

SUBJECT: WILLIAMS UNIFORM COMPLAINT PROCEDURES NOTICE
ORIGINATING OFFICE: ASSISTANT SUPERINTENDENT, HUMAN RESOURCES
EFFECTIVE: OCTOBER 13, 2015
REVISED: MARCH 11, 2025

**WILLIAMS UNIFORM COMPLAINT PROCEDURES
NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials.

That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair.

This includes the identification and resolution of emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff

3. There should be no teacher vacancies or misassignments.

There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means 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.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint process as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district website. You may also download a copy of the California Department of Education (CDE) complaint form from CDE's web site when available. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

K-12 COMPLAINT FORM
WILLIAMS UNIFORM COMPLAINT PROCEDURES

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, including emergency or urgent facilities conditions that pose a threat to the health and safety of staff, or a teacher vacancy or misassignment. 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 following contact information.

Response requested? ☐ Yes ☐ No

If Yes, Name:

Address:

Daytime Phone:

Evening Phone:

Email Address, if any:

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

School:

Room Number or Name of Room:

Course Title:

Grade Level:

Teacher Name:

Date Problem Was Observed

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.

Issue of the complaint: *(please check all that apply. A complaint may have more than one allegation.)*

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 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. **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 one or more English learners in the class. This does not relieve the district from complying with state and federal law regarding teachers of English Learners.
- ☐ **Teacher Misassignment** - 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 urgent or emergency threat to the health or safety of pupils or staff while at school, 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 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.
- ☐ For a school serving students in any grades 3-12, the school has not, at all times, stocked and made available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restrooms, and in at least one men's restroom.
- ☐ Starting July 1, 2026, for a school that has more than one female and more than one male restroom designated exclusively for student use, the school has not maintained at least one all-gender restroom for student use in accordance with Education Code 35292.5

- ☐ 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. Note: This does not apply when temporary closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to repair the facility.

Please describe your complaint in detail. You may attach additional pages and include as much text as you wish 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 and safety of students or staff:

Please file this complaint with the principal of the school where the problem was identified.

Principal:

School Address:

Please be aware that you may file a complaint directly with the Superintendent of Public Instruction if you are alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency.

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:

Date: