JEFFERSON ELEMENTARY SCHOOL DISTRICT

Uniform Complaint Procedures Williams Settlement Form

For Education Code Section 35186 Complaints

Education Code (EC) 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, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

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
procedures.
William Uniform Complaint Procedures
Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one
allegation.) Issue 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 ConditionsA 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. (For a school that serves pupils in any of grades 6-8, the school has not stocked at least half of its restrooms with feminine products at all times and made those products available to students at no cost.)

٠	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.
Σ ΤΔ	acher 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.
lescr	e describe the issue of your complaint in detail. You may attach additional pages if necessary to fully be the situation. For complaints regarding facilities conditions, please describe the emergency or facilities condition and how that condition poses a threat to the health or safety of pupils or staff.
omp	Education Code 35186 requires that complaints be filed with the principal or designee and that the aint form specify the location for filing the complaint. Districts should specify the name and/or in the spaces below.
omp	
omp	aint form specify the location for filing the complaint. Districts should specify the name and/or
omp ocation	aint form specify the location for filing the complaint. Districts should specify the name and/or in the spaces below.
omp ocation Pleas <i>Prin</i>	aint form specify the location for filing the complaint. Districts should specify the name and/or in the spaces below. File this complaint at the following location:
ompocation Pleas Prince	aint form specify the location for filing the complaint. Districts should specify the name and/or in the spaces below. The file this complaint at the following location: The cipal or Assistant Superintendent, Human Resources at the District Office, pal or designee)
Pleas Prince	aint form specify the location for filing the complaint. Districts should specify the name and/or in the spaces below. The file this complaint at the following location: The file this complaint at the file this complai
Pleas Prince Pleas Prince Address	aint form specify the location for filing the complaint. Districts should specify the name and/or in the spaces below. The file this complaint at the following location: The file this complaint at the file this complai
Pleas Prince Pleas Prince Pleas Prince Pleas	aint form specify the location for filing the complaint. Districts should specify the name and/or in the spaces below. File this complaint at the following location: Cipal or Assistant Superintendent, Human Resources at the District Office, pal or designee) Lincoln Avenue, Daly City, CA 94015 Ess) Exprovide a signature below. If you wish to remain anonymous, a signature is not required. However, inplaints, even anonymous ones, should be dated.