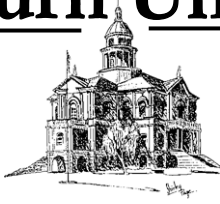


# Auburn Union Elementary School District

255 Epperle Lane, Auburn, CA 95603 [www.auburn.k12.ca.us](http://www.auburn.k12.ca.us)  
(530) 885-7242 FAX - (530) 885-5170



## WILLIAMS UNIFORM COMPLAINT PROCEDURE

**To:** Parents/Guardians  
Pupils  
Providers  
Employees  
All Other Interested Parties

**From:** Michele Schuetz, Superintendent

This is to advise you of your right to file a written complaint as provided by Education Code [35186](#). Williams Uniform Complaint Procedures were developed in accordance with state law to respond to complaints against the Auburn Union School District involving instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or misassignment

Education Code [35186](#) requires that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, 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. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. There should be no teacher vacancies or misassignments as defined in Education Code 35186(h)(2) and (3).

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.

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.

4. A complaint form may be obtained at the school office, district office or downloaded from the school's Web site at ([www.auburn.k12.ca.us](http://www.auburn.k12.ca.us)). You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc/>

NOTE: To file a complaint regarding the above matters, a Williams Uniform Complaint Form is available for your convenience. However, you need not use the Williams Uniform Complaint Form to file a complaint.

# Auburn Union School District

## WILLIAMS UNIFORM COMPLAINT FORM

Education Code Section 35186 created a procedure for 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 to your complaint, you must provide the contact information below. Response requested?  Yes  No

Contact Information:

Name (optional): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Email Address (if any): \_\_\_\_\_

Location of the problem that is the subject of this complaint:

School: \_\_\_\_\_

Course title/grade level and teacher name: \_\_\_\_\_

Room number/name of room/location: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use 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; 5CCR 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 instructional material 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 for only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. 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% English learners in the class.

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

**(CONTINUED ON BACK)**

