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## Williams Uniform Complaint Form - Evergreen School District

**Education Code (EC) Section 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, and 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, you must provide the following contact information.

Response requested?  Yes  No

Contact Information (if response requested):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Email: \_\_\_\_\_

Date problem observed: \_\_\_\_\_

Location of Problem: School Name/Address: \_\_\_\_\_

Course Title/Grade Level & Teacher Name: \_\_\_\_\_

Room/Facility Name or Number: \_\_\_\_\_

***Only the following concerns may be the subject of the Williams Uniform Complaint Process. If you have a concern about an issue not specified below, please contact the school or district for the appropriate complaint procedure.***

Issue(s) of the Complaint (Check all that apply):

### 1. Textbooks & Instructional Materials (Education Code 35186; 5 CCR 4681)

A pupil, 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 pupil 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 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 - (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 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 and 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.

For a school serving any of grades 6-12, 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 restroom, and in at least one men's restroom.

**3. Teacher Vacancy or Misassignment - (Education Code 35186; 5 CCR 4682)**

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 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.)



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Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: \_\_\_\_\_

Location of problem (school name, address and room number/location): \_\_\_\_\_

Course or Grade Level and Teacher Name: \_\_\_\_\_

Describe specific nature of the complaint in detail: You may include as much text as necessary (you may use a blank sheet of paper)

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

Location: \_\_\_\_\_

Address: \_\_\_\_\_

Signature (**optional if anonymous**):

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Date (**required**): \_\_\_\_\_

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