
Series 1000 - Community Relations

Williams Uniform Complaint Procedures

**NOTICE TO PARENTS, GUARDIANS, PUPILS, AND TEACHERS
COMPLAINT RIGHTS**

Parents, Guardians, Pupils, 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 student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. There should be no teacher vacancies or misassignments. Teachers assigned to a class must possess a credential authorizing him/her to teach the grade level or subject matter.

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.

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.

4. Pupils, 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. A complaint form may be obtained at the school office, county office, or downloaded from the county's Web site at (www.sutter.k12.ca.us). You may also download a copy of the California Department of Education <http://www.cde.ca.gov/eo/ce/wc/index.asp>.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, County Superintendent of Schools staff shall help the complainant to file the complaint. (Title 5, Section 4600)