



*"The future belongs
to the educated"*

TRACY JOINT UNIFIED SCHOOL DISTRICT WILLIAMS UNIFORM COMPLAINT FORM

Education Code 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, 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.

Contact Information:

Response requested? Yes No

Name (optional): _____

Mailing Address (optional): _____

Phone Number(optional): Day: _____ Evening: _____

Issue of Complaint (please check all that apply):

1. Textbooks and instructional materials

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or other instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- 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. Facility conditions:

- A condition exists that 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 emergency conditions the school district determines appropriate.
- 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, 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.

3. Teacher vacancy or misassignment:

- Teacher vacancy - A semester begins and a teacher vacancy exists. (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.)
- Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

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

Date of Problem: _____

Location of Problem (school name, address and room number or location): _____

Course or Grade Level and Teacher Name: _____

Please describe the specific nature of the complaint in detail. You may include as much text as necessary (please add additional pages if needed).

Please file this complaint with the principal of the school or his/her designee in which the complaint occurred OR at the following location:

*Director of Curriculum, Accountability and Continuous Improvement
 Office of Continuous Improvement
 District Education Center, Tracy Unified School District
 1875 W. Lowell Ave., Tracy, Ca. 95376*

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

(signature-optional)

(date)

A complaint about problems beyond the authority of the principal shall be forwarded within 10 working days to the appropriate school district official for resolution.