

**Fremont Unified School District**  
**COMPLAINT FORM**  
**WILLIAMS 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: Day:\_\_\_\_\_ Evening:\_\_\_\_\_

E-mail address, if any:

Location of the problem that is the subject of this complaint:

School:

Course or grade and teacher name:

Room number/name of room/location of facility:

Date problem was observed:

Only the following issue(s) may be subject to this complaint: Please check all that apply.

**1. Textbooks and instructional materials:**

- ☐ A pupil lacks textbooks or instructional materials to use in class.
- ☐ A pupil does not have access to instructional materials to use at home or after school.
- ☐ 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.

**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 language learners or is assigned to teach a class with more than 20% English language 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 poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line 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, structural damage creating a hazardous or uninhabitable condition, and any other conditions the school district determines appropriate. [T5CCR 4683]

A school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. [EC 35292.5]

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. [EC 35292.5]

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

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Please provide a signature. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please file this complaint with the school principal *or designee in which the complaint arises*. This complaint form will be time stamped/dated and a copy provided to the complainant upon submission to the school principal.**