



Fresno Unified School District WILLIAMS UNIFORM COMPLAINT FORM

California *Education Code* (EC) 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 indicate that a response is required and provide contact information.

Response requested? Yes No

Contact information:

Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell: _____ E-mail address: _____

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

School Name: _____ School Name/Address: _____

Course Title/Grade Level: _____ Teacher's Name: _____

Location of Problem/Room Number: _____ Date of Problem: _____

Issue of complaint:

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 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 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, 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 (Education Code 35186, 35292.5, 35292.6; 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 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.
- A school that serves students in any of grades 6-12, inclusive, and has not stocked the school's restrooms at all times with an adequate supply of menstrual products, available and accessible, free of cost in all women's restrooms and all-gender restrooms, and in at least one men's restroom.
- 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.



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Williams Uniform Complaint Procedures

3. 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% English learner pupils in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

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.

Complaints must be submitted either to the **Constituent Services Office at 2309 Tulare Street, Fresno, CA 93721**, constituent.services@fresnounified.org or at the school site:

(Principal of the School or Constituent Services Office)

(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. Also, please note a complaint about problems beyond the authority of the principal shall be forwarded within 10 working days to the appropriate school district office for resolution.

(Signature)

(Date)

(For Office Use Only)

Date Received: _____

Date Complainant was Contacted: _____

Expected Response Date: _____