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.

April 2021
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).

April 2021
Written Explanation

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

Date this complaint was submitted: ________________________________

Signature (leave blank if you wish to remain anonymous)