UNIFORM COMPLAINT PROCEDURES FOR TEXTBOOKS AND INSTRUCTIONAL MATERIALS, SCHOOL FACILITIES AND TEACHER CERTIFICATION

NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS:

COMPLAINT RIGHTS

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186 this notice must be posted in each 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 as defined in Education Code 35186(h) (1) and (2).
 - "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.

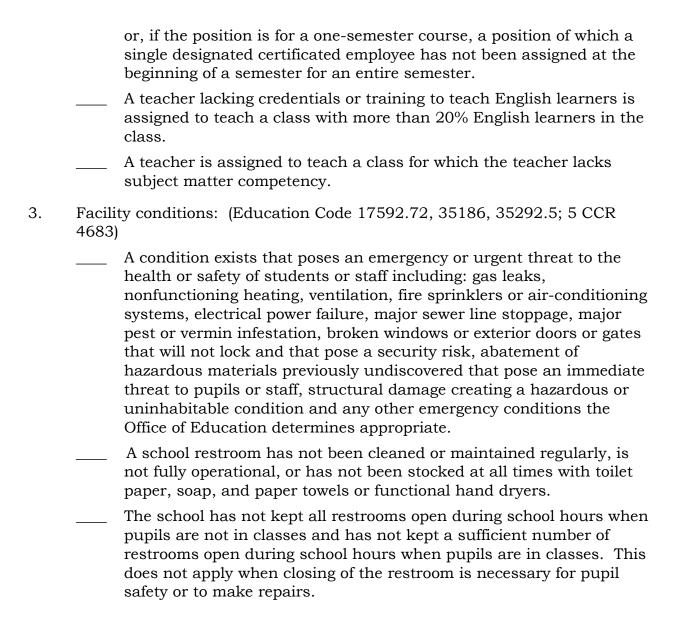
"Teacher vacancy" means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

To file a complaint regarding the above matters, complaint forms can be obtained from the principal, from the Administration Office at the Humboldt County Office of Education, 901 Myrtle Avenue, Eureka, or can be downloaded from the Humboldt County Office of Education's website at www.humboldt.k12.ca.us/parents.php (click on "Uniform Complaint Procedures" under Forms & Notices) or the California Department of Education's (CDE) website at www.cde.ca.gov/re/cp/uc. However, a complaint need not be filed using either the Office of Education's complaint form or the complaint form from the CDE.

COMPLAINT FORM:

Uniform Complaint Procedure for Instructional Materials, School Facilities and Teacher Certification

_			However, if you wish to receive a response ne contact information below.	
Respo	onse requested?	Yes	No	
Name Addre Phone	ess: e Number: Day:		Evening:	
Locat: Schoo Cours Room	tion of the problem that ol: se title/grade level and number/name of room problem was observed:	is the sub	eject of this complaint:	
to con	_	-	ubject of this complaint process. If you wish ed below, please use the appropriate	
_	ific issue(s) of the compl ain more than one allega	•	ase check all that apply: A complaint may	
1.	Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)			
	aligned textbool	ks or instr	lish learner, does not have standards- uctional materials or state- or district- r required instructional materials to use in	
		This does	ess to instructional materials to use at home not require two sets of textbooks or each student.	
			l materials are in poor or unusable ages, or are unreadable due to damage.	
		ructional 1	cocopied sheets from only a portion of a materials to address a shortage of textbooks	
2.	Teacher vacancy or mi	isassignme	ent: (Education Code 35186; 5 CCR 4682)	
	a position to wh	ich a sing	eacher vacancy exists. A teacher vacancy is le designated certificated employee has not uning of the school year for an entire year	



Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Community Relations	Exhibit 1312.5(d)
Please file this complaint with the principal of the school of Assistant Superintendent, Educational Services Humboldt County Office of Education 901 Myrtle Avenue Eureka, CA 95501	or
Please provide a signature below. If you wish to remain an not required. However, all complaints, even anonymous o	
(signature)	(date)