

Parent/Public: Williams Case Complaint Concerning Deficiencies Related to:

(BP 1312.4, E[1] 1312.4): (continued)

- Teacher Vacancy or Misassignments
- A semester begins and a teacher vacancy exists. (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 of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.) (EC 35186[e][2][A], T5CCR 4682)
 - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20% English learner pupils in the class. (EC 35186[e][2][B], T5CCR 4682)
 - A teacher assigned to teach a class for which the teacher lacks a subject matter competency. (EC 35186[e][2][C], T5CCR 4682)

- Conditions of Facilities
- A condition poses an urgent or emergency threat to the health or safety of pupils 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. (EC 17592.72, T5CCR 4683)
 - 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, and paper towels or functional hand dryers. (EC 35292.5[a][1])
 - The school has not kept 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. This does not apply when temporary closing of the restroom is necessary for pupil safety or to make repairs. (EC 35292.5)

- Intensive Instruction and Services Provided to Students Who Have Not Passed One or Both Parts of CAHSEE After the Completion of 12th Grade
- Intensive instruction and services were not provided pursuant to Education Code Section 37254 to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12. (EC 35186[a][4], EC 35186[e][4]), EC 35186[f][4])
- Note: California High School Exit Examination (CAHSEE) and Intensive Instruction and Services requirements suspended until the year 2018, per SB 172 (2015).**

Employee/Parent/Student/Public: Other Uniform Complaint Procedures claims

(1312.3)

- Assignment of students to courses without educational content for more than one week per semester or to courses they have previously completed
- Physical educational instructional minutes in elementary schools

(Continued on the following page)

Person(s) Involved in Complaint:	1. _____ 2. _____
Date of Occurrence (mm/dd/yy):	/ / Time: Witness:
Ethnicity (if applicable):	Age (if applicable): Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Describe the Specific Nature of the Complaint: (Include as much information you feel is necessary. Attach additional pages, if necessary.)	
Complainant's Requested Remedy:	

*Return student complaints to: Student Hearing and Placement Department, 5735 47th Avenue, Sacramento, CA 95824, through District Mail to Box Number 760, fax to (916) 399-2029, phone (916) 643-9425.

Return all other complaints to: Human Resource Services, 5735 47th Avenue, Sacramento, CA 95824, through District Mail to Box Number 770, fax to (916) 399-2016, phone (916) 643-9050.

Note: If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (CCR 4652)

**UNIFORM COMPLAINT PROCEDURES SHALL BE AVAILABLE FREE OF CHARGE.
PHONE NUMBERS ARE LISTED ABOVE TO REQUEST COPIES OF THE PROCEDURE.**