

WILLIAMS UNIFORM COMPLAINT PROCEDURES

**Notice to Parents/Guardians:
COMPLAINT RIGHTS**

Dear Parents/Guardians:

Education Code 35186 requires that the following notice be posted in your child's classroom:

1. **Instructional Materials:** There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. **School Facilities:** School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. **Teacher Vacancy and Misassignment:** 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 and subject matter training to teach the class, including training to teach English Learners, if present.

To file a complaint regarding the above matters, complaint forms can be obtained at the principal's office, county office, or can be downloaded from the county office's or California Department of Education's website.

Complaint Form: Williams Uniform Complaint Procedures

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: _____

Address: _____

Phone Number (Day): _____ (Evening): _____

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

1. Textbooks and instructional materials:
 - A student lacks textbooks or instructional materials to use in class.
 - A student does not have access to instructional materials to use at home or after school to complete homework assignments.
 - Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

2. Teacher vacancy or misassignment:
 - A semester begins and a certificated teacher is not assigned to teach the class.
 - A teacher lacks credentials or training to teach English learners or is assigned to teach a class with more than 20% English learners in the class.
 - 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 emergency or urgent threat to the health or safety of students or staff as defined in AR 1312.4.

Please describe the issue of your complaint in detail, including the date of the problem and specific location where the problem occurred (school, room number). You may attach additional pages if necessary to fully describe the situation:

Please return or mail this complaint to the principal/program manager at the school your child attends.

(Principal or Program Manager)

(School)

(Address)

(City/State/Zip)