Williams Complaint Form

2026-2027

San Ysidro School District

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 misalignment.

The compliant and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response, you must provide the following contact information.

Is a response requested: ❑ Yes ❑ No

Contact Information: (If response if requested)

Name: _____

Mailing Address: _____

Phone Number (Day): _____ Phone Number (Evening): _____

Date of Complaint: _____

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

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 material to address a shortage of textbooks or instructional materials.

2. Teacher Vacancy or Misassignment

❑ Teacher vacancy - A semester begins, and a teacher vacancy exists. (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 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 (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.

Location where the complaint took place:

School Name: _____

Address: _____

Room #/Course/Grade: _____

Teacher Name: _____

Describe the specific nature of the complaint in detail. You may add as much text to explain the complaint as you wish:

_____

_____

_____

_____

Please file this complaint at the following location:

San Ysidro School District/Pupil Services Department
4350 Otay Mesa Road, San Ysidro CA 92173

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.

Signature: _____ Date: _____