Pittsburg Unified School District

Williams Complaint Form

Community Relations AR1312.4

Education Code 35186 (Williams) created a procedure for the filing of complaints concerning the items below. The complaint and response are public documents as provided by statue. Complaints may be filled anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: ❑ Yes ❑ No

Name: Address:

Phone Number: (Day) (Evening)

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 the class.
- ❑ A pupil, including an English learner, has insufficient textbooks or instructional materials or both, in each of the following subjects, as appropriate, that are consistent with the content and cycles of the curriculum framework adopted by the State Board; Mathematics, Science, History-social science, English/language arts, including the English language development component of an adopted program.
- ❑ A pupil does not have access to textbooks or instructional materials to use at home or after school in order to complete homework assignments.
- ❑ 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 material to address a shortage of textbooks or instructional materials.

2. Teacher Vacancy or Misassignment:

- ❑ Teacher vacancy. A semester begins and certificated teacher is not assigned to teach a class.
- ❑ Teacher misassignment. A teacher is assigned to teach a class for which the teacher lacks subject matter competency, or a teacher lacks credentials or training to teach English learners is assigned to teach a class with more than 20% English learner pupils in the class.

3. Facility Conditions:

- ❑ A condition that 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 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 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 Examination: (For school districts who receive intensive instruction funds):

- ❑ Pupils who have not passed the high school exit exam by the end of 12th grade were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254 (d) (4) and (5) after the completion of grade 12.

Date of Problem: School or Location:

Course or Grade: Location Address:

Room Number / Location Teacher Name:

Please describe the issue of your complaint in detail.
If more room is needed please use the back of this form to fully describe the situation.

This complaint can be filed at your school site or by mail or in person to: Pittsburg Unified School District
Attention: Uniform Complaint Officer, 2000 Railroad Avenue, Pittsburg, CA 94565