



MARIN COUNTY

OFFICE OF EDUCATION

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Williams Complaint Classroom Notice

Notice to Parents, Guardians, Pupils, and Teachers

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 materials, 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 it is clean, safe and functional as determined by the Office of Public School Construction.

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, county office, or downloaded from the MCOE Web site:

<https://www.marinschools.org/site/handlers/filedownload.ashx?moduleinstanceid=10377&dataid=11034&FileName=1502%20Williams%20Uniform%20Complaint%20Procedure.s.pdf>. You may also download a copy of the California Department of Education complaint form from the following Web site: www.cde.ca.gov/re/cp/uc/willcomform.asp.