



PITTSBURG UNIFIED SCHOOL DISTRICT

Williams Complaint Form

Community Relations

AR 1312.4

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

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 statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: Yes No

Name (Optional)		
Address (Optional)		
<u>Cell phone</u> (Optional)	<u>Email</u> (Optional)	<u>Other contact info</u> (Optional)
Location of the problem that is the subject of this complaint:		
School Name/Address:		
Course Title/Grade Level/Teacher Name:		
Room Number/Name of Room/Location of Facility:		
Date problem was observed:		

Only the following issues may be the subject of this Williams complaint process. If you wish to file a complaint about an issue not specified below, please use the appropriate Sacramento County Office of Education complaint procedure. Specific issue(s) of the complaint:

Please check all that apply. A complaint may contain more than one allegation.

1. Textbooks and Instructional Materials (EC 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, 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, 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.



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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 Misassignment (EC 35186; 5 CCR 4681):

Teacher vacancy. A semester begins and a certified 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 (EC 17592.72, 35186, 35292.5; 5 CCR 4683):

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.

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 sign and date below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

Signature

Date

This complaint can be filed at your school site, by mail, or in person to:

**Pittsburg Unified School District
ATTN: Uniform Complaint Officer,
2000 Railroad Avenue,
Pittsburg, CA 94565**