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Uniform Complaint Procedure Form

(Education Code Section 35186; California Code of Regulations, Title 5, Chapter 5.1, § 4680 et seq.)

California Education Code (EC) Section 35186 and Chapter 5.1 (commencing with Section 4680) of the California Code of Regulations, Title 5 (5 CCR), created a procedure for filing Williams complaints regarding alleged deficiencies related to instructional materials, emergency or urgent facility conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancy or misassignment.

This Williams complaint must be filed with the principal (or designee) of the school in which the alleged issue occurred. A complaint about a problem beyond the authority of the school principal will be forwarded within 10 working days to the appropriate Lakeside Union School District official for resolution.

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.

If 15 percent or more of the pupils enrolled in a Lakeside Union School District school speak a primary language other than English, this form is available, upon request, in that primary language.

Response requested: ☐ Yes ☐ No

Complainant Contact Information (Optional)

Name: _____

Mailing Address: _____

Phone Number Day: _____ **Evening:** _____

Complaint Details

Date of Problem: _____

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

Course or Grade Level and Teacher Name: _____

Issue of Complaint (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.
- ☐ 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.

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2. 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 one or more English learner pupils in the class. This subparagraph does not relieve a school district from complying with state or federal law regarding teachers of English learners.
- ☐ Teacher misassignment – A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility Conditions

- ☐ A condition that poses a threat to the health and safety of pupils or staff while at school. These projects may include, but are not limited to, the following types of facility repairs or replacements: 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 pupil 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, 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 classes. This does not apply when temporary closing of the restroom is necessary (1) for a documented pupil safety concern, (2) for an immediate threat to pupil safety, or (3) to repair the facility.
- ☐ After July 1, 2026, the school has failed to provide and maintain at least one all-gender restroom for pupil use which (1) has signage identifying the bathroom facility as being open to all genders and in conformity with Title 24 of the *California Code of Regulations*; (2) is available for pupil use, as unlocked, unobstructed, easily accessible by any pupil, and consisting with existing pupil access to sex-segregated restrooms; (3) is consistent with the requirements of EC 35292.6; (4) is available during schools hours and school functions when pupils are present.

Description of Complaint

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

Where to File

File this complaint with the principal (or designee) of the school in which the issue occurred:

School/Location: _____

Address: _____

A complaint about a problem beyond the authority of the school principal will be forwarded within 10 working days to the appropriate Lakeside Union School District official for resolution. General inquiries or complaints that cannot be filed at a specific school site may be filed directly with the District Office at the address below.

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