



FREMONT UNION HIGH SCHOOL DISTRICT
COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT

*FUHSD Administrative Regulation 1312.4
Education Code 35186*

Education Code 35186 creates 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, teacher vacancy or misassignment, or the lack of opportunity to receive intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of Grade 12. The complaint and response are public documents as provided by law.

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

To help insure accuracy, you may enter information directly on the computer before printing. If completing by hand, please write as neatly as possible.

PART I: CONTACT INFORMATION

Do you wish to receive a response to this complaint?

YES NO

Last Name

First Name

Gender

Male Female

Home Phone

Mobile Phone

E-mail Address

Street Address

Apt.

City

ZIP Code

PART 2: LOCATION OF THE PROBLEM THAT IS SUBJECT OF THIS COMPLAINT

School or Site Name

Room # or Room Name

Teacher Name/Course (if applicable)

PART 3: COMPLAINT INFORMATION

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure/form.

Date problem was observed:

Time problem was observed:

Please check all that apply:

1. Textbooks and instructional materials

A pupil does not have standards-aligned textbooks or instructional materials or state-or-districted adopted textbooks or other required 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.

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2. Teacher vacancy or misassignment

A semester begins and a teacher vacancy exists, as defined in Education Code 35186 and AR 1312.4. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school 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.

A teacher lacking credentials or training to teach English learners is assigned to teach a class with more than 20 percent 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 pupils 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; or structural damage creating a hazardous or uninhabitable condition.

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

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. This does not apply when closing of the restroom is necessary for pupil safety or to make repairs.

4. High school exit exam intensive instruction and services (Education Code 35186)

Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after the completion of Grade 12.

Please describe the issue of your complaint in detail:

You may attach additional pages and include as much text as necessary to describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of pupils or staff.

Please file this complaint with the person specified below at the following location:

**Fremont Union High School District
Polly Bove, Superintendent of Schools
589 W. Fremont Ave., Sunnyvale, CA 94087**

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

| | | |
|--------------|-----------|------|
| Printed Name | Signature | Date |
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