

**Exhibit 1312.4-E(1): Williams Uniform Complaint Procedures**

**Status:** DRAFT

**Original Adopted Date:** 11/06/2012 | **Last Revised Date:** 01/09/2024 | **Last Reviewed Date:** 01/09/2024

**NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:  
K-12 COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

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

1. There should be sufficient textbooks and instructional materials

That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair

**This includes the identification and resolution of emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff.**

3. There should be no teacher vacancies or misassignments

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 th class, including the certification required to teach English learners, if present.

*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.

*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 signal designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district website. You may also download a copy of the California Department of Education (CDE) complaint form from CDE's website when available.

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**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**

**Description**

5 CCR 4600-4670

Uniform complaint procedures

5 CCR 4680-4687

Williams uniform complaint procedures

5 CCR 4690-4694

Health and safety complaints in license-exempt preschool programs

Ed. Code 1240

[County superintendent of schools; duties](#)

Ed. Code 17592.72

[School Facility Emergency Repair Account; urgent or emergency repairs](#)

Ed. Code 200-270

[Prohibition of discrimination](#)

Ed. Code 234.1

[Student protections relating to discrimination, harassment, intimidation, and bullying](#)

Ed. Code 33126

[School accountability report card](#)

Ed. Code 35186

[Williams uniform complaint procedures](#)

**State References**

Ed. Code 35292.5-35292.6  
 Ed. Code 48907  
 Ed. Code 48950  
 Ed. Code 48985  
 Ed. Code 51501  
 Ed. Code 60010  
 Ed. Code 60040-60052  
 Ed. Code 60119  
 Ed. Code 60150

**Description**

[Restrooms; maintenance and cleanliness](#)  
[Exercise of free expression; time, place, and manner rules and regulations](#)  
[Speech and other communication](#)  
[Notices to parents in language other than English](#)  
[Nondiscriminatory subject matter](#)  
[Instructional materials; definition](#)  
[Requirements for instructional materials](#)  
[Hearing on sufficiency of instructional materials](#)  
[Penalty for insufficiency of textbooks and instructional materials](#)

**Federal References**

20 USC 6314

**Description**

Title I schoolwide program

**Management Resources References**

CA Office of the Attorney General Publication  
 CSBA Publication  
 CSBA Publication  
 Website  
 Website  
 Website  
 Website  
 Website  
 Website  
 Website

**Description**

[Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, Legal Alert, January 2024](#)  
[Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, Governance Brief, February 2024](#)  
[Instructional Materials Adoptions: Local governing board responsibilities, Fact Sheet, February 2024](#)  
[California County Superintendents Educational Services Association](#)  
[CSBA District and County Office of Education Legal Services](#)  
[State Allocation Board, Office of Public School Construction](#)  
[Department of Justice](#)  
[U.S. Department of Education, Office for Civil Rights](#)  
[CSBA](#)  
[California Department of Education](#)

**Cross References**

0410  
 0460  
 0460  
 1100  
 1250  
 1250  
 1312.2  
 1312.2  
 1312.2-E(1)  
 1312.3  
 1312.3  
 1312.3-E PDF(1)  
 1312.3-E PDF(2)

**Description**

[Nondiscrimination In District Programs And Activities](#)  
[Local Control And Accountability Plan](#)  
[Local Control And Accountability Plan](#)  
[Communication With The Public](#)  
[Visitors/Outsiders](#)  
[Visitors/Outsiders](#)  
[Complaints Concerning Instructional Materials](#)  
[Complaints Concerning Instructional Materials](#)  
[Complaints Concerning Instructional Materials](#)  
[Uniform Complaint Procedures](#)  
[Uniform Complaint Procedures](#)  
[Uniform Complaint Procedures](#)  
[Uniform Complaint Procedures](#)

**Cross References**

1340

1340

3270

3270

3514

3514

3514.2

3517

3517-E(1)

3550

3550

4112.2

4112.2

4112.22

4113

4113

4144

4144

4244

4344

5145.3

5145.3

6142.92

6143

6143

6161.1

6161.1

6161.1-E(1)

6161.11

6161.2

6163.1

9000

9012

9200

9322

**Description**[Access To District Records](#)[Access To District Records](#)[Sale And Disposal Of Books, Equipment And Supplies](#)[Sale And Disposal Of Books, Equipment And Supplies](#)[Environmental Safety](#)[Environmental Safety](#)[Integrated Pest Management](#)[Facilities Inspection](#)[Facilities Inspection](#)[Food Service/Child Nutrition Program](#)[Food Service/Child Nutrition Program](#)[Certification](#)[Certification](#)[Staff Teaching English Learners](#)[Assignment](#)[Assignment](#)[Complaints](#)[Complaints](#)[Complaints](#)[Complaints](#)[Nondiscrimination/Harassment](#)[Nondiscrimination/Harassment](#)[Mathematics Instruction](#)[Courses Of Study](#)[Courses Of Study](#)[Selection And Evaluation Of Instructional Materials](#)[Selection And Evaluation Of Instructional Materials](#)[Selection And Evaluation Of Instructional Materials](#)[Supplementary Instructional Materials](#)[Damaged Or Lost Instructional Materials](#)[Library Media Centers](#)[Role Of The Board](#)[Board Member Electronic Communications](#)[Limits Of Board Member Authority](#)[Agenda/Meeting Materials](#)