



WILLIAMS/VALENZUELA UNIFORM COMPLAINT PROCESS

In accordance with Education Code Section 35186, the Williams/Valenzuela Uniform Complaint Process provides important information to parents and/or guardians, students, teachers and other stakeholders regarding complaints involving the following:

- 1) **Deficiencies in Instructional Materials:** Each pupil, including English learners, must have textbooks and/or proper instructional materials to use in class and to take home. Materials must be in usable condition, without missing pages or unreadable due to damage.
- 2) **Teacher Vacancy or Misassignment:** There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if needed.
 - a. "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.
 - b. "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.
- 3) **Conditions of School Facilities:** School facilities should be clean, safe, and maintained in good repair; restrooms should be clean, stocked and open during school hours.



ARARAT CHARTER SCHOOL
WILLIAMS/VALENZUELA
UNIFORM COMPLAINT PROCEDURE FORM

Education Code 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 law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide contact information located at the end of this form.

Response requested: Yes No

Date problem was observed:

Course title/grade level & teacher name:

Room number/name of room/location of facility:

Specific issue(s) of complaint (please check all that apply) A complaint may contain more than one allegation:

1. Textbooks and Instructional Materials (Education Code 35186; 5 CCR 4681)

- 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.
- 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.

2. Facility Conditions (Education Code 35186, 35292.5; 5 CCR 4683)

- 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 pose an immediate threat to pupils or staff, 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.

3. Teacher Vacancy or Misassignment (Education Code 35186; 5 CCR 4683)

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

4. Please describe the specific nature of the complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

Mail, email, fax or hand deliver your complaint form to:

Compliance Officer(s)
info@araratcharterschool.com

ACS-Campus 1
 6555 Sylmar Avenue, Van Nuys, CA 91401
 T: (818) 994-2904 | F: (818) 994-8096

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If you wish to receive a response, please complete the information below:		
Last Name:		First Name:
Address:	Apt/Suite #:	Zip Code:
City:	State:	Work Phone:
Home Phone:		Cell Phone:
Email Address:		Signature: