

**COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE**

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

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

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

Evening: \_\_\_\_\_

**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.**



**Issue(s) of the complaint: Please check all that apply:**

1. Textbooks and instructional materials:

\_\_\_\_\_ A pupil, including an English learner, does not have access to standards-aligned textbooks or instructional materials, or state- or district-adopted textbooks, or other required instructional materials to use in class, after school, or at home.

\_\_\_\_\_ 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 pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

**If any of the above complaints are made in this section, please answer the following questions:**

What is the title of the course and/or grade level in which the deficiency(ies) in instructional

materials exist? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the name of the teacher of the course or grade level: \_\_\_\_\_

Please list the specific nature of the deficiency or deficiencies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Teacher vacancy or misassignment:

\_\_\_\_\_ A semester begins and a certificated teacher is not assigned to teach the class. 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 learner pupils in the class.

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

**If any of the above complaints are made in this section, please answer the following questions:**

What is the name of the teacher of the course or grade level: \_\_\_\_\_

3. Facility conditions:

\_\_\_\_\_ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff as defined 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.

**If any of the above complaints are made in this section, please provide the following information:**

Describe what emergency or urgent facilities conditions exist and how they pose a threat to the health or safety of pupils or staff: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In addition to the above requests for more information, you may include as much text to explain your complaints as necessary. Please include the date of the problem and specific location where the problem occurred (school, room number). You may attach additional pages if necessary to fully describe the situation.

Please file this complaint with the person specified below at the following location:  
Mike Brown, Superintendent/Principal  
3351 Country Club Drive  
P.O. Box 1083  
Lucerne, CA 95458