

## **Exhibit**

E 1312.4

### **Community Relations**

#### Williams Uniform Complaint Procedures

\*\*\*Note: Education Code 35186, as amended by AB 2727 (Ch. 903, Statutes of 2004), requires that the following notice be posted in each classroom in each school in the District by January 1, 2005.

#### NOTICE TO PARENTS/GUARDIANS COMPLAINT RIGHTS

Parents/Guardians:

Education Code Section 35186 requires that the following notice be posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional materials, or both, to use in the class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.

\*\*\*Note: Education Code 35186, as amended by AB 2727 (Ch. 903, Statutes of 2004), requires that the notice notify parents/guardians of the location to obtain a complaint form when there is a shortage and that posting a notice downloadable from the California Department of Education's website will satisfy this requirement. The law does not require that the complaint forms be placed in any specific location. The following optional paragraph lists locations that complaint forms may be made available and should be modified to reflect district practice.\*\*\*

3. To file a complaint regarding the above matters, complaint forms can be obtained at the principal's office, district office, or can be downloaded from the school district's or California Department of Education's website.

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE

\*\*\*Note: AB 2727 (Ch. 903, Statutes of 2004) amended Education Code Section 35186 to create a procedure for the filing of complaints concerning deficiencies in instructional materials, teacher vacancy or misassignment, and maintenance of facilities. The following form contains elements required by Education Code Section 35186. Education Code Section 35186 requires that complaints be filed with the principal or his/her designee and that the complaint form specify the location for filing the complaint. District should specify the name and/or location by filling in the spaces of the bottom of this form.\*\*\*

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

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

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

Telephone Number Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Issue(s) of complaint: Please check all that apply:

1. Textbooks and instructional materials:

- \_\_\_\_\_ A student lacks textbooks or instructional materials to use in class.
- \_\_\_\_\_ A student does not have access to instructional materials to use at home or after school to complete homework assignments.
- \_\_\_\_\_ Textbooks or instructional materials are in poor or unusable condition, having missing pages or are unreadable due to damage.

2. Teacher vacancy or misassignment:

- \_\_\_\_\_ A semester begins and certificated teacher is not assigned to teach the class.
- \_\_\_\_\_ A teacher lacks credentials or training to teach English learners or is assigned to teach a class with more than 20% English learners in the class.
- \_\_\_\_\_ The teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions:

- \_\_\_\_\_ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff as defined in AR 1312.4

