

ALPINE COUNTY SCHOOLS

Williams Uniform Complaint Procedures (UCP) Form

For Complaints Pursuant to Education Code § 35186

Notice: California Education Code § 35186 creates a procedure for the filing of complaints concerning instructional materials, facility conditions, and teacher vacancy or misassignment. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide your contact information below.

1. COMPLAINANT CONTACT INFORMATION (Optional if filing anonymously)

Name: _____	Date: _____
Address: _____	Phone: _____
Email: _____	Student Name (if applicable): _____

2. SCHOOL SITE (Check applicable school location)

☐ Bear Valley Elementary	☐ Diamond Valley Elementary
☐ Eastern Alpine Academy	☐ Alpine Tahoe Community School

3. TYPE OF COMPLAINT (Check all that apply)

A. Textbooks and Instructional Materials

- ☐ A pupil, including an English learner, lacks standards-aligned textbooks or state/district-adopted instructional materials to use in class.
- ☐ A pupil does not have access to textbooks or instructional materials to use at home or after school.
- ☐ Textbooks or instructional materials are in poor or unusable condition, missing pages, or unreadable.

B. Facility Conditions

- ☐ A condition poses an emergency or urgent threat to the health or safety of pupils or staff (e.g., heating/cooling failure, plumbing/sewer leaks, electrical hazards, broken structural elements).
- ☐ A school restroom has not been cleaned, maintained, or kept open in accordance with state guidelines.

C. Teacher Vacancy or Misassignment

- ☐ Teacher Vacancy: A semester begins and a teacher position is vacant (no permanent teacher assigned).
- ☐ Teacher Misassignment: A teacher lacking proper credentials or training is assigned to teach a class with English learners.
- ☐ Teacher Misassignment: A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

4. DETAILED DESCRIPTION OF COMPLAINT

Please specify the location (classroom/room number), subject area, course title, teacher name, or facility issue. Attach additional pages if necessary:

5. SUBMISSION & FILING INSTRUCTIONS

Please submit the completed Williams UCP Complaint Form to:

Alpine County Office of Education / District Administration
43 School Road, Markleeville, CA 96120 | Phone: (530) 694-2230

Statutory Timeline: A complaint shall be investigated and resolved within 30 working days. If the complainant requested a response and provided contact information, a response shall be sent to the complainant within 45 working days of receipt of the complaint.