

WILLIAMS UNIFORM COMPLAINT FORM (Education Code Section 35186)

Education Code (EC) Section 35186 created a procedure for the filing of complaints regarding deficiencies related to instructional materials, conditions of facilities 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 law. Complaints may be filed anonymously. However, if a response to the complaint is desired, provide the following contact information.

Response requested? ☐ Yes ☐ No **Name: (Optional)** _____

Email (Optional): _____ **Phone Number (Optional):** _____

Mailing Address (Optional): _____

Date Problem Observed: _____ **Today's Date:** _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Issue of the complaint (Please check all that apply):

1. Textbooks and Instructional Materials (EC 35186; 5CCR 4681):

- ☐ 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 materials 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 (EC 17592.72, 35186, 35292.5; 5 CCR 4683):

- ☐ 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 that will not lock and 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, and any other emergency conditions the school district determines appropriate.
- ☐ A school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- ☐ For a school that serves students in any of grades 3-12, the school has not, at all times, stocked and made available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.
- ☐ Starting July 1, 2026, for a school that has more than one female and more than one male restroom designated exclusively for student use, the school has not maintained at least one all-gender restroom for student use in accordance with Education Code 35292.5.
- ☐ 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.

This does not apply when temporary closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to repair the facility.

3. Teacher Vacancy or Misassignment (EC 35186; 5 CCR 4682):

- ☐ Teacher vacancy – 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.)
- ☐ Teacher misassignment – A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class.
- ☐ Teacher misassignment – A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Location of Problem (School Name, Address, and Room Number or Location):

Course or Grade Level and Teacher Name (if Applicable):

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Please be aware that you may file a complaint directly with the Superintendent of Public Instruction if you are alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency.

Please file this complaint with the person specified below at the following location:

School Office/Principal – or – Stephanie Yang, Director, Educational Services,
Tustin Unified School District, 300 South C Street, Tustin, CA 92780.