

**Bolinas-Stinson Union School District  
Uniform Complaint Procedure Form  
Williams Uniform Complaint Procedures**

*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 statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information. Response requested:  Yes  No

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

Address: \_\_\_\_\_

Phone Number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

**Issue of complaint (please check all that apply):**

**1. 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.
- 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**

- 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, and any other emergency conditions the school district determines appropriate.

**3. 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.

**BOLINAS-STINSON UNION SCHOOL DISTRICT  
UNIFORM COMPLAINT PROCEDURE FORM  
WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Date of Problem:

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Location of Problem (School Name, Address, and Room Number or

Location): \_\_\_\_\_

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Course or Grade Level and Teacher Name:

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For Complaints regarding facilities conditions, please describe the emergency or urgent facility condition and how that condition poses a threat to the health or safety of students or staff.

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Please file this complaint at the following location:

John Carroll  
Superintendent  
Bollinas-Stinson School District  
125 Olema-Bollinas Road  
Bollinas, CA 94924