

WILLIAMS UNIFORM COMPLAINT PROCEDURES

**NOTICE TO PARENTS/GUARDIANS,
STUDENTS, AND TEACHERS
COMPLAINT RIGHTS**

Parents/Guardians, Students and Teachers:

Education Code 35186 requires that the following notice be posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English Learners if present.

Teacher vacancy means 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.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Students, including English Learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. To file a complaint regarding any of the above matters, complaint forms can be obtained from and filed with the school administrator's office or Calaveras County Office of Education as listed below. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>

Special Education Administrative Unit:
185 So. Main St. Angels Camp

Robin Searway,
Assist. Supt./SELPA Director

Calaveras County Office of Education:
185 So. Main St. Angels Camp

Kathy Northington
County Superintendent

Exhibit

revisions: 08/29/05, 03/27/06, 12/11/06, 09/29/08,
06/17/2011

CALAVERAS COUNTY OFFICE OF EDUCATION
Angels Camp, California