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

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested?  _____ Yes  _____ No

Contact Information:
Name:
Address:
Phone Number:  Day: ________________ Evening: ________________
E-mail address, if any: ________________________________

Location of the problem that is the subject of this complaint:
School:
Course title/grade level and teacher name:
Room number/name of room/location of facility:
Date problem was observed:

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate complaint procedure.

Specific issue(s) of the complaint:  (Please check all that apply: A complaint may contain more than one allegation.)

1. Textbooks and instructional materials:  (Education Code 35186; 5 CCR 4681)
   ____ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
   ____ A pupil does not have access to instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
   ____ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
   ____ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment:  (Education Code 35186; 5 CCR 4682)
   ____ A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year
or, if the position is for a one-semester course, a position of which a
single designated certificated employee has not been assigned at the
beginning of a semester for an entire semester.

___ A teacher lacking credentials or training to teach English learners is
assigned to teach a class with more than 20% English learners in the
class.

___ A teacher is assigned to teach a class for which the teacher lacks
subject matter competency.

3. Facility conditions: (Education Code 17592.72, 35186, 35292.5; 5 CCR
4683)

___ A condition exists that poses an emergency or urgent threat to the
health or safety of students or staff including: gas leaks,
nonfunctioning heating, ventilation, fire sprinklers or air-conditioning
systems, electrical power failure, major sewer line stoppage, major
pest or vermin infestation, broken windows or exterior doors or gates
that will not lock and that pose a security risk, abatement of
hazardous materials previously undiscovered that pose an immediate
threat to pupils or staff, structural damage creating a hazardous or
uninhabitable condition and any other emergency conditions the
Office of Education determines appropriate.

___ A school restroom has not been cleaned or maintained regularly, is
not fully operational, or has not been stocked at all times with toilet
paper, soap, and paper towels or functional hand dryers.

___ The school has not kept all restrooms open during school hours when
pupils are not in classes and has not kept a sufficient number of
restrooms open during school hours when pupils are in classes. This
does not apply when closing of the restroom is necessary for pupil
safety or to make repairs.

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.
Please file this complaint with the principal of the school or Assistant Superintendent, Educational Services
Humboldt County Office of Education
901 Myrtle Avenue
Eureka, CA 95501

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

______________________________                                            _______________________
(signature)                                                                                       (date)