

Community Relations

WILLIAMS UNIFORM COMPLAINT PROCEDURES

E 1312.4 (a)

NOTICE TO PARENTS/GUARDIANS, PUPILS, and TEACHERS COMPLAINT RIGHTS

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means that each student, including English learners, 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.
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.

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.

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.

4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site. <http://www.sanjacinto.k12.ca.us/districtPages/districtInfo.html>

You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc/> However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

Exhibit
version: September 8, 1992
revised: January 25, 2005
revised: December 21, 2007
revised: February 20, 2008
revised: February 10, 2015

SAN JACINTO UNIFIED SCHOOL DISTRICT
San Jacinto, California

Exhibit 2

1312.4

WILLIAMS UNIFORM COMPLAINT PROCEDURES

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for 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, teacher vacancy or misassignment. The complaint and response are public documents as provide by law. 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: _____ E-mail address: _____
(Last) (First)

Address: _____
(Street) (City) (Zip Code)

Phone Number: Day: _____ Evening: _____

Location of the problem: _____ School: _____

If applicable, list course title/grade level/teacher name: _____

Date problem was observed: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

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

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state or district-adopted textbooks or other required 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. 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 a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

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 school 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.

A teacher lacking credentials or training to teach English learners 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: (Education Code 17592.72, 35186, 35292.5; 5 CCR 4683)

A condition exists that poses an emergency or urgent threat to the health or safety of pupils 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; or structural damage creating a hazardous or uninhabitable conditions.

A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.

WILLIAMS UNIFORM COMPLAINT PROCEDURES, continued

E 1312.4 (d)

___ 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 closing of the restroom is necessary for pupil safety or to make repairs.

Please describe the issue of your complaint in detail (you may attach additional pages, if necessary, to fully describe the situation). For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of pupils or staff. _____

Signature (not required if filing anonymously)

Date (Required)

Please file this complaint with the person specified below at the following location:

School Site Principal
or
Assistant Superintendent, Personnel Services, District Office
2045 S. San Jacinto Avenue
San Jacinto, CA 92583

Exhibit
version: January 8, 2008
revised: February 20, 2008
revised: November 28, 2011
revised: January 14, 2014
revised: February 10, 2015

SAN JACINTO UNIFIED SCHOOL DISTRICT
San Jacinto, California