



Merced City School District Williams Complaint Form

Education Code (EC) Section 35186 establishes a process for filing complaints regarding deficiencies in instructional materials, school facility conditions that are not clean, safe, or in good repair, and teacher vacancies or misassignments. Complaints and responses are public records as provided by law.

Complaints may be filed anonymously. However, if you would like to receive a written response, please provide your contact information below.

Response requested: ☐ Yes ☐ No

Name (Optional):

Mailing Address:

Phone Number Day (Optional):

Evening (Optional):

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

- ☐ 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 with photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- ☐ 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 always been stocked 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 enough restrooms open during school hours when pupils are in classes.

3. 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 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 more than 20 percent English learner pupils in the class.
- ☐ 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 or Location):

Course or Grade Level and Teacher Name:

(Please add additional pages as necessary)

What is your desired resolution for your complaint?

Date

Signature

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation.

**Please file this complaint at the following location:
Human Resources, 530 W 21st Street, Ste. A, Merced, CA. 95340**

Office Use Only:

Date Complaint Received: _____ **Received by:** _____

Merced City School District shall investigate the complaint within 10 working days and provide a written response within 10 working days following the conclusion of the investigation.

Upon resolution, Human Resources shall retain the original complaint and written response and forward a copy to the Superintendent or Designee.