

# TULARE COUNTY OFFICE OF EDUCATION

Community Relations

E (2) 1312.4

Williams Uniform Complaint Procedures

## WILLIAMS COMPLAINT FORM

California *Education Code* (EC) Section 35186 and Chapter 5.1 (commencing with Section 4680) of *California Code of Regulations*, Title 5 (5CCR) created a procedure for the filing of complaints regarding alleged deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, or teacher vacancy or misassignments. The complaint and response are public documents as provided by statute. 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

Name  
(Optional): \_\_\_\_\_  
Mailing  
Address  
(Optional): \_\_\_\_\_  
Phone Number  
Day (Optional): \_\_\_\_\_ Evening(Optional): \_\_\_\_\_

Issue of the 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 county office-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

- A condition that poses a threat to the health and safety of pupils or staff while at school. These projects may include, but are not limited to, the following types of facility repairs or replacements: 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 condition the county office determines appropriate.

- A school restroom has not been maintained or cleaned regularly, is not fully operational or 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. This does not apply when temporary closing of the restroom is necessary for (1) for a documented pupil safety concern, (2) for an immediate threat to pupil safety, or (3) to repair the facility.

3. Teacher Vacancy or Misassignment

- Teacher vacancy – A semester begins and a teacher vacancy exists. (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 of 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 learner pupils in the class. This subparagraph does not relieve a county office from complying with state or 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.

Date of Complaint: \_\_\_\_\_

Location where the complaint took place (School Name, Address, and Room Number or Location):

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

Describe the specific nature of the complaint in detail. You may attach additional pages to add as much text to explain the complaint as you wish:

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File this complaint with the principal of the school or his or her designee in which the complaint took place:

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

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

A complaint about problems beyond the authority of the principal shall be forwarded within 10 working days to the below county office staff for resolution.

Name of County Office Staff/Address: Assistant Superintendent, Human Resources  
Physical Address: 6200 S. Mooney Blvd., Visalia CA 93277  
Mailing Address: P.O. Box 5091, Visalia CA 93278-5091  
Phone: 559-733-6306