

Williams Uniform Complaint Procedures

**Glendale Unified School District**  
223 North Jackson Street, Glendale, CA 91206  
(818) 241-3111

**WILLIAMS UNIFORM COMPLAINT PROCEDURES  
COMPLAINT FORM FOR PARENTS/GUARDIANS/STUDENTS/TEACHERS/STAFF**

Education Code 35186 creates 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, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested?  Yes  No

Contact information: (if response requested)

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Email address, if any: \_\_\_\_\_

Site/Department of the Problem: \_\_\_\_\_

Date problem observed: \_\_\_\_\_

Specific issue(s) of the complaint: (The complaint may contain more than one allegation of deficiency or deficiencies. Please check all that apply.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

- A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- A student 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 student.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

In order to assist with the resolution, please provide the following information:

|                             |              |        |        |       |  |
|-----------------------------|--------------|--------|--------|-------|--|
|                             |              |        |        |       |  |
| Print name of subject/class | Teacher Name | Room # | Period | Grade |  |

2. There is a teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

- 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 school 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 learners in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

In order to assist with the resolution, please provide the following information:

|                             |              |        |        |       |  |
|-----------------------------|--------------|--------|--------|-------|--|
|                             |              |        |        |       |  |
| Print name of subject/class | Teacher Name | Room # | Period | Grade |  |

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3. Facility conditions:

- A condition exists that poses an emergency or urgent 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 that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff, structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the District.
- 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 serving any of grades 6-12, 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.
- The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

In order to assist with the resolution, please provide the following information:

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| Name the specific location on the campus | Building name | Room # |
|--|---------------|--------|
|--|---------------|--------|

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.

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

Dr. Marine Avagyan, Director, Equity, Access & Family Engagement  
 223 N. Jackson Street - Room 116, Glendale, CA 91206  
 (818) 241-3111, Ext. 1457  
 MAvagyan@gusd.net

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date