



WILLIAMS UNIFORM COMPLAINT PROCEDURE FORM
FOR EDUCATION CODE 35186 COMPLAINTS

Education Code 35186 to create a procedure for the filing of complaints concerning deficiencies in 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 are provided by statute. Complaints may be filed anonymously.

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 (Optional): Mailing Address (Optional):

Phone Number: Day (Optional): Evening (Optional):

Email Address, if any (Optional):

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

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 district for the appropriate district complaint procedure.

- 1. Textbooks and instructional materials
- 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. 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 from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Facility conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)
- A condition 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 or 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.
- A school restroom has not been cleaned or maintained regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- In any school serving any of grades 6-8, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. (Ed Code 35292.6).
- 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, and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to repair the facility.
3. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682, 5 CCR 4600)
- 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 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 lacks credentials or training to teach English learners is assigned to teach a class with one or more English learner students in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date Problem was observed:

Location of the problem that is the subject of this complaint (School, Address, & Room # or location)

School Name: School Address:

Room Name/Room Number/Location: Course Title/Grade Level: Teacher:

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully 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 students or staff.

Please file this complaint with: Office of the Superintendent, 8849 Cook Riolo Road, Roseville, CA 95747, (916) 770-8800

Please provide signature below. If you wish to remain anonymous, a signature is not required.

However, all complaints, even anonymous ones, should be dated.

Signature: Date:

Date Received: Date Resolved:
Resolution:

