

1312.4 BP: Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 2/9/2023 | **Last Revised Date:** 11/13/2025

The County Board of Education recognizes the responsibility of the County Board and the County Superintendent of Schools to ensure that the educational programs of the county office of education (COE) are implemented in accordance with law.

Any complaint against the COE regarding the insufficiency of textbooks or instructional materials, teacher vacancy or misassignment, or conditions of school facilities that pose an emergency or urgent threat to the health and safety of students and staff, as defined in Education Code 35186, shall be investigated and resolved in accordance with the Williams uniform complaint procedures described in 5 CCR 4680-4687 and County Superintendent policy and/or regulation. The Williams uniform complaint procedures may also be used to resolve any other complaint when authorized by the County Superintendent.

Reports

On a quarterly basis, the County Board shall, at a regularly scheduled County Board meeting, receive summarized data on the nature and resolution of all complaints against the COE. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

Notices

A notice containing the components specified in Education Code 35186 shall be posted in each classroom in each COE school/program. (Education Code 35186)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4632	Appeal of LEA decision; grounds
5 CCR 4680-4687	Williams uniform complaint procedures
5 CCR 4690-4694	Health and safety complaints in license-exempt preschool programs
Ed. Code 1240	County superintendent of schools, duties
Ed. Code 17592.72	Urgent or emergency repairs, School Facility Emergency Repair Account
Ed. Code 1980-1984	Establishment of county community school
Ed. Code 200-270	Prohibition of discrimination
Ed. Code 33126	School accountability report card
Ed. Code 35145.5	Agenda; public participation and regulations
Ed. Code 35186	Williams uniform complaint procedure

Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness
Ed. Code 48660-48666	Establishment of community day school
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60119	Hearing on sufficiency of instructional materials
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials

Federal

20 USC 6314

Description

Title I schoolwide program

Management Resources

CA Office of the Attorney General Publication

Description

[Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, Legal Alert, January 2024](#)

CSBA Publication

[Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, Governance Brief, February 2024](#)

CSBA Publication

[Instructional Materials Adoptions: Local governing board responsibilities, Fact Sheet, February 2024](#)

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[U.S. Department of Education, Office for Civil Rights](#)

Website

[Department of Justice](#)

Website

[CSBA](#)

Website

[California Department of Education](#)

Cross References

Code

0410

Description

[Nondiscrimination In County Office Programs And Activities](#)

1312.3

[Uniform Complaint Procedures](#)

1312.3-E(1)

[Uniform Complaint Procedures](#)

1312.3-E(2)

[Uniform Complaint Procedures](#)

1312.3-E(3)

[Uniform Complaint Procedures](#)

5145.3

[Nondiscrimination/Harassment](#)

5145.3

[Nondiscrimination/Harassment](#)

9012

[Board Member Electronic Communications](#)

Adopted: February 9, 2023

Revised: November 13, 2025