



**Cupertino Union School District
Williams Uniform Complaint Procedures
Public Notification**

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Note: As amended by AB 2727 (Ch. 903, Statutes of 2004), Education Code 35186 requires that the following notice be posted in each classroom in each school in the district by January 1, 2005.

**NOTICE TO PARENTS/GUARDIANS
COMPLAINT RIGHTS**

Parents/Guardians:

Education Code 35186 requires that the following notice be posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
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.

Note: Education Code 35186, as amended by AB 2727 (Ch. 903, Statutes of 2004), requires that the notice notify parents/guardians of the location to obtain a complaint form when there is a shortage and that posting a notice downloadable from the California Department of Education's website will satisfy this requirement. The law does not require that complaint forms be placed in any specific location. The following optional paragraph lists locations where complaint forms may be available and should be modified to reflect district practice.

3. To file a complaint regarding the above matters, complaint forms can be obtained at the principal's office, district office, or can be downloaded from the school district's website: www.cupertino.k12.ca.us



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**WILLIAMS UNIFORM COMPLAINT PROCEDURES
COMPLAINT FORM**

Note: AS 2727 (Ch. 903, Statutes of 2004) amended Education Code 35186 to create a procedure for the filing of complaints concerning deficiencies in instructional materials, teacher vacancy or misassignment, and maintenance of facilities. The following form contains elements required by Education Code 35186. Education Code 35186 requires that complaints be filed with the principal or his/her designee and that the complaint form specify the location for filing the complaint. Districts should specify the name and/or location by filling in the spaces at the bottom of this form.

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

Name: _____

Address: _____

Phone Number: Day: _____ Evening: _____

Issue(s) of the complaint: Please check all that apply:

1. Textbooks and instructional materials:

- A student lacks textbooks or instructional materials to use in class.
- A student does not have access to instructional materials to use at home or after school to complete homework assignments.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

2. Teacher vacancy or misassignment:

- A semester begins and a certificated teacher is not assigned to teach the class.
- A teacher lacks credentials or training to teach English learners or 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.

3. Facility conditions:

- A condition exists that poses an emergency or urgent threat to the health or safety of students or staff as defined in AR 1312.4.

Please describe the issue of your complaint in detail, including the date of the problem and specific location where the problem occurred (school, room number). You may attach additional pages if necessary to fully describe the situation:

Please file this complaint with the person specified below at the following location:

Director of Instruction, Pupil Services 10301 Vista Drive Cupertino, CA 95014

Phone: 408-252-3000 Ext. 116

Fax: 408-257-7415