

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional material, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignments. 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.

Response requested? Yes__ No__

Contact Information (if response is requested):

| | | |
|--|------|----------|
| Name: | | |
| Address: | | |
| Phone Number | Day: | Evening: |
| Email Address: | | |
| Date problem was observed: | | |
| Location of the problem that is the subject of this complaint: | | |
| School name/address: | | |
| Room number/name of room or location of facility | | |

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or Marin County Office of Education for the appropriate district complaint procedure.

Specific issues(s) of the complaint: Please check all that apply.

1. Textbooks and instructional materials:

- A student including an English learner does not have standards-aligned textbooks or instructional materials or state-adopted or Marin County Office of Education-adopted textbooks or other instructional materials to use in class.
- A student does not have access to instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
- 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 for only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

- A semester begins and a teacher vacancy exists. (Education code 35186(e)(2). 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 of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
- 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: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

- A condition exists that poses an emergency or urgent 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 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 condition deemed appropriate by the county office of education.
- 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.
- For a school that serves students in any of grades 6-12 with 40 percent or more of its students from low-income families, as defined, the school has not stocked at least half of its restrooms with feminine products at all times and made those products available to students at no cost.
- The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

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 as necessary to fully describe the situation(s).

For complaints regarding facilities condition, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff. Your complaint may contain more than one allegation.

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

Marin County Office of Education
Attn: Deputy Superintendent
1111 Las Gallinas Avenue, San Rafael

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.

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|-------|-------|
| Name: | Date: |
|-------|-------|