

Williams Uniform Complaint Procedures

Complaint Form:

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: _____

Telephone Number: Day: _____ Evening: _____

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

1. Textbooks and instructional materials:

- ☐ A student lacks textbooks or instructional materials to use 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 damage.

2. Teacher vacancy or misassignment:

- ☐ A trimester 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 a teacher lacks subject matter competency.

3. Facility Conditions:

- ☐ A condition exists that poses an emergency or threat to the health and safety of students or staff as defined in AP 8.9-1.

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(s) specified below at the following location:

Diamond View School
Mrs. Jamie Huber, Principal
850 Richmond Road
Susanville, CA 96130
Telephone: (530) 257-5144

Meadow View School
Mrs. Charlotte Klinock, Principal
1200 Paiute Lane
Susanville, CA 96130
Telephone: (530) 257-3000

McKinley School
Mrs. Lynn Parker, Principal
2005 Fourth Street
Susanville, CA 96130
Telephone: (530) 257-5161

Susanville School District
Jason Waddell, Superintendent
109 South Gilman Street
Susanville, CA 96130
Telephone: (530) 257-8200