



**COVINA-VALLEY UNIFIED SCHOOL DISTRICT  
WILLIAMS UNIFORM COMPLAINT PROCEDURES  
PURSUANT TO EDUCATION CODE 35186**

**COMPLAINT FORM**

California Education Code (EC) 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, you must provide the following contact information.

Complaints should be submitted to the principal of the school at which the complaint originated.

Section I: Complainant Information and Request for Response

*If you wish to remain anonymous, please leave this section blank and complete Section II.*

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

**Is a response requested:**     **YES**         **NO**

Section II: Location, Category, and Explanation of Complaint

*Location of the issue that is the subject of this complaint:*

Date of Problem: \_\_\_\_\_

Location of Problem: \_\_\_\_\_

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

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

Room number: \_\_\_\_\_

Course or Grade Level and Teacher Name: \_\_\_\_\_

Which of the following are issues generating this complaint? Check all that apply and provide a written explanation for each on the last page of this form.

**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 material to use in class.

A pupil 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 pupil.

- 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 school restroom has not been maintained or cleaned regularly, is not fully operational, and 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.
- 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 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

## 3. Teacher Vacancy or Misassignment

- 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.)
- 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 (Teacher Misassignment).

**Written Explanation**

Describe the complaint in detail. Additional pages may be attached to this form if needed.

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Date this complaint was submitted: \_\_\_\_\_

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Signature (leave blank if you wish to remain anonymous)