

POST IN EVERY CLASSROOM

Santa Maria Joint Union High School District

ATTENTION PARENTS/GUARDIANS, TEACHERS and STUDENTS

IMPORTANT INFORMATION ABOUT YOUR COMPLAINT RIGHTS

Williams Uniform Complaint Process, Education Code Section 35186 (f)

This notice is provided to inform you of the following:

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. Restrooms must be cleaned, maintained regularly, and fully operational which means restrooms are stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. 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. 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. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form can be obtained at the school office or district office, or downloaded from the school or district web site: www.sbsdk12.org/complaints. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. For more information, please see your school principal.

To file a complaint regarding the above matters, complaint forms can be obtained at the Principal's Office or on the website www.sbceo.org, select A-Z index, Williams Uniform Complaint Form.

