



**Community Relations
Williams Uniform Complaint Procedures**

**NOTICE TO PARENTS/GUARDIANS
IMPORTANT INFORMATION ABOUT YOUR COMPLAINT
RIGHTS**

Williams Uniform Complaint Process, Education Code Section 35186(f)

Parents and Guardians:

Education Code 35186 requires that the following notice be posted in your child's classroom:

This notice is provided to inform you of the following:

1. Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use in class and to take home or use after class.
2. School facilities must be clean, safe, and maintained in good repair.
3. Each class should be assigned a teacher and not a series of substitutes or other temporary teachers. The teacher should have the proper credential and subject matter training to teach the class, including training to teach English learners, if present.

To file a complaint regarding the above matters, complaint forms can be obtained at one of the following locations:

Principal's Office, Larsen Center, 1707 California Drive, Vacaville, CA
Golden Hills Education Center, 2460 Clay Bank Road, Fairfield, CA
T.C. McDaniel Center, 1895 Woolner Avenue, Fairfield, CA
County Office of Education, 5100 Business Center Drive, Fairfield, CA
On our website: <http://www.solanocoe.net>

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE

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

Name: _____

Address: _____

Phone Number: Day: _____ Evening: _____

Issue(s) of the complaint (please check all that apply):

1. Textbooks and Instructional Materials:

- A student lacks textbooks or instructional materials to use in class.
- A student does not have access to instructional materials to use at home or after school.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

2. Teacher Vacancy or Misassignment:

- A semester begins and a certificated teacher is not assigned to teach the class.
- A teacher lacks credentials or training to teach English learners, or is assigned to teach a class with more than 20 percent English learners in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility Conditions:

- A condition exists that poses an emergency or urgent threat to the health or safety of students or staff as defined in the Administrative Regulation.

Please describe the issue of your complaint in detail, including the date of the problem and specific location where the problem occurred (school, room number). You may attach additional pages if necessary to fully describe the situation: _____

Please file this complaint with the person specified below at the following location:

(Principal or title of his/her associate)

(Address)