

## WILLIAMS UNIFORM COMPLAINT PROCEDURES

### NOTICE TO PARENTS/GUARDIANS: Complaints

Parents/Guardians:

Education Code section 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.
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.

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. To file a complaint regarding the above matters, complaint forms can be obtained at the Big Valley Joint Unified School District, or can be downloaded from the District's website at [www.bigvalleyschool.org](http://www.bigvalleyschool.org).

Sincerely,

Larry Robins, Interim Superintendent  
Big Valley Joint Unified School District