Notice to Parents, Guardians, Pupils, and Teachers
Williams Complaint Classroom Notice
2024-2025

Pursuant to California *Education Code* section 35186, you are hereby notified that:

1. **There should be sufficient textbooks and instructional materials. That means each pupil, 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.**

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. A complaint form may be obtained at the school office, district office or downloaded from the district's Web site at http://www.arvinschools.com. You may also download a copy of the California Department of Education complaint form in English and in other languages from the Web site: http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp.