



## Uniform Complaint Procedure Notice, Student Learning Williams Settlement

This notice shall be posted permanently in each classroom and regional office of the schools and programs operated by the Riverside County Office of Education.

### ATTENTION: PARENTS, GUARDIANS, PUPILS, AND TEACHERS COMPLAINT RIGHTS-CLASSROOM NOTICE

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

1. There should be sufficient textbooks and instructional materials. Each pupil, including English learners must have 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 can be obtained at the school office, Riverside County Office of Education, or downloaded from the website: [www.rcoe.us](http://www.rcoe.us). 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>.

If you do not think these requirements are being met, you can obtain a **Williams Uniform Complaint Procedures Form** from your pupil's Site Administrator or at the following location:

Riverside County Office of Education  
Division of Student Programs and Services  
3939 Thirteenth Street  
Division of Students Programs and Services