

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

Status: DRAFT

Original Adopted Date: 11/06/2012 | **Last Revised Date:** 10/15/2019 | **Last Reviewed Date:** 10/15/2019

**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.
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 the 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 single 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 ~~web site~~**website**. You may also download a copy of the California Department of Education (CDE) complaint form from the following ~~web site~~: <http://www.cde.ca.gov/re/cp/uc/> (<https://simbli.eboardsolutions.com/SU/hK60E83sx08NApMabvbpIq==>) **CDE's website when available**. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education **CDE**.

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 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 - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account - https://simbli.eboardsolutions.com/SU/IGu9humHDThZTnK3slsh9zFVw==
Ed. Code 200-262.4	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying - https://simbli.eboardsolutions.com/SU/MRwslWU5kFXiTOiSjZCnkA==
Ed. Code 33126	School accountability report card - https://simbli.eboardsolutions.com/SU/tJs6YslshubwfWjC0ICzCplus6BA==
Ed. Code 35186	Williams uniform complaint procedures - https://simbli.eboardsolutions.com/SU/MDiv2vEqYgd1u6vWMYFnhA==

Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness - https://simbli.eboardsolutions.com/SU/x70F3bNKbY1cKTjydsIshoC4A==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations - https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPloTFejGslshDadJ4g==
Ed. Code 48985	Notices to parents in language other than English - https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AygydnA==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7IFg8Emtw==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 60119	Hearing on sufficiency of instructional materials - https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/LANplusEILU46oVV1EgNFUoWw==

Federal References

20 USC 6314

Description

Title I schoolwide program

Management Resources References

Website

California County Superintendents Educational Services Association -
<https://simbli.eboardsolutions.com/SU/8dKABfP8KggMplus2tMzeNqdQ==>

Website

CSBA District and County Office of Education Legal Services -
<https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==>

Website

State Allocation Board, Office of Public School Construction -
<https://simbli.eboardsolutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==>

Website

Department of Justice -
<https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==>

Website

U.S. Department of Education, Office for Civil Rights -
<https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==>

Website

CSBA -
<https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Website

California Department of Education -
<https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==>

Cross References

0410

Nondiscrimination In District Programs And Activities -
<https://simbli.eboardsolutions.com/SU/FnDZ7yHITUVLmcPBwcYa4w==>

0460

Local Control And Accountability Plan -
<https://simbli.eboardsolutions.com/SU/GFeHexM710iNOSlgGCECFa==>

0460

Local Control And Accountability Plan -
<https://simbli.eboardsolutions.com/SU/HYyNz19R96ffslshgbgYsE3mQ==>

1100

Communication With The Public -
<https://simbli.eboardsolutions.com/SU/Hywu1plusUHmPznTnAojQejslshg==>

1250

Visitors/Outsiders -
<https://simbli.eboardsolutions.com/SU/0UxfKnDQx8i9V4vageslsh6VA==>

1250

Visitors/Outsiders -
<https://simbli.eboardsolutions.com/SU/Algl3G2av7RnSyAPrFJslshPg==>

1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/fcYZUJMpv94bnD6gyGkJPw==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/a2ihWl4WdVbn5kGQ0l4NAQ==
1312.2-E PDF(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/OqEutdav2RzoiCZLslshl4Bg==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/CfApluscpxRIZplusOj2lmuhfqBA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/NaAoUplustL0gdMDg4YyrqkSQ==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/CGtJ1bS0fJ2qqnQzzY5qbQ==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/hYsgaF9LHjeplus4tlnfVHZyg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ilradJh510f82Bjhbu4vRw==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/zrxplusFTeTpg8XDnadUSa6Q==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/0XNogGb3Aq9xGo5Rc3KNhA==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/3slshLplusKN5UgMFLtsue2JJYA==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/shlp06OGQEIJcPeXKe3plusuA==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/9cYjplusPqlvVli7eaOJH77og==
3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/W2Yj24ilN4UhsLshQ1VklYZmQ==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/br82bllsT1NLyrfuzitww==
3517-E(1)	Facilities Inspection - https://simbli.eboardsolutions.com/SU/ixzZz8Zdmg1Go04LzihkPA==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/slshbnNdB5VoKn29R1FDUD8Vw==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/KVOgHhXokXVv3QqM5NwYslshQ==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/pBrbutmrAaG9iACDiyMPYQ==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/lkdbJZoslshdbW3M28chWarWg==
4112.22	Staff Teaching English Learners - https://simbli.eboardsolutions.com/SU/rsQBplusmHDFI4ghIEp5JSpJw==
4113	Assignment - https://simbli.eboardsolutions.com/SU/ZyxvIQcCPgyGBZT1naoqJg==
4113	Assignment - https://simbli.eboardsolutions.com/SU/nuJniXqwYV0Ds3WwJ7z8bg==
4144	Complaints - https://simbli.eboardsolutions.com/SU/KyKD8LDxrB2PwRRY0z7CWA==
4244	Complaints - https://simbli.eboardsolutions.com/SU/AG8XgRWjeslshpslshdhFTO2smwQ==

4344	Complaints - https://simbli.eboardsolutions.com/SU/qGrsXimwkCHTw02tO8UC4Q==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/Xtm3uqHMol1KAP4CIBOS3g==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/Rx7eYWCQJQxyhVGfnTMQBQ==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/esLsyR41A2MV6HpWvUso8A==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/2rm43307PLCL6tPtEi0B1g==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/QSMplusSNCxGfu1or4plus3KUx6A==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/GmQp0w7DhRvK1m3vP0cXFw==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/36O7I0MprITMVXSH2aUCslshA==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/b9DR42M1EdCANrzwKB7O8g==
6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/kWJW4zRMF1hY1pHypTRx0g==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/Dhql1DVtVpluswCAsBzXgW6ow==
6163.1	Library Media Centers - https://simbli.eboardsolutions.com/SU/lwXB8c8GOCzKnQd9nEugsg==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/yCFHLIFLUDCtfgppluseQHTjg==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/hytEYovBqsqMp5UzUoFqvQ==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/0hKRSAtVLHUI2u41Y5PPKQ==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/PUk8QGIYGyhN8t44Le3YMw==