

Coffee Creek Elementary School

Exhibit

Williams Uniform Complaint Procedure

E 1312.4

NOTICE TO PARENTS/GUARDIANS, PUPILS AND TEACHERS: COMPLAINT RIGHTS

Parents/Guardians, Pupils, 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 the 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, Teachers 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 teacher 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 or district office, downloaded from the school website, <http://coffeecreekesd.org>, or you may email our superintendent, Ed Traverso at etraverso@tcoek12.org. 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>.