

Williams Complaint Form

GUSTINE UNIFIED SCHOOL DISTRICT

California *Education Code* (EC) § 35186 created 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, you must provide the following contact information.

Response requested: Yes No

Contact Information: (if response is requested) Name:		Mailing Address	
Phone Number: Day:	Evening number:	Email 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: _____

Specific issues(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

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 procedure.

Specific issue(s) of the complaint. (please check all that apply. A complaint may contain more than one allegation):

1. Textbooks and Instructional Materials: (Education Code 35186; 5 CCR 4681)
 - A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- 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 student.
 - 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 material to address a shortage of textbooks or instructional materials.
2. Teacher Vacancy or Misassignment: (Education Code 35186; 5CCR 4682)
 - 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 school 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 of English learner pupils in the class.
 - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
3. Facility Conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5CCR 4683)
 - A condition exists that poses an emergency or urgent 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 students or staff, structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.
 - A school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, paper towels, or functional hand dryers.
 - For a school serving any of grades 6-12, the school has not, at all times, stocked and made available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.
 - The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please file this complaint with the principal of the school or designee:

Designee: Marisol Juarez email: mjuarez@gustineusd.org

Phone: 209-854-3784 ext. 205

Location: 1500 Meredith Ave., Gustine, CA 95322

Please provide a signature below. If you wish to remain anonymous, a signature is not required. **However, all complaints even anonymous ones, should be dated.**

Signature (optional): _____

Date: _____