

Palm Springs USD
Exhibit
Williams Uniform Complaint Procedures

E 1312.4
Community Relations

Exhibit (1) 1312.4

NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS: K-12 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 an English learner, 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.
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.

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 district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office, district office, or downloaded from the school district's Web site at <http://www.psusd.us>. You may also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site: <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code (EC) 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 response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response, you must provide the following contact information.

Response requested: Yes No

Contact information: (if response is requested)

Name _____

Mailing Address: _____

Phone Number: Day: _____ Evening _____

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 district for 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; 5 CCR 4681)

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
<input type="checkbox"/>	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 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

<input type="checkbox"/>	A condition exists that 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 condition deemed appropriate by the district.
<input type="checkbox"/>	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. 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 temporary closing of the restroom is necessary for pupil safety or to make repairs.
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3. Teacher Vacancy or Misassignment (Education Code 35186; 5 CCR 4682)

	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 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.)
	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 problem was observed: _____

Location of School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

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.

Please file this complaint with the principal of the school or designee in which the complaint occurred:

(principal or designee name and title)

(address including building/office name)

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)

Exhibit PALM SPRINGS UNIFIED SCHOOL DISTRICT
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