



# Rio School District

1800 Solar Drive, Oxnard, California 93030

Telephone 805-485-3111

## WILLIAMS UNIFORM COMPLAINT PROCEDURE (BP1312.4)

### PROCESO UNIFORME PARA LA PRESENTACION DE QUEJAS - WILLIAMS

*(Puede conseguir una copia de este documento en español en la oficina de la escuela o de la oficina central de/ Distrito Escolar)*

Education Code Section 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 responses are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Please use a District Complaint Form if your complaint is about an employee's action, a facility issues or any textbook concerns that are not listed below.

**Response requested**     Yes     No

This complaint is about  Textbook Sufficiency     Teacher Vacancy/Credential     Facility Conditions

DATE: \_\_\_\_\_

Name: (Optional) \_\_\_\_\_    Mailing Address: \_\_\_\_\_

Phone Number: (Optional) Day: \_\_\_\_\_    Evening: \_\_\_\_\_

#### Issue of complaint (please check all that apply):

##### 1. Textbooks and Instructional Materials

- A pupil including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted 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.
- 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

- A condition poses an urgent or emergency 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 pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district 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.

- 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 closing of the restroom is necessary for student safety or to make repairs.

3. Teacher Vacancy or Misassignment

- 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 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 English learner pupils in the class.
- Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: \_\_\_\_\_

Location of Problem (School Name, Address, and Room Number or Location): \_\_\_\_\_

Course or Grade Level and Teacher Name: \_\_\_\_\_

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please file this complaint with the principal or principal designee where the concern exists:

Rio Del Norte Elementary School 2500 Lobelia Drive Oxnard, CA 93036	Rio Lindo Elementary School 2131 Snow Avenue Oxnard, CA 93036	Rio Plaza Elementary School 600 Simon Way Oxnard, CA 93036
Rio Real Elementary School 1140 Kenney Street Oxnard, CA 93036	Rio Rosales Elementary School 1001 Kohala St. Oxnard, CA 93036	Rio Del Valle Middle School 3100 Rose Avenue Oxnard, CA 93036
Rio Del Mar Elementary School 3150 Thames River Drive Oxnard, CA 93036	Rio Vista Middle School 3050 Thames River Drive Oxnard, CA 93036	Rio del Sol Elementary School 3001 N. Ventura Road Oxnard, CA 93036
Superintendent's Office Rio School District 1800 Solar Drive, 3 <sup>rd</sup> floor Oxnard, CA 93030		