Education Code 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. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: ☐ Yes ☐ No

Name: (Optional) _________________ Mailing Address: _______________
Phone Number: (Optional) Day: _______________ Evening: _______________

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials
   ☐ A pupil, including an English Learner, does not have standards-aligned
textbooks, instructional materials, 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
   ☐ A condition poses an urgent or emergency threat to the health or safety of
students or staff, including: gas leaks; nonfunctioning heating, ventilating, 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 District determines
appropriate.
   ☐ 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.

3. Teacher Vacancy or Misassignment
   - 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 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.

Date of Problem: __________________________________________________________

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

Course or Grade Level and Teacher Name: _____________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

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

____________________________________________________________________

____________________________________________________________________

Please file this complaint form at your child’s school or at the District’s Operations and Instruction Services and Support Office located at 84 East “J” Street, Chula Vista, CA 91910.