



# San Benito County Office of Education

Mike Sanchez, County Superintendent of Schools

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• 460 Fifth Street • Hollister, California 95023 • (831) 637-5393 • FAX (831) 637-0140

## NOTICE TO PARENTS/GUARDIANS, STUDENTS AND TEACHERS COMPLAINT RIGHTS WILLIAMS UNIFORM COMPLAINT PROCEDURES

Parents/Guardians, Students and Teachers:

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

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in 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.

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.

4. A complaint form may be obtained at the school office, district office, or [www.sbcoe.org](http://www.sbcoe.org)

You may also download a copy of the California Department of Education complaint form from the following website:

[www.cde.ca.gov/eo/ce/wc/index.asp](http://www.cde.ca.gov/eo/ce/wc/index.asp)