

**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**

**SUBJECT: Williams Uniform Complaint Procedures**  
**Exhibit – Complaint Rights**

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**NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS:  
COMPLAINT RIGHTS**

Parents/Guardians, Pupils, and Teachers:

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

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
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's County Office of Education's (VCOE) Williams Uniform Complaint Procedures as required by law. A complaint form may be obtained at the school office or VCOE office, or downloaded from the school or

VCOE web site. You may also download a copy of the California Department of Education (CDE) complaint form from CDE's web site (<http://www.cde.ca.gov/re/cp/uc>). However, a complaint need not be filed using either the 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**

**CLASSIFICATION: Community Relations**

**REVISED: 11/26/07**  
**10/04/18**  
**11/28/22**

**SUBJECT: Williams Uniform Complaint Procedures**  
**Exhibit – Complaint Form**

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**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, and 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:

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 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 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 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 conditions: (Education Code 35186, 35292.5; 5 CCR 4683)

\_\_\_ A condition exists that poses an emergency or urgent 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; 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 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 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 closing of the restroom is necessary for pupil safety or to make repairs.

3. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4681)

- \_\_\_ 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 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.

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 pupils or staff.

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Please file this complaint with the principal of the school or his/her designee in which the complaint occurred. A complaint about problems beyond the authority of the principal 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  
 Deputy Superintendent, Student Services  
 Administrative Services Center  
 5189 Verdugo Way  
 Camarillo, CA 93012

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