

Mill Valley ESD

Exhibit

Williams Uniform Complaint Procedure

E 1312.4

Community Relations

Notice To Parents/Guardians: Complaint Rights

Parents/Guardians:

Education Code section 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 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) (1) and (2).

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. To file a complaint regarding the above matters, complaint forms can be obtained at the principal's office or the district office, or can be downloaded from the school district's or California Department of Education's website.

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:_____

Telephone:Day:_____ Evening:_____

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

School:_____ Course/grade & teacher name:_____

Room number or name of room:_____ Date problem
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:

1. Textbooks and instructional materials:

A pupil does not have standards-aligned textbooks or instructional materials or state or district adopted textbooks or other required materials to use in class.

A pupil does not have access to 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.

2. Teacher vacancy or misassignment:

A semester begins and a teacher vacancy exists, as defined in Education Code 35186 and AR 1312.4.

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.

3. Facility conditions:

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

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 of the school to which the complaint applies at the appropriate Mill Valley School District location below:

Edna Maguire: 80 Lomita Drive Park: 360 E. Blithedale Avenue
Mill Valley Middle: 425 Sycamore Avenue Strawberry Point: 117 E. Strawberry Drive
Old Mill: 352 Throckmorton Avenue Tamalpais Valley: 350 Bell Lane

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 MILL VALLEY SCHOOL DISTRICT
version: December 20, 2006 Mill Valley, California