

ORANGE COUNTY EDUCATIONAL ARTS ACADEMY

Williams Uniform Complaint Procedures

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

Parents/Guardians, Pupils and Teachers:

PURSUANT TO CALIFORNIA EDUCATION CODE SECTION 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 student, 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 missassignments. 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.

Missassignment 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. To file a complaint regarding the above matters, complaint forms can be obtained at the OCEAA Principal's office or can be downloaded from the OCEAA or California Department of Education's website: <http://www.cde.ca.gov/re/cp/uc/willcomform.asp>.