

**SAN FRANCISCO UNIFIED SCHOOL DISTRICT**  
**WILLIAMS UNIFORM COMPLAINT**

**INSTRUCTIONS:** Education Code (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. 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

**Contact Information:**

Name (Optional) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number (Optional): Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Location of the problem: \_\_\_\_\_ School Site: \_\_\_\_\_

Room Number or Name of Room: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_

**The Williams Uniform Complaint Process will only cover the following subjects.**

Specific issue(s) of the complaint. Please check all that apply:

**1. Textbooks and instructional materials:**

- A pupil lacks textbooks or instructional materials to use in class or after school.
- A pupil, including English learners, does not have access to instructional materials or textbooks, or both, to use at home or after school.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil, including and 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 was provided photocopies sheets from only a portion of a textbook or instructional materials.

**2. Teacher vacancy or misassignment:**

- A semester begins and a certificated teacher is not assigned to teach the class.
- A teacher lacking credentials or training to teach English Learners is assigned to Teach a class with more than 20% English Learners in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

**3. Facility conditions:**

- A condition exists that poses an emergency or urgent 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,

or has not been stocked at all times with other 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 the school hours when pupils are in class.

**Course or Grade Level and Teacher Name:**

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**4. California High School Exit Exam (CAHSEE)**

- Intensive instruction and services were not provided pursuant to Section 37254 to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12.

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

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**Please file this complaint at the following location:**

**Office of Equity  
555 Franklin St., Room 306  
San Francisco, CA 94102**