

## **Community Relations**

### **WILLIAMS UNIFORM COMPLAINT PROCEDURES**

E 1312.4 (a)

#### **NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: COMPLAINT RIGHTS**

##### **Exhibit 1**

Parents/Guardians, Students, 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.

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.

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.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams Uniform Complaint Procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district 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.

## **WILLIAMS UNIFORM COMPLAINT PROCEDURES**

E 1312.4 (a)

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

**SAN JACINTO UNIFIED SCHOOL DISTRICT**  
San Jacinto, California

## **WILLIAMS UNIFORM COMPLAINT PROCEDURES**

E 1312.4 (c)

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Exhibit 2 1312.4

### **WILLIAMS UNIFORM COMPLAINT PROCEDURES**

#### **K-12 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 \_\_\_\_

Contact information: (if response is requested)

Name: \_\_\_\_\_

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

Phone number:    Day: \_\_\_\_\_        Evening: \_\_\_\_\_

Email address, if any: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_

Location of the problem that is the subject of this complaint:

School name/address: \_\_\_\_\_

Course title/grade level and teacher name: \_\_\_\_\_

Room number/name of room/location of facility: \_\_\_\_\_

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

## **WILLIAMS UNIFORM COMPLAINT PROCEDURES**

E 1312.4 (d)

Specific Issue(s) of the complaint: (Please check all that apply). A complaint may contain more than one allegation.)

### **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 textbooks or 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; 35292.6; 5 CCR 4683)**

☐ A condition exists that poses an emergency or urgent 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; or structural damage creating a hazardous or uninhabitable conditions; and any other condition deemed appropriate by the district.

## **WILLIAMS UNIFORM COMPLAINT PROCEDURES**

E 1312.4 (e)

\_\_\_ 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, or paper towels or functional hand dryers.

\_\_\_ For a school that serves students in any of grades 6-12 with 40 percent or more of its students from low-income families, as defined, the school has not stocked at least half of its restrooms with feminine products at all times and made those products available to students at no cost.

\_\_\_ 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 students or staff. \_\_\_\_\_

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

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School Site Principal or designee  
or  
Director, Personnel Services, District Office  
2045 S. San Jacinto Avenue  
San Jacinto, CA 92583  
(951) 929-7700 ext. 4236  
ucp@sanjacinto.k12.ca.us

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

\_\_\_\_\_  
Signature (not required if filing anonymously)

\_\_\_\_\_  
Date (Required)

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Exhibit(3) 1312.4

**WILLIAMS UNIFORM COMPLAINT PROCEDURES**

**NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: PRESCHOOL COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8235.5, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair
2. Drinking water that is accessible and readily available throughout the day
3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
4. Restroom facilities that are available only for preschoolers and kindergartners
5. Visual supervision of children at all times
6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time
7. Playground equipment that is safe, in good repair, and age appropriate

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. 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.

## WILLIAMS UNIFORM COMPLAINT PROCEDURES

E 1312.4 (g)

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Exhibit(4) 1312.4

### WILLIAMS UNIFORM COMPLAINT PROCEDURES

#### PRESCHOOL COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 8235.5 requires that the complaint procedures in 5 CCR 4680-4687 be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided 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

Contact information: (if response is requested)

Name: \_\_\_\_\_

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

Phone number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail address, if any: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_

Location of the problem that is the subject of this complaint:

School name/address: \_\_\_\_\_

Room number/name of room/location of facility: \_\_\_\_\_

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

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

☐ The preschool does not have outdoor shade that is safe and in good repair.

☐ Drinking water is not accessible and/or readily available throughout the day.

☐ The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.

**WILLIAMS UNIFORM COMPLAINT PROCEDURES**

E 1312.4 (h)

- \_\_\_ Restroom facilities are not available only for preschoolers and kindergartners.
- \_\_\_ The preschool program does not provide visual supervision of children at all times.
- \_\_\_ Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.
- \_\_\_ Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

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Please file this complaint at the following location:

Ms. Zaragoza  
(preschool administrator or designee)

257 S. Grand Army, San Jacinto, CA 92583 (951) 654-1531  
(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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

**SAN JACINTO UNIFIED SCHOOL DISTRICT**  
San Jacinto, California