

# CSBA Sample Exhibit

Community Relations

E(1) 1312.4(a)

## WILLIAMS UNIFORM COMPLAINT PROCEDURES

Note: Education Code 35186 requires that the following notice be posted in each classroom in each school in the district by January 1, 2005. AB 831 (Ch. 118, Statutes of 2005) amended Education Code 35186 to modify language in the notice to (1) eliminate the condition that a complaint could be filed only if a student did not have a book to take home in order "to complete required homework assignments" (item #1 below) and (2) require information about teacher vacancies and misassignments (item #3). SB 512 (Ch. 677, Statutes of 2005) also amended Education Code 35186 to require that the notice be addressed to students and teachers, as well as parents/guardians.

### 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 each 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.
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 as defined in Education Code 35186(h)(1) and (2).

Note: Although not required by law, the California Department of Education (CDE) recommends that the definition of "misassignment" and "vacancy" be included in the notice.

*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.

**WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)**

Note: Education Code 35186 requires that the notice inform parents/guardians of the location to obtain a complaint form when there is a shortage and provides that posting a notice downloadable from the CDE's website will satisfy this requirement. The law does not require that complaint forms be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice.

4. To file a complaint regarding any of the above matters, complaint forms can be obtained at the principal's office or the district office, or can be downloaded from the school district's or California Department of Education's website.

(11/04 8/05) 11/05