

**Twin Rivers Unified School District**  
**WILLIAMS UNIFORM COMPLAINT FORM**  
**Complaint Form**

Education Code section 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, teacher vacancy or misassignment, or the lack of opportunity to receive intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12. The complaint and response are public documents as provided by law.

This form shall be used only for filing complaints that fit within these three categories. **Williams Uniform Complaints should be filed first with the principal of the school site where the complaint arises. If the complainant is not satisfied with the resolution at the school site, then the complainant may file the complaint with the Director, Student Services, 5115 Dudley Blvd., Bay B, McClellan, CA, 95652, (916) 566-1620.**

**Williams Uniform Complaints related to the high school exit examination intensive instruction and services shall be filed directly with the Director, Student Services, 5115 Dudley Blvd., Bay B, McClellan, CA, 95652, (916) 566-1620.**

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Please either print or type in the information required below for processing your complaint. Once the complaint form is completed, you may submit it to the principal of the site where the instructional material was presented or used.

**I. Complainant Contact Information:**

Name of person filing complaint: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**II. Complainant**

You are filing this complaint on behalf of: \_\_\_\_\_

yourself       your child or a (student)       another student       a group

**III. School Information**

Location where complaint originated (School Name, Address, and Room Number or Location): \_\_\_\_\_  
\_\_\_\_\_

Course or Grade Level and Teacher Name: \_\_\_\_\_

Principal's name: \_\_\_\_\_

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**IV. Basis of Complaint (please check all that apply):**

1. Textbooks and Instructional Materials

- 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, have 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

- A condition poses an urgent or emergency 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 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.
- 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.

3. Teacher Vacancy or Misassignment

- Teacher vacancy - 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 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.)
- Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

4. High School Exit Examination

- Pupils who have not passed the high school exit exam by the end of 12th grade were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254 (d) (4) and (5) after the completion of grade 12.

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**V. PLEASE STATE THE REASONS FOR YOUR COMPLAINT**

Date of Problem: \_\_\_\_\_

Please describe the issue of your complaint in detail. (use reverse or another sheet if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the proposed remedy that is being requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have spoken with the following school personnel about my concern:

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

Outcome: \_\_\_\_\_

**VI. SIGNATURE**

Signature of Person Filing Complaint: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR DISTRICT USE ONLY**

Request received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Title of person who received complaint: \_\_\_\_\_

**Please provide a duplicate copy to the complainant.**