Exhibit

Complaints Concerning The Schools

E 1312 Community Relations

River Delta Unified School District 445 Montezuma Street Rio Vista, California 94571-1651 PHONE: (707) 374-1700 FAX: (707) 374-2995

REQUEST FOR SETTLEMENT OF COMPLAINT-STEP I

(To be completed by claimant)

(10 be completed by claimant)	
Date of Presentation to Principal/Supervisor	
Name of Claimant	
Home Address	
School Grade	Subject Area
Principal/Supervisor	
Date of Alleged Action Causing Complaint _	
Date of First Knowledge of Alleged Action	
Nature of Complaint Including Names, Dates a	and Places
Date/s of Informal Meeting/s	
State Reason Informal Resolution Not Accepta	ıble
Settlement Requested (specific actions request	ed)

Signed:

Date:

RIVER DELTA UNIFIED SCHOOL DISTRICT 445 Montezuma Street Rio Vista, California 94571-1651 PHONE: (707) 374-1700 FAX: (707) 374-2995		
REPLY TO COMPLAINT - STEP 1 (To be completed by the principal/ Supervisor)		
Date Reply Sent to Claimant		
Name of Claimant		
Home Address		
School Grade	Subject Area	
Date Complaint was Made to Principal/ Supervisor _		
Date of Alleged Action Causing Complaint		
Reply of Principal Supervisor with Rationale		
Signed: Principal/Supervisor	Date:	

REQUEST FOR SETTLEMENT OF COMPLAINT - STEP 2

(To be completed by claimant)

(Copies of Request Settlement of Complaint and Reply- Step I must be attached)

Date of Presentation to	Superintendent		-	
Name of Claimant				
Home Address				
School	Grade		_Subject Area:	
Date of Reply to Com	plaint - Step I			
State Reasons Why Re	esolution of Step I N	Not Acceptable		
Settlement Requested	(specific actions red	quested)		
Signed:	Claimant	Date:		

REPLY TO COMPLAINT - STEP 2

(To be completed by the Superintendent)

(Copies of all previous Requests for Settlement of and Replies must be attached.)

Date Reply of Sup	perintendent sent to	Claimant	
Name of Claiman	t	_	
Home Address		_	
School	Grade	Subject Area	
Date Complaint w	vas Made to Superi	ntendent	
Date of Alleged A	action Causing Cor	nplaint	
Decision of Super	intendent		
Signed	Superintendent	Date:	

REQUEST FOR SETTLEMENT OF COMPLAINT-STEP 3

(To be completed by claimant)

(Copies of all previous Requests for Settlement of Complaint and Replies must be attached)

Date of Submission to Bo	oard of Trustees		
Name of Claimant			
Home Address			
School	Grade	Subject Area	
State Reasons Why Resol	ution at Step 2 was	Not Acceptable	
Board Hearing Requested	: Yes	No	
Signed		Date:	
C	laimant		

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FINAL SETTLEMENT OF COMPLAINT-STEP 3

(To be completed by Pres	sident of the Boar	rd of Trustee)	
Date Reply of President S	Sent to Claimant			
Name of Claimant				
Home Address				
School	Grade		Subject Area	
Date Complaint was Mad	le to Board of Tr	ustees		
Hearing Granted: Yes		No	If "Yes", Date:	
Final Decision of the Boa	ard of Trustees			
Signed Preside	dent, Board of Ti	rustees	Date:	

SETTLEMENT OF COMPLAINT (To be completed by claimant)
Date:
Name of Claimant
Home Address
School Grade Subject Area
Present Level of Complaint: 1 2 3 (Circle One)
Date on Which Complaint was Submitted at this Level
Brief Description of Complaint
Statement of Settlement: I hereby state that the above complaint has been settled to my satisfaction. I acknowledge that I may not reopen this complaint.
SignedDate:
Statement of Withdrawal: I hereby request that the above Complaint be withdrawn from further consideration without prejudice of record. My signature does not necessarily indicate agreement with the settlement of complaint, but does indicate that the complaint process has been followed and terminated. COMMENTS:
Signed:Date: Claimant

ExhibitRIVER DELTA UNIFIED SCHOOL DISTRICT version: January 18, 2005 Rio Vista, California

Exhibit Williams Uniform Complaint Procedures

E 1312.4 Community Relations

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair.

3. There should be no teacher vacancies or misassignments. 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 present.

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 onesemester 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. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: http://www.cde.ca.gov/re/cp/uc. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

ExhibitRIVER DELTA UNIFIED SCHOOL DISTRICT version: December 9, 2014 Rio Vista, California

WILLIAMS UNIFORM COMPLAINT PROCEDURES

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

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, or 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

Contact information: (if response is requested)

Name:

Address:

Phone number: Day: Evening:

E-mail address, if any:

Date problem was observed:

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

School name/address:

Course title/grade level and teacher name:

Room number/name of room/location of facility:

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the 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 student, 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.

A student 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 student.

_____ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

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 who lacks 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.

3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5; 5 CCR 4683)

A condition exists that poses an emergency or urgent 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 students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

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, or paper towels or functional hand dryers.

The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding

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

Please file this complaint at the following location:

(principal or title of designee of the Superintendent)

(address)

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)

ExhibitRIVER DELTA UNIFIED SCHOOL DISTRICT version: December 9, 2014 Rio Vista, California