

**WISEBURN SCHOOL DISTRICT
COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE**

Education Code Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. 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: _____

School/Facility: _____

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

1. **Textbooks and instructional materials:**

Teacher: _____ Grade: _____

- A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- A student does not have access to textbooks or 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 student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

Describe the specific nature of the deficiency or deficiencies.

2. **Teacher Vacancy or Misassignment:**

Teacher: _____ Grade: _____

- Teacher vacancy - A semester begins and a vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the 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 a semester for an entire semester.)

- Teacher misassignment: A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than twenty percent English learner students in the class.
- Teacher misassignment: 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, non-functioning 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 students or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.

Describe emergency/ urgent facilities conditions that pose a threat to the health or safety of pupils or staff.

Describe how the condition poses a threat to the health and safety of pupils or staff.

A complainant may include as much text to explain the emergency or urgent facilities that pose a threat to the health and safety of pupils or staff, as complainant feels necessary. A complaint may contain more than one allegation of emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff.