



PIONEER UNION ELEMENTARY SCHOOL DISTRICT
1888 N Mustang Drive – Hanford Ca 93230
(559)585-2400 Fax (559) 584-5048
www.puesd.net

WILLIAMS UNIFORM COMPLAINT FORM
(Title VI/Title IX/Categorical Programs)

Education Code 35186 creates 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, teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes _____ No _____

Contact Information:

Name: _____ E-mail address: _____
Address: _____ City/Zip: _____
Home Phone: _____ Cell Phone: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint: A complaint may contain more than one allegation. (Please check all that apply.)

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.

Facility Conditions

- ☐ A condition 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 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 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. This does not apply when temporary closing of the restroom is necessary for pupil safety or to make repairs.

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 more than 20 percent English learner pupils in the class.
- ☐ Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Location of the problem that is the subject of this complaint. Please mark all that apply:

Site of complaint: (Check One)

- | | |
|---|---|
| <input type="checkbox"/> District Office | <input type="checkbox"/> Food Services |
| <input type="checkbox"/> Pioneer Elementary School | <input type="checkbox"/> Child Care |
| <input type="checkbox"/> Pioneer Middle School | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Frontier Elementary School | <input type="checkbox"/> Transportation |

Course Title _____ Grade level _____ Teacher Name _____

Room number/name of room/location of facility: _____

Date problem was observed: _____

Describe the issue of your complaint in detail, include as much text as necessary to fully describe the situation. You may attach additional pages if necessary. For complaints regarding facilities conditions, please describe the emergency or urgent facilities conditions and how that condition poses a threat to the health or safety of pupils or staff.

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

Complainant Signature

Date

File this complaint with the principal of the school or his/her designee in which the complaint occurred.