

## NOTICE TO PARENTS/ GUARDIANS/PUPILS/TEACHERS/STAFF WILLIAMS UNIFORM COMPLAINT RIGHTS

Our school is committed to the following:

- Providing each pupil with sufficient textbooks and instructional materials. This means that each pupil, including English learners, must have textbook or instructional materials, or both, to use in the class and to take home.
- Providing school facilities that are clean, safe, and maintained in good repair; and school restrooms that are cleaned, maintained, or kept open in accordance with Education Code 35292.5. Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- Providing a pupil a classroom where there is no teacher vacancy or misassignment as defined in Education Code 35186(h) (2) and (3). 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.

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.

- Pupils, including English Learners, who have not passed one or both parts of the high school exit examination by the end of the 12<sup>th</sup> grade are to be provided the opportunities to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.

If you have any concerns regarding the above requirements, you are encouraged to discuss your concerns with the principal or principal's designee of the school.

OR

You may file a formal complaint on a form obtained from the school office or the District's Affirmative Action Office located at 777 North F Street in San Bernardino. The school office and the Affirmative Action Office have the complaint form in English and in Spanish. The complaint form must be submitted to the principal or principal's designee. The complaint must be resolved within 30 working days from the date the complaint is received. You may also download a copy of the California Department of Education complaint form from the following website: <http://www.cde.ca.gov/re/cp/uc/>.