



# Kit Carson Union Elementary School District

9895 7th Avenue • Hanford, CA 93230

559.582.2843 • kitcarsonschool.com

## WILLIAMS UNIFORM COMPLAINT FORM

Education Code 35186 creates 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, 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 to your complaint, you must provide the contact information below. Response requested? \_\_\_\_\_ Yes \_\_\_\_\_ No **If yes, provide your contact information:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Location of the issue that is the subject of this complaint. Please mark all that apply:**

Kit Carson School

Mid Valley Charter

**Topic of the issue that is the subject of this complaint. Please mark all that apply:**

Instructional Materials

Facilities

Teacher Vacancy/Misassignment

Course Title: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Location of Facility/Room Number: \_\_\_\_\_ Date of Observation: \_\_\_\_\_

**Please detail the issue of your complaint.** You may use additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities, please describe the emergency or urgent condition and how that condition poses a threat to the health or safety of pupils or staff:

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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: A complaint may contain more than one allegation. (Please check all that apply.)

<b>Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)</b>	<b>Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4681)</b>	<b>Facility conditions: (Education Code 35186, 35292.5; 5 CCR 4683)</b>
<p><input type="checkbox"/> A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district adopted textbooks or other required instructional materials to use in class.</p> <p><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.</p> <p><input type="checkbox"/> Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.</p> <p><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.</p>	<p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> A teacher lacking credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.</p> <p><input type="checkbox"/> A teacher is assigned to teach a class for which the teacher lacks subject matter competency.</p>	<p><input type="checkbox"/> A condition exists that poses an emergency or urgent threat to the health or safety of pupils or staff including gas leaks; on functioning 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; or structural damage creating a hazardous or uninhabitable condition.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p>

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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

**This complaint should be filed in person or via mail to the following location:  
UC c/o Superintendent/Principal, Kit Carson Union Elementary School District  
9895 7<sup>th</sup> Ave, Hanford CA, 93230.**