

**Exhibit 1312.4-E(2): Williams Uniform Complaint Procedures**

Status: DRAFT

Original Adopted Date: Pending

**K-12 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: (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: \_\_\_\_\_

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.

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.

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. (5 CCR 4600)
- A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities 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 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, and paper towels or functional hand dryers.
- For a school serving any of grades 6-12, the school has not, at all times, stocked and made available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.
- 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 a documented student safety concern, an immediate threat to student safety, or to repair the facility.

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.

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Please file this complaint at the following location:

\_\_\_\_\_  
(principal or designee)

\_\_\_\_\_  
(address)

Please be aware that you may file a complaint directly with the Superintendent of Public Instruction if you are alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency.

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)

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

#### State References

5 CCR 4600-4670

#### Description

Uniform complaint procedures

5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Health and safety complaints in license-exempt preschool programs
Ed. Code 1240	County superintendent of schools; duties - <a href="https://simbli.eboardsolutions.com/SU/zxiNblNKXQ1Z3w2H1beZIA==">https://simbli.eboardsolutions.com/SU/zxiNblNKXQ1Z3w2H1beZIA==</a>
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account - <a href="https://simbli.eboardsolutions.com/SU/IGu9humHDThZTnK3slsh9zFVw==">https://simbli.eboardsolutions.com/SU/IGu9humHDThZTnK3slsh9zFVw==</a>
Ed. Code 200-262.4	Prohibition of discrimination - <a href="https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==">https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==</a>
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying - <a href="https://simbli.eboardsolutions.com/SU/MRwslWU5kFXiTOiSjZCnkA==">https://simbli.eboardsolutions.com/SU/MRwslWU5kFXiTOiSjZCnkA==</a>
Ed. Code 33126	School accountability report card - <a href="https://simbli.eboardsolutions.com/SU/tJs6YslshubwfWjC0ICzCplus6BA==">https://simbli.eboardsolutions.com/SU/tJs6YslshubwfWjC0ICzCplus6BA==</a>
Ed. Code 35186	Williams uniform complaint procedures - <a href="https://simbli.eboardsolutions.com/SU/MDiv2vEqYgd1u6vWMYFnhA==">https://simbli.eboardsolutions.com/SU/MDiv2vEqYgd1u6vWMYFnhA==</a>
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness - <a href="https://simbli.eboardsolutions.com/SU/x70F3bNKbY1cKTjvdslishoC4A==">https://simbli.eboardsolutions.com/SU/x70F3bNKbY1cKTjvdslishoC4A==</a>
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations - <a href="https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==">https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==</a>
Ed. Code 48950	Speech and other communication - <a href="https://simbli.eboardsolutions.com/SU/Q5itwgUPloTFejGslshDadJ4g==">https://simbli.eboardsolutions.com/SU/Q5itwgUPloTFejGslshDadJ4g==</a>
Ed. Code 48985	Notices to parents in language other than English - <a href="https://simbli.eboardsolutions.com/SU/LHS9yq0UBYa76W1AygydnA==">https://simbli.eboardsolutions.com/SU/LHS9yq0UBYa76W1AygydnA==</a>
Ed. Code 51501	Nondiscriminatory subject matter - <a href="https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7IFg8Emtw==">https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7IFg8Emtw==</a>
Ed. Code 60010	Instructional materials; definition - <a href="https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==">https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==</a>
Ed. Code 60040-60052	Requirements for instructional materials - <a href="https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==">https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==</a>
Ed. Code 60119	Hearing on sufficiency of instructional materials - <a href="https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==">https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==</a>
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials - <a href="https://simbli.eboardsolutions.com/SU/LANplusEILU46oVV1EgNFUoWw==">https://simbli.eboardsolutions.com/SU/LANplusEILU46oVV1EgNFUoWw==</a>

## Federal References

20 USC 6314	Title I schoolwide program
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## Management Resources References

Website	California County Superintendents Educational Services Association - <a href="https://simbli.eboardsolutions.com/SU/8dKABfP8KggMplus2tMzeNqdQ==">https://simbli.eboardsolutions.com/SU/8dKABfP8KggMplus2tMzeNqdQ==</a>
Website	CSBA District and County Office of Education Legal Services - <a href="https://simbli.eboardsolutions.com/SU/UdykszdmpETuDslishXk6R5akQ==">https://simbli.eboardsolutions.com/SU/UdykszdmpETuDslishXk6R5akQ==</a>
Website	State Allocation Board, Office of Public School Construction - <a href="https://simbli.eboardsolutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==">https://simbli.eboardsolutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==</a>
Website	Department of Justice - <a href="https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==">https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==</a>
Website	U.S. Department of Education, Office for Civil Rights - <a href="https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==">https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==</a>
Website	CSBA - <a href="https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==">https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==</a>

Website [California Department of Education -  
https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==](https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==)

## Cross References

## Description

0410	Nondiscrimination In District Programs And Activities - <a href="https://simbli.eboardsolutions.com/SU/FnDZ7yHITUVLmcPBwcYa4w==">https://simbli.eboardsolutions.com/SU/FnDZ7yHITUVLmcPBwcYa4w==</a>
0460	Local Control And Accountability Plan - <a href="https://simbli.eboardsolutions.com/SU/GFehexM710iNOSlgGCECFa==">https://simbli.eboardsolutions.com/SU/GFehexM710iNOSlgGCECFa==</a>
0460	Local Control And Accountability Plan - <a href="https://simbli.eboardsolutions.com/SU/HYyNz19R96ffslshgbgYsE3mQ==">https://simbli.eboardsolutions.com/SU/HYyNz19R96ffslshgbgYsE3mQ==</a>
1100	Communication With The Public - <a href="https://simbli.eboardsolutions.com/SU/Hywu1plusUHmPznTnAojQejslshg==">https://simbli.eboardsolutions.com/SU/Hywu1plusUHmPznTnAojQejslshg==</a>
1250	Visitors/Outsiders - <a href="https://simbli.eboardsolutions.com/SU/OUxfKnDQx8i9V4vageslsh6VA==">https://simbli.eboardsolutions.com/SU/OUxfKnDQx8i9V4vageslsh6VA==</a>
1250	Visitors/Outsiders - <a href="https://simbli.eboardsolutions.com/SU/Algl3G2av7RnSyAPrFJslshPg==">https://simbli.eboardsolutions.com/SU/Algl3G2av7RnSyAPrFJslshPg==</a>
1312.2	Complaints Concerning Instructional Materials - <a href="https://simbli.eboardsolutions.com/SU/fcYZUJMpV94bnD6yGkJpW==">https://simbli.eboardsolutions.com/SU/fcYZUJMpV94bnD6yGkJpW==</a>
1312.2	Complaints Concerning Instructional Materials - <a href="https://simbli.eboardsolutions.com/SU/a2ihWI4WdVbn5kGQ0I4NAQ==">https://simbli.eboardsolutions.com/SU/a2ihWI4WdVbn5kGQ0I4NAQ==</a>
1312.2-E PDF(1)	Complaints Concerning Instructional Materials - <a href="https://simbli.eboardsolutions.com/SU/OqEutdav2RrzoICZLslshl4Bg==">https://simbli.eboardsolutions.com/SU/OqEutdav2RrzoICZLslshl4Bg==</a>
1312.3	Uniform Complaint Procedures - <a href="https://simbli.eboardsolutions.com/SU/CfApluscpxRIZplusOj2lmuhfqBA==">https://simbli.eboardsolutions.com/SU/CfApluscpxRIZplusOj2lmuhfqBA==</a>
1312.3	Uniform Complaint Procedures - <a href="https://simbli.eboardsolutions.com/SU/NaAoUplustL0gdMDg4YyrqkSQ==">https://simbli.eboardsolutions.com/SU/NaAoUplustL0gdMDg4YyrqkSQ==</a>
1312.3-E PDF(1)	Uniform Complaint Procedures - <a href="https://simbli.eboardsolutions.com/SU/CGtJ1bS0fJ2qqnQzzY5qbQ==">https://simbli.eboardsolutions.com/SU/CGtJ1bS0fJ2qqnQzzY5qbQ==</a>
1312.3-E PDF(2)	Uniform Complaint Procedures - <a href="https://simbli.eboardsolutions.com/SU/hYsgaF9LHjeplus4tINfVHZyg==">https://simbli.eboardsolutions.com/SU/hYsgaF9LHjeplus4tINfVHZyg==</a>
1340	Access To District Records - <a href="https://simbli.eboardsolutions.com/SU/ilradJh510f82Bjhbu4vRw==">https://simbli.eboardsolutions.com/SU/ilradJh510f82Bjhbu4vRw==</a>
1340	Access To District Records - <a href="https://simbli.eboardsolutions.com/SU/zrxxplusFTeTpg8XDnadUSa6Q==">https://simbli.eboardsolutions.com/SU/zrxxplusFTeTpg8XDnadUSa6Q==</a>
3270	Sale And Disposal Of Books, Equipment And Supplies - <a href="https://simbli.eboardsolutions.com/SU/0XNogGb3Aq9xGo5Rc3KNhA==">https://simbli.eboardsolutions.com/SU/0XNogGb3Aq9xGo5Rc3KNhA==</a>
3270	Sale And Disposal Of Books, Equipment And Supplies - <a href="https://simbli.eboardsolutions.com/SU/3slshLplusKN5UgMFLtsue2JJYA==">https://simbli.eboardsolutions.com/SU/3slshLplusKN5UgMFLtsue2JJYA==</a>
3514	Environmental Safety - <a href="https://simbli.eboardsolutions.com/SU/shlp06OGQEIJcPeXKe3plusuA==">https://simbli.eboardsolutions.com/SU/shlp06OGQEIJcPeXKe3plusuA==</a>
3514	Environmental Safety - <a href="https://simbli.eboardsolutions.com/SU/9cYjplusPqlvVli7eaQJH77og==">https://simbli.eboardsolutions.com/SU/9cYjplusPqlvVli7eaQJH77og==</a>
3514.2	Integrated Pest Management - <a href="https://simbli.eboardsolutions.com/SU/W2Yj24iIN4UhsLshQ1VklYZmQ==">https://simbli.eboardsolutions.com/SU/W2Yj24iIN4UhsLshQ1VklYZmQ==</a>
3517	Facilities Inspection - <a href="https://simbli.eboardsolutions.com/SU/br82bllsT1NLYrfluzitww==">https://simbli.eboardsolutions.com/SU/br82bllsT1NLYrfluzitww==</a>
3517-E(1)	Facilities Inspection - <a href="https://simbli.eboardsolutions.com/SU/ixzZz8Zdmg1Go04LzihkPA==">https://simbli.eboardsolutions.com/SU/ixzZz8Zdmg1Go04LzihkPA==</a>
3550	Food Service/Child Nutrition Program - <a href="https://simbli.eboardsolutions.com/SU/slshbnNdB5VoKn29R1FDUD8Vw==">https://simbli.eboardsolutions.com/SU/slshbnNdB5VoKn29R1FDUD8Vw==</a>

3550	Food Service/Child Nutrition Program - <a href="https://simbli.eboardsolutions.com/SU/KVOgHhXokXVv3QqM5NwYslshQ==">https://simbli.eboardsolutions.com/SU/KVOgHhXokXVv3QqM5NwYslshQ==</a>
4112.2	Certification - <a href="https://simbli.eboardsolutions.com/SU/pBrbutmrAaG9iACDiyMPYQ==">https://simbli.eboardsolutions.com/SU/pBrbutmrAaG9iACDiyMPYQ==</a>
4112.2	Certification - <a href="https://simbli.eboardsolutions.com/SU/lkdbJZoslshdbW3M28chWarWg==">https://simbli.eboardsolutions.com/SU/lkdbJZoslshdbW3M28chWarWg==</a>
4112.22	Staff Teaching English Learners - <a href="https://simbli.eboardsolutions.com/SU/rsQBplusmHDFI4ghIEp5JSpJw==">https://simbli.eboardsolutions.com/SU/rsQBplusmHDFI4ghIEp5JSpJw==</a>
4113	Assignment - <a href="https://simbli.eboardsolutions.com/SU/ZyxvlOqCPgyGBZT1naoqJg==">https://simbli.eboardsolutions.com/SU/ZyxvlOqCPgyGBZT1naoqJg==</a>
4113	Assignment - <a href="https://simbli.eboardsolutions.com/SU/nuJniXqwYV0Ds3WwJ7z8bg==">https://simbli.eboardsolutions.com/SU/nuJniXqwYV0Ds3WwJ7z8bg==</a>
4144	Complaints - <a href="https://simbli.eboardsolutions.com/SU/KyKD8LDxrB2PwRRY0z7CWA==">https://simbli.eboardsolutions.com/SU/KyKD8LDxrB2PwRRY0z7CWA==</a>
4244	Complaints - <a href="https://simbli.eboardsolutions.com/SU/AG8XgRWjeslshpslshdhFTO2smwQ==">https://simbli.eboardsolutions.com/SU/AG8XgRWjeslshpslshdhFTO2smwQ==</a>
4344	Complaints - <a href="https://simbli.eboardsolutions.com/SU/qGrsXimwkCHTw02tO8UC4Q==">https://simbli.eboardsolutions.com/SU/qGrsXimwkCHTw02tO8UC4Q==</a>
5145.3	Nondiscrimination/Harassment - <a href="https://simbli.eboardsolutions.com/SU/Xtm3uqHMol1KAP4CIBOS3g==">https://simbli.eboardsolutions.com/SU/Xtm3uqHMol1KAP4CIBOS3g==</a>
5145.3	Nondiscrimination/Harassment - <a href="https://simbli.eboardsolutions.com/SU/Rx7eYWCQJQxyhVGfnTMQBQ==">https://simbli.eboardsolutions.com/SU/Rx7eYWCQJQxyhVGfnTMQBQ==</a>
6142.92	Mathematics Instruction - <a href="https://simbli.eboardsolutions.com/SU/esLsyR41A2MV6HpWvUso8A==">https://simbli.eboardsolutions.com/SU/esLsyR41A2MV6HpWvUso8A==</a>
6143	Courses Of Study - <a href="https://simbli.eboardsolutions.com/SU/2rm43307PLCL6tPtEi0B1g==">https://simbli.eboardsolutions.com/SU/2rm43307PLCL6tPtEi0B1g==</a>
6143	Courses Of Study - <a href="https://simbli.eboardsolutions.com/SU/QSMplusSNCxGfu1or4plus3KUx6A==">https://simbli.eboardsolutions.com/SU/QSMplusSNCxGfu1or4plus3KUx6A==</a>
6161.1	Selection And Evaluation Of Instructional Materials - <a href="https://simbli.eboardsolutions.com/SU/GmQp0w7DhRvK1m3vP0cXFw==">https://simbli.eboardsolutions.com/SU/GmQp0w7DhRvK1m3vP0cXFw==</a>
6161.1	Selection And Evaluation Of Instructional Materials - <a href="https://simbli.eboardsolutions.com/SU/36O7I0MprlTMVXSH2aUCslshA==">https://simbli.eboardsolutions.com/SU/36O7I0MprlTMVXSH2aUCslshA==</a>
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - <a href="https://simbli.eboardsolutions.com/SU/b9DR42M1EdCAnrzwKB7O8g==">https://simbli.eboardsolutions.com/SU/b9DR42M1EdCAnrzwKB7O8g==</a>
6161.11	Supplementary Instructional Materials - <a href="https://simbli.eboardsolutions.com/SU/kWJW4zRMF1hY1pHypTRx0g==">https://simbli.eboardsolutions.com/SU/kWJW4zRMF1hY1pHypTRx0g==</a>
6161.2	Damaged Or Lost Instructional Materials - <a href="https://simbli.eboardsolutions.com/SU/Dhql1DVtVpluswCAsBzXgW6ow==">https://simbli.eboardsolutions.com/SU/Dhql1DVtVpluswCAsBzXgW6ow==</a>
6163.1	Library Media Centers - <a href="https://simbli.eboardsolutions.com/SU/lwXB8c8GOCzKnQd9nEugsg==">https://simbli.eboardsolutions.com/SU/lwXB8c8GOCzKnQd9nEugsg==</a>
9000	Role Of The Board - <a href="https://simbli.eboardsolutions.com/SU/yCFHLIFLUDCtfpppluseQHTJg==">https://simbli.eboardsolutions.com/SU/yCFHLIFLUDCtfpppluseQHTJg==</a>
9012	Board Member Electronic Communications - <a href="https://simbli.eboardsolutions.com/SU/hytEYovBqsqMp5UzUoFqvQ==">https://simbli.eboardsolutions.com/SU/hytEYovBqsqMp5UzUoFqvQ==</a>
9200	Limits Of Board Member Authority - <a href="https://simbli.eboardsolutions.com/SU/OhKRSAtVLHUI2u41Y5PPKQ==">https://simbli.eboardsolutions.com/SU/OhKRSAtVLHUI2u41Y5PPKQ==</a>
9322	Agenda/Meeting Materials - <a href="https://simbli.eboardsolutions.com/SU/PUk8QGIYGyhN8t44Le3YMw==">https://simbli.eboardsolutions.com/SU/PUk8QGIYGyhN8t44Le3YMw==</a>