

Filing a Williams Complaint in a Local Educational Agency (LEA)

August 2023

INSTRUCTIONS FOR LOCAL EDUCATIONAL AGENCIES: This five-page document provides detailed information with language and components of required elements for your agency's Williams Complaint document.

A Williams complaint, concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment, shall be filed with the principal (or designee) of the school in which the Williams-issue allegedly occurred. A Williams complaint may be filed anonymously and a complainant need not use a Williams Complaint document to file a complaint.

Should a complainant choose to directly file a Williams complaint at a school in which a Williams-issue allegedly occurred, an LEA shall include all of the following language in its Williams Complaint document.

This document is for LEAs to make available to anyone who wants to file a complaint regarding an alleged deficiency related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The use of this particular sample is not required. This sample contains elements required by California *Education Code (EC)* Section 35186 and 5 *CCR* sections 4600-4694.

If *Education Code* Section 48985 is applicable and 15 percent or more of the pupils in grades K – 12 enrolled in your LEA speak a language other than English, the Williams Complaint document shall be written in English and in the primary language of the complainant. Translations for this sample are available free of charge on the webpage of the Categorical Programs Complaint Management (CPCM) office at the California Department of Education (CDE).

If using this document for your agency be sure to omit this first page.

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EVERGREEN UNION SCHOOL DISTRICT

For Filing Williams Complaints

California *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 statute. Complaints may be filed anonymously. However, if you wish to receive a response, you must provide the following contact information.

Is a response requested – YES or NO?

Name: _____

Mailing Address: _____

Phone Number: _____

Issue of complaint: _____

Textbooks and Instructional Materials

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.

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.

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 to address a shortage of textbooks or instructional materials.

Facility Conditions

A condition poses an urgent or emergency threat to the health or safety of students 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

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pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.

A school restroom has not been maintained or cleaned regularly, is not fully operational and 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.

Teacher Vacancy or Misassignment

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 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.

The complainant adds the following information:

Date of Problem: _____

Location of problem: _____

School name: _____

Address: _____

Room number: _____

Course or Grade Level and Teacher Name: _____

Describe complaint in detail. You may include as much text as necessary:

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File this complaint with the principal of the school or his/her designee in which the complaint occurred:

Location: _____

Address: _____

A complaint about problems beyond the authority of the principal shall be forwarded within 10 working days to the appropriate school district official for resolution.