pupils or staff, including 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 pupils or staff; or structural damage creating a hazardous or uninhabitable condition.
	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, 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. This does not apply when closing of the restroom is necessary for pupil safety or to make repairs.
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). 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 pupils or staff. 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:

(Principal or designee name)

825 North Broadway, Santa Ana, California 92701
(Address)

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.

(Signature)

(Address)

(Date)