

## **BURBANK UNIFIED SCHOOL DISTRICT**

### **Community Relations**

#### **WILLIAMS UNIFORM COMPLAINT PROCEDURES**

(For Alleged Violation of Federal or State Laws or Regulations Governing Certain Educational Programs)

The basis of the Williams Uniform Complaint Procedures was that specific agencies failed to provide public school students with equal access to instructional materials, safe and clean school facilities, and qualified teachers. Employees and members of the public may file complaints regarding insufficiency of instructional materials, facilities conditions, as well as teacher misassignments.

The Board of Education designates the Assistant Superintendent, Educational Service, John Paramo, the uniform complaint compliance officer to receive and investigate all complaints and ensure compliance with law.

Williams Uniform Complaint Procedures require the District to investigate and resolve complaints when the complainant alleges that any of the following has occurred: insufficiency of textbooks and instructional materials, Teacher vacancy or mis-assignment, and facility conditions.

Complaints regarding Williams Uniform Complaint Procedures must complete FORM B (AR 1312.4(a), Page 1, 2, and 3 below.

October 2021

**BURBANK UNIFIED SCHOOL DISTRICT**

**FORM A**

Uniform Complaint Procedures

**COMPLAINT FORM**

To be filed with the Superintendent:  
1900 West Olive Avenue,  
Burbank, CA 91506-2460

I have read Burbank Unified School District Board Policy 1312.3 on Uniform Complaint Procedures and wish to file a complaint regarding a violation of federal or state law or regulations governing the following educational program which is covered under this procedure.

(Agency to which complainant has been referred if this complaint is not covered by the Uniform Complaint Procedures)

**NATURE OF COMPLAINT**

(Describe here the nature of the alleged violation. If this complaint involves the educational service provided to a specific child, please give the name, grade, and school of enrollment. Attach additional pages if necessary.)

**DATE OF VIOLATION**

(Must be within six (6) months of today's date. If not, you will be given information regarding an appeal to the State Superintendent of Public Instruction for an extension of time in which to file the complaint.)

**MEDIATION**

I have been offered and  accept an opportunity for mediation of this complaint.  
 reject

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ address/telephone number of person filing complaint

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
Name

Title \_\_\_\_\_

Distribution: Original—Parent; Copy-- Superintendent's Office

**BURBANK UNIFIED SCHOOL DISTRICT**