



## Williams Uniform Complaint Procedures Form - For Educational Code Section 35186 Complaint

California 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. Such complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must indicate below the following contact information.

**Response Requested: Yes No (Circle One)**

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

Mailing Address (Optional)\_\_\_\_\_

Phone/Cell Number (Optional)\_\_\_\_\_

Date of Problem\_\_\_\_\_ School Name\_\_\_\_\_ Principal\_\_\_\_\_

Location of Problem (room number/building)\_\_\_\_\_ Grade:\_\_\_\_\_ Teacher Name\_\_\_\_\_

**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 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.
  - Textbook or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
  - A pupil was provided with photocopied sheets from only a portion of a textbook or instructional material to address a shortage of textbooks or instructional materials
  
2. **Facility Conditions**
  - A condition at the school poses an urgent or emergency threat to the health or safety of pupils or staff, including: abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, broken windows or exterior doors or gates that will not lock and that pose a security risk, electrical power failure, gas leaks, major pest or vermin infestation, major sewage stoppage, nonfunctional air-conditioning systems, fire sprinklers, heating or ventilation, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions that the District determines inappropriate.
  - 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.
  - 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 class.
  
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)
  - A teacher 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.



**Matrix for Success Academy**  
An LAUSD authorized public charter school  
700 Wilshire Boulevard, Suite 400  
Los Angeles, Ca 90017  
Phone (323)765-7005  
[www.matrix4success.org](http://www.matrix4success.org)

**School Administration**  
Richelle Brooks, ED. D  
**Principal of Schools**  
Margret Woelke  
**Executive Director**

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

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Please file this complaint form at the following locations:

MATRIX for Success Academy  
700 Wilshire Boulevard, Suite 400, Los Angeles, Ca 99017  
Attn: Richelle Brooks, ED. D ~ Principal of Schools  
Phone: (323) 765-7005

MATRIX for Success Academy  
1010 E. 34<sup>th</sup> Street, Los Angeles, Ca 90011  
Attn: Richelle Brooks, ED. D ~ Principal of Schools  
Phone: (323) 897-5971

Educational Equity Compliance Office, Los Angeles Unified School District,  
333 S. Beaudry Ave., 20<sup>th</sup> floor, Los Angeles, Ca 90017  
Phone: 213-241-7682 or fax: 213-241-3312