

**NOTICE TO SCOE PARENTS/GUARDIANS, PUPILS, AND TEACHERS:  
COMPLAINT RIGHTS**

Parents/Guardians, Pupils, and Teachers:

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

1. There should be sufficient textbooks and instructional materials in your pupil's classroom. 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 must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments at your pupil's school. 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 is attached below. You may also download a copy of the California Department of Education complaint form from the following website: [www.cde.ca.gov/re/cp/uc](http://www.cde.ca.gov/re/cp/uc).

**WILLIAMS UNIFORM COMPLAINT PROCEDURES FORM**

Education Code section 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, and 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. You need not use this form to file a complaint, so long as the complaint is submitted in writing.

Response requested?  Yes  No

Name (Optional)		
Street Address/Apt.# (Optional)		
City	State	Zip Code
Home Phone (Optional)	Cell Phone (Optional)	Work Phone (Optional)
Email Address (Optional)		
Location of the problem that is the subject of this complaint		
School Name/Address		
Course Title/Grade Level/Teacher Name		
Room Number/Name of Room/Location of Facility		
Date problem was observed		

Only the following issues may be the subject of this *Williams* complaint process. If you wish to file a complaint about an issue not specified below, please use the appropriate Sacramento County Office of Education complaint procedure.

Specific issue(s) of the complaint:

*(Please check all that apply. A complaint may contain more than one allegation.)*

**Textbooks and Instructional Materials: (EC 35186; 5 CCR 4681)**

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state or SCOE-adopted textbooks or other required instructional materials to use in class.
- A pupil 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 pupil.)
- Textbooks or instructional materials are in poor or unusable condition, have 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.

**Teacher Vacancy or Misassignment: (EC 35186; 5 CCR 4681)**

- 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 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.

**Facility Conditions: (EC 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, nonfunctional 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 does not apply when temporary 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 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 pupils or staff.

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

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

**Please file this complaint in person with the principal or designee  
at the SCOE school where the complaint arises  
or send by mail to:**

**Deputy Superintendent  
Sacramento County Office of Education**

**Mailing Address:  
P.O. Box 269003  
Sacramento, CA 95826-9003**

**Physical Address:  
10474 Mather Boulevard  
Mather, CA 95655**