

VISTA UNIFIED SCHOOL DISTRICT  
Uniform Complaint Form, Student Learning

(Williams and Valenzuela Settlements—Education Code 35186 Complaints)

Education Code (EC) Section 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. If you are unable to put your complaint in writing due to conditions such as a disability or illiteracy, a member of the school staff will assist you in filing your complaint. This form may be used for more than one complaint. If there is not enough space below to describe your complaint in detail, please attach additional pages. For additional information, see attached Administrative Procedure 1312.4.

Today's Date: \_\_\_\_\_ Date Problem Was Observed: \_\_\_\_\_ Date Complaint Was Submitted: \_\_\_\_\_

1. **Complaints may be filed anonymously. If you wish to receive a response to your complaint, you must provide the contact information below. Do you want to receive a written response?**  Yes  No

Name (Optional): \_\_\_\_\_

Street Address (Optional): \_\_\_\_\_

City, State, Zip Code (Optional): \_\_\_\_\_

Phone Number (Optional): \_\_\_\_\_ (Day) \_\_\_\_\_ (Evening)

Signature: \_\_\_\_\_

2. **Location of Problem** (School Name, Address, and Room Number or Location): \_\_\_\_\_

3. **Issue(s) of the Complaint:** (Please check all that apply and provide supporting details.)

**A. Textbooks and Instructional Materials**

A pupil, including an English learner, does not have standards-aligned textbooks or other instructional materials or state- or Board-adopted textbooks or other instructional materials to use in class.

A pupil does not have textbooks or other instructional materials to use at home or after school.

Textbooks or other instructional materials are in poor or unusable condition, are missing pages, or are unreadable due to damage.

Because of a shortage of textbooks or other instructional materials, a pupil was given photocopied sheets from only a portion of textbook or instructional materials.

Describe the problem: Identify course or grade level in which the problem exists, the teacher of the course or grade level, the textbook(s) or materials that are missing or damaged, and any other details. (You may attach additional pages)

**B. Teacher Vacancy or Misassignment**

A semester has begun, and no certificated teacher is assigned to teach the class for the entire semester or year.

A teacher assigned to teach a class lacks the appropriate credential or authorization.

A teacher assigned to teach a class in which more than 20 percent of the students are English learners lacks credentials or training to teach English learners.

A teacher was assigned to teach a class for which the teacher lacks subject matter competency.

Identify the course or grade level and the teacher: \_\_\_\_\_

**C. Condition in a School Facility**

- A condition in a school facility poses an emergency or urgent threat to the health or safety of pupils or staff as defined in Administrative Procedure 1312.4, Uniform Complaint Procedures, Student Learning.
- 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.

Describe the condition, where it is located, and how it poses a threat to health or safety (you may attach additional pages):

**D. California High School Exit Examination (CAHSEE) Intensive Instruction and Services**

- Pupils who have not passed the high school exit exam by the end of the 12<sup>th</sup> grade were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254 (d) (4) and (5) after the completion of grade 12.(Ed Code 35186)

Please describe the issue of your complaint in detail. You may attach additional pages to fully describe the situation.

4. **File this complaint with the school principal:** \_\_\_\_\_