

**BEVERLY HILLS UNIFIED SCHOOL DISTRICT**

Exhibit  
E 1312.4

**UNIFORM COMPLAINT PROCEDURES**

**WILLIAMS UNIFORM COMPLAINT PROCEDURES**

**NOTICE TO PARENTS/GUARDIANS:  
COMPLAINT RIGHTS**

Parents/Guardians:

Education Code 35186 requires that the following notice be posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. To file a complaint regarding the above matters, complaint forms can be obtained at the principal's office, district office, or can be downloaded from the school district's or California Department of Education's website at:

Beverly Hills Unified School District  
California Dept. of Education

[www.beverlyhills.d12.ca.us](http://www.beverlyhills.d12.ca.us)  
[www.cde.ca.gov](http://www.cde.ca.gov)

## BEVERLY HILLS UNIFIED 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: \_\_\_\_\_ 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 semester 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 the teacher lacks subject matter competency.

3. Facility conditions:

- A condition exists that poses an emergency or urgent threat to the health or safety of students or staff as defined in AR 1312.4.

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 specified below at the following location:

**Beverly Hills Unified School District**  
**255 S. Lasky Drive**  
**Beverly Hills, CA 90212**

*Contact Persons for Programs and Services Covered Under Williams Uniform Complaint Procedures:*

Program/Service	Office to Contact	Telephone
Textbooks/Instructional Materials	Assistant Superintendent, Educational Services K-12	(310) 551-5100 x2240
Teacher Vacancy or Misassignment	Assistant Superintendent, Human Resources	(310) 551-5100 x2236
Facility Conditions	Assistant Superintendent, Business Services	(310) 551-5100 x2200