



**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 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: _____

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.

Written Explanation

In the space provided below, please provide a detailed written explanation of each complaint checked above, including how the condition posed a threat to the health or safety of pupils or staff, if applicable. Additional pages may be attached to this form if needed.

Date this complaint was submitted

Signature (leave blank if you wish to remain anonymous)