



Irvine Unified School District
Alternative Uniform Complaint Procedure
(Reference: District Administrative Procedure 1312.4)

Response Requested?

- Yes (Requires completion of contract information)
No (Does not require completion of contact information-complaint may be anonymous)

Contact Information

Table with 2 columns: Label (Name, Address, City, State, ZIP Code, Telephone (home), Telephone (business), E-Mail) and empty input field.

Location of the Problem that is the subject of this complaint:

Table with 2 columns: Label (School:, Course title/grade level and teacher name:, Room number/name of room/location of facility:, Date problem was observed:) and empty input field.

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please see either Board Policy 1312.3 (Uniform Complaints) or 1312.1 (General Complaints).

Specific Issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and Instructional Materials: (Education Code 35186; 5 CCR 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. Teacher Vacancy or Misassignment: (Education Code 35186; 5 CCR 4681)

- 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.

3. Facility Conditions: (Education Code 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 that 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 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.

4. High school exit exam intensive instruction and services: (Education Code 35186)

- Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 32754(d)(4)and (5) after the completion of grade 12.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as 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 pupils or staff.

Please file this complaint at the following location:

Office of the Superintendent
Irvine Unified School District
5050 Barranca Parkway
Irvine, California 92604-4652

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(s)
Date