

**UNIFORM COMPLAINT PROCEDURE FORM FOR WINDSOR UNIFIED
SCHOOL DISTRICT CODE 35186 COMPLAINTS (*WILLIAMS LAWSUIT*)**

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. Response requested: Yes No

Name: _____ Address: _____

Phone: _____ Email: _____

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 the class.
- A pupil, including an English learner, has insufficient textbooks or instructional materials or both, in each of the following subjects, as appropriate, that are consistent with the content and cycles of the curriculum framework adopted by the State Board; English/language arts, including the English language development component of an adopted program, mathematics, science, and history/social science.
- A pupil does not have access to textbooks or instructional materials to use at home or after school in order to complete homework assignments.
- Textbooks or instructional materials are in poor or unusable condition, having 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 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 pupil or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.

3. Teacher Vacancy or Misassignment

- Teacher vacancy. A semester begins and a certificated teacher is not teaching a class.
- Teacher misassignment. A teacher is assigned to teach a class for which the teacher lacks subject matter competency, or a teacher lacks credentials or training to teach English learners is assigned to teach a class with more than 20% English learner pupils in the class.

Date of Problem: _____ Location of Problem (School Name) _____

Course or Grade and Teacher Name: _____

Please describe the issue of your complaint in detail. You may add additional pages, if necessary.

Please file this complaint with the school principal.