



Notice to 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. 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. 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. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at www.lbschools.net. 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>.

Aviso para padres de familia, tutores, estudiantes y maestros

Conforme al Artículo 35186 del Código de Educación de California, por este medio se le informa que:

1. Debe haber suficientes libros de texto y materiales educativos. Esto significa que cada estudiante, inclusive aquél que está aprendiendo inglés, debe tener un libro de texto o materiales educativos o ambos, para usarlos en clase y para llevárselos a casa.
2. Las instalaciones escolares deben estar limpias, seguras y se deben mantener en buen estado.
3. No deben existir vacantes de maestros ni asignaciones equivocadas. Se debe asignar un maestro para cada clase y no una serie de sustitutos y otros maestros temporales. El maestro debe contar con las credenciales adecuadas para poder impartir clases en la materia que se le ha asignado, incluyendo la certificación requerida para enseñar a estudiantes que están aprendiendo inglés si están presentes.

Una vacante de maestro significa un puesto para el cual un empleado certificado no ha sido asignado desde el inicio del año escolar para todo el año escolar o, si el puesto es para un curso de un-semester, un puesto para el cual un empleado certificado no ha sido asignado desde el inicio del semestre para el semestre completo.

Asignación equivocada significa la ubicación de un empleado certificado en un puesto de enseñanza o servicios para el cual dicho empleado no posee un certificado o credencial legalmente reconocido o la ubicación de un empleado certificado en un puesto de enseñanza o servicios para el cual el empleado no está autorizado por el estado para ejercer dicha función.

4. El formulario de quejas se puede obtener en la oficina de la escuela, en la oficina del distrito o se puede descargar del Portal de Internet del distrito en www.lbschools.net. También puede descargar una copia del formulario de quejas de la Secretaria de Educación de California en el siguiente Portal de Internet: <http://www.cde.ca.gov/re/cp/uc>.



WILLIAMS Uniform Complaint Procedure

Complaints must be submitted to the School Principal. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must indicate that a response is requested and provide contact information.

I. Contact information I request a response. Please send response to:

Name _____		
Address _____		
City _____	State _____	Zip Code _____
Home Phone _____	Work or Cell Phone _____	

II. Complaint – Date _____

LBUSD School Name _____ Principal's Name _____

Subject of the complaint. Please check all that apply and attach additional sheets as needed.

a. Textbooks and instructional materials:

- A student, including an English learner, lacks standards-aligned, state adopted, district adopted or other required textbooks or instructional materials to use in class.
- A student, including an English learner, does not have access to instructional materials to use at home or after school.
Note: This does not require two sets of textbooks or instructional materials for each student.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

Date problem observed: _____

Teacher's Name _____ Grade/Course _____ Classroom # _____

b. Teacher vacancy or misassignment:

- A semester begins and a single designated certificated employee has not been assigned to teach the class.
- A teacher lacks credentials or training to teach English learners and is assigned to a class with more than 20% English learners in the class.
- A teacher is assigned to a class for which the teacher lacks subject matter competency.

Date problem observed: _____

Teacher's Name _____ Grade/Course _____ Classroom # _____

c. Facility conditions:

A condition exists that poses an emergency or urgent threat to the health or safety of pupils or staff including:

- Gas leaks. Nonfunctioning heating, ventilation, fire sprinklers, or air conditioning systems.
- Electrical power failure. Major sewer line stoppage. Major pest or vermin infestation.
- Broken windows or exterior doors or gates that will not lock and that pose a security risk.
- Abatement of hazardous materials previously undiscovered that pose an immediate threat to pupil or staff.
- Structural damage creating a hazardous or uninhabitable condition.
- Restroom maintenance, e.g., not cleaned/maintained, not operational, lack paper/soap/towels/dryer..

- All restrooms are not open during school hours when pupils are not in classes and/or a sufficient number of restrooms open when pupils are in class. *Note: This does not apply when closing of the restroom is necessary for pupil safety or to make repairs.*

Date problem observed: _____

Location problem observed _____

Please describe the issue of your complaint in detail:

You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities conditions and how that condition poses a threat to the health or safety of pupils or staff.

SCHOOL PRINCIPAL USE ONLY

Principal’s Initial Determination of Responsible Office:

- Complaint investigation, corrective action, if any, and response to complainant are handled by the site staff.
(Principal, upon receipt, sends a copy of the complaint to the Office of the Assistant Superintendent, OCIPD. After the investigation, the Principal sends a copy of the finalized complaint response to the Office of the Assistant Superintendent, OCIPD.)

OR

- Principal requests investigation and corrective action, if any, and response to the complainant from the Office of the Assistant Superintendent, OCIPD.
(Principal, upon receipt, sends a copy of the complaint to the Office of the Assistant Superintendent, OCIPD. After the investigation, the Assistant Superintendent sends a copy of the finalized complaint response to School Principal.)

I. ASSIGNMENT OF THE COMPLAINT

Office or school assigned to the complaint _____

Person assigned to the complaint _____

Findings and conclusions regarding complaint (attach additional sheets as needed): _____

Date remedial action, if any, due: _____ Date remedial action, if any, taken: _____

II. RESPONSE TO THE COMPLAINANT

Date response due to complainant: _____ Date response sent to complainant: _____