



**BONITA UNIFIED SCHOOL DISTRICT
WILLIAMS UNIFORM COMPLAINT PROCEDURES
PURSUANT TO EDUCATION CODE 35186**

COMPLAINT FORM

This form may be used to file a formal complaint pursuant to topics listed in California Education Code 35186. All complaints and responses are public records. A complaint may be filed anonymously. However, if a response is desired, you should complete the information below and indicate that you would like a response to the complaint.

Complaints in categories 1-3 (textbooks/instructional materials, teacher vacancies/misassignments, or school facilities) should be submitted to the principal of the school at which the complaint originated. Complaints in category 4 (high school exit exam intensive instruction) should be submitted to the Office of Student Services.

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: _____

E-Mail Address: _____

Response Requested: YES NO

Section II: Location, Category and Explanation of Complaint

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

School Name: _____

Location on campus: _____

Teacher Name (if applicable): _____

Date Issue Was Observed: _____

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 instructional materials to use at home or after school.
- 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. Condition of School Facilities.

- A restroom was not maintained and cleaned regularly, or was not fully operational and stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- A restroom was not kept open during school hours when pupils are not in classes, or a sufficient number of restrooms were not kept open during school hours when pupils are in classes.
- A facilities condition exists that poses an emergency or urgent threat to the health or safety of pupils or staff in one of the categories listed below (check all that apply):
 - Gas leak
 - 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 pupil or staff
 - Structural damage creating a hazardous or uninhabitable condition

3. Teacher Vacancies or Misassignments.

- A semester began and a teacher vacancy existed. A 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 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.

