Community Relations

WILLIAMS UNIFORM COMPLAINT PROCEDURES

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates 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, or teacher vacancy or misassignment. 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:
Name: ________________________________________________
Mailing Address: ________________________________________________
Phone number: Day: ___________________  Evening: ___________________
E-mail address, if any: ________________________________________________

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: ________________________________________________
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.

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. 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.
WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4681)
   - 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 who lacks credentials or training to teach English learners is assigned
     to teach a class with more than 20 percent 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
     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 students or staff; structural
     damage creating a hazardous or uninhabitable condition; and any other condition
     deemed appropriate by the district.
   - 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 of 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 students are not
     in classes and has not kept a sufficient number of restrooms open during school hours
     when students are in classes. This does not apply when temporary closing of the
     restroom is necessary for student safety or to make repairs.

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. 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.
WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Please file this complaint at the following location:

Office of the Chief Academic Officer
1901 Arena Blvd.
Sacramento, CA 95834
customerservice@natomasunified.org

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)

1/19/05                            9/12/07
6/10                                5/11
1/12                                10/10/18
12/11/19                            11/16/22