



# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501 • [www.oxnardsd.org](http://www.oxnardsd.org)

## WILLIAMS UNIFORM COMPLAINT PROCEDURE **COMPLAINT 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: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Location of the problem that is the subject of the complaint: \_\_\_\_\_

Facility name and address: \_\_\_\_\_

Room Number/Teacher/Grade: \_\_\_\_\_

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

Only the following issues may be the subject of this complaint process. If your complaint addresses an issue not specified below, please contact school or district staff to determine the appropriate course of action.

Issue(s) of the complaint: Please check all that apply: (*Education Code 35186; 5 CCR 4681*)

### **Textbooks and instructional materials:**

\_\_\_ A pupil, including an English learner, lacks 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 due to a shortage of textbooks or instructional materials.

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

\_\_\_ 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 lacks credentials or training to teach English learners or is assigned to teach a class with more than 20% English learners in the class.

\_\_\_ Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

**Facility conditions: (Education Code 35186, 35292.5; 5 CCR 4681)**

\_\_\_ A condition 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 stoppage; major pest or vermin infestation; broken windows, exterior doors or gates that will not lock and that pose a security risk; abatement or hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural damage creating a hazardous or uninhabitable condition.

\_\_\_ 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 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.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints should be dated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please file this complaint at the following locations:

Note: Education Code 35186 requires that complaints be filed with the principal or designee and that the complaint form specify the location for filing the complaint.

\_\_\_\_\_  
(principal or title of his/her designee)

\_\_\_\_\_  
(address)