

VENTURA COUNTY BOARD OF EDUCATION

ADMINISTRATIVE REGULATION: 1312.4
EXHIBIT: 1

ADOPTED: 6/28/06

CLASSIFICATION: Community Relations

REVISED: 11/26/07
10/04/18
11/28/22
10/06/25

SUBJECT: Williams Uniform Complaint Procedures
Exhibit – Complaint Rights

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
K-12 COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials.

That means each student, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair.

This includes the identification and resolution of emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff.

3. There should be no teacher vacancies or misassignments.

There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Teacher vacancy means 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.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential,

or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the Ventura County Office of Education's (VCOE) Williams Uniform Complaint Procedures as required by law. A complaint form may be obtained at the school office, VCOE office or downloaded from the school or VCOE website. You may also download a copy of the California Department of Education (CDE) complaint form from CDE's website when available (<http://www.cde.ca.gov/re/cp/uc>). However, a complaint need not be filed using either VCOE's complaint form or the complaint form from CDE.

VENTURA COUNTY BOARD OF EDUCATION

ADMINISTRATIVE REGULATION: 1312.4
EXHIBIT: 2

ADOPTED: 6/28/06

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SUBJECT: Williams Uniform Complaint Procedures
Exhibit – Complaint Form

K-12 COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 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, including emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. 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

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 the Ventura County Office of Education (VCOE) for the appropriate 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 student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or VCOE-adopted textbooks or other required instructional materials to use in class.

___ A student 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 student 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: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

___ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff while at school 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; or any other emergency conditions that VCOE determines appropriate.

___ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.

___ For a school or program serving any of grades 3-12, 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.

___ Starting July 1, 2026, for a school that has more than one female and more than one male restroom designated exclusively for student use, the school has not maintained at least one all-gender restroom for student use in accordance with Education Code 35292.5

___ 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 temporarily closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to repair the facility.

3. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

_____ 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.

_____ A teacher lacking credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class. This does not relieve VCOE from complying with state and federal law regarding teachers of English learners.

_____ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Please file this complaint with the site administrator or designee of the school or designee in which the complaint occurred. A complaint about problems beyond the authority of the site administrator shall be forwarded within 10 working days to the appropriate VCOE official for resolution.

Or

Please file this complaint at the following location:

Dr. Consuelo Hernandez Williams
Student Services
Administrative Services Center
5189 Verdugo Way
Camarillo, CA 93012

Please be aware that you may file a complaint directly with the Superintendent of Public Instruction if you are alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the County Superintendent, or the County Superintendent's failure to remedy the deficiency.

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

Date