



Notice to Parents/Guardians, Students and Teachers: WILLIAMS UNIFORM COMPLAINT PROCEDURES COMPLAINT RIGHTS

Parents, Guardians, Students, and Teachers:

Education Code 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 to your complaint, you must provide the following contact information. Education Code 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 no vacancies or misassignments.

To file a complaint regarding the above matters, complaint forms can be obtained in the Principal's office, District office, or can be downloaded from the District Office's, County Office's or California Department of Education's website.

Please file your complaint at the following location:

**School Site Principal
School Site of Complaint**

Approved by Governing Board on *May 10, 2016*

Revision Date: May 2016

Farmersville Unified School District

Complaint Form: Williams Complaint Form

E 1312.4

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Response requested? YES NO

Name _____

Mailing Address _____

Phone Number (Day) _____ (Evening) _____

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

1. Textbooks and Instructional Materials:

- A student, including an English learner, does not have standard-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- A student 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 student.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A student 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 exists that poses an 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. This doesn't apply when temporarily closing of restroom is necessary for pupil safety or to make repairs.

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% English learners students 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 describe the issue of your complaint in detail. You may attach pages if necessary to fully describe the situation:

Need not use this form to file a complaint.

Please file this complaint with the Site Principal at any school with the District of which there is the complaint.