

Fresno Unified Exhibit (E) 1312.4 (a)

Williams Uniform Complaint Procedures

Notice To Parents, Guardians, Pupils, and Teachers:

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

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home. Instructional Materials are:
 - Grades K-12 English/language arts, Mathematics, history/social science, science
 - Grades 7-12 Foreign Language
 - Grades 9-12 Laboratory science equipment
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments as defined in Education Code 35186 (h) (2) and (3). 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. (Education Code 35186; 5 CCR 4600)

Misassignment means that 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. (Education code 35186; 5 CCR 4600)

4. To file a complaint regarding the above matters, complaint forms can be obtained at each school's office, Constituent Services Office at 2309 Tulare, Fresno Unified, Fresno, CA 93721, or can be downloaded from the district's website at <https://board.fresnounified.org/williams-case/>.

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/>.

Exhibit (1) FRESNO UNIFIED SCHOOL DISTRICT

Approved: January 6, 2005 Fresno, California

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Policy Section: 1000 Community Relations