# Exhibit (1) 1312.4 Williams Uniform Complaint Procedures

**Status: ADOPTED**
**Original Adoption Date:** 01/2004
**Last Revised Date:** 08/19/2026

**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 procedures 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. Additionally, you may download a copy of the California Department of Education (CDE) complaint form from CDE's website, when available. However, a complaint need not be filed using either the district's complaint form or the complaint form from CDE.

01/2004
01/19/2005
09/12/2007
06/2010
05/2011
10/10/2018
12/11/2019
11/16/2022
06/25/2025
08/19/2026

**Policy Reference Disclaimer:**
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| **State** | **Description** |
|---|---|
| 5 CCR 4600-4670 | Uniform complaint procedures |
| 5 CCR 4600-4687 | Uniform complaint procedures and Williams complaints |
| 5 CCR 4690-4694 | Health and safety complaints in license-exempt preschool programs |
| Ed. Code 1240 | County superintendent of schools; duties |
| Ed. Code 17592.72 | School Facility Emergency Repair Account; urgent or emergency repairs |
| Ed. Code 200-280 | Prohibition of discrimination |
| Ed. Code 33126 | School accountability report card |
| Ed. Code 35186 | Williams uniform complaint procedures |
| Ed. Code 35292.5-35292.6 | Restrooms; maintenance and cleanliness |
| Ed. Code 44258.9 | Monitoring of educator assignments |
| Ed. Code 48907 | Exercise of free expression; time, place, and manner rules and regulations |
| Ed. Code 48950 | Speech and other communication |
| Ed. Code 48985 | Notices to parents/guardian in language other than English |
| Ed. Code 51501 | Nondiscriminatory subject matter |
| Ed. Code 60010 | Instructional materials; definition |
| Ed. Code 60040-60052 | Requirements for instructional materials |
| Ed. Code 60119 | Hearing on sufficiency of instructional materials |
| Ed. Code 60150-60152 | Penalty for insufficiency of textbooks and instructional materials |
| **Federal** | **Description** |
| 20 USC 6314 | Title I schoolwide program |
| **Management Resources** | **Description** |
| CA Office of the Attorney General Publication | Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, Legal Alert, January 2024 |

| | |
|---|---|
| CSBA Publication | Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, Governance Brief, February 2024 |
| CSBA Publication | Instructional Materials Adoptions: Local governing board responsibilities, Fact Sheet, February 2024 |
| Website | California County Superintendents Educational Services Association |
| Website | CSBA District and County Office of Education Legal Services |
| Website | State Allocation Board, Office of Public School Construction |
| Website | Department of Justice |
| Website | CSBA |
| Website | U.S. Department of Education, Office for Civil Rights |
| Website | California Department of Education |

**Cross References**

| Code | Description |
|---|---|
| 0410 | Nondiscrimination In District Programs And Activities |
| 0460 | Local Control And Accountability Plan |
| 0460 | Local Control And Accountability Plan |
| 1100 | Communication With The Public |
| 1250 | Visitors/Outsiders |
| 1250 | Visitors/Outsiders |
| 1312.2 | Complaints Concerning Instructional Materials |
| 1312.2 | Complaints Concerning Instructional Materials |
| 1312.2 | Complaints Concerning Instructional Materials |
| 1312.3 | Uniform Complaint Procedures |
| 1312.3 | Uniform Complaint Procedures |
| 1312.3 | Uniform Complaint Procedures |
| 1312.3 | Uniform Complaint Procedures |
| 1340 | Access To District Records |
| 1340 | Access To District Records |
| 3270 | Sale And Disposal Of Books, Equipment And Supplies |
| 3270 | Sale And Disposal Of Books, Equipment And Supplies |
| 3514 | Environmental Safety |
| 3514 | Environmental Safety |
| 3514.2 | Integrated Pest Management |
| 3517 | Facilities Inspection |
| 3517 | Facilities Inspection |
| 3517 | Facilities Inspection |
| 3550 | Food Service/Child Nutrition Program |
| 3550 | Food Service/Child Nutrition Program |
| 4112.2 | Certification |
| 4112.2 | Certification |
| 4112.22 | Staff Teaching English Learners |
| 4113 | Assignment |
| 4113 | Assignment |
| 4144 | Complaints |
| 4144 | Complaints |
| 4244 | Complaints |
| 4244 | Complaints |
| 4344 | Complaints |
| 4344 | Complaints |
| 5145.3 | Nondiscrimination/Harassment |
| 5145.3 | Nondiscrimination/Harassment |
| 6142.92 | Mathematics Instruction |

| | |
|---|---|
| 6143 | Courses Of Study |
| 6143 | Courses Of Study |
| 6161.1 | Selection And Evaluation Of Instructional Materials |
| 6161.1 | Selection And Evaluation Of Instructional Materials |
| 6161.1 | Selection And Evaluation Of Instructional Materials |
| 6161.11 | Supplementary Instructional Materials |
| 6161.2 | Damaged Or Lost Instructional Materials |
| 6163.1 | Library Media Centers |
| 9000 | Role Of The Board |
| 9012 | Board Member Electronic Communications |
| 9200 | Limits Of Board Member Authority |
| 9322 | Agenda/Meeting Materials |