

# Monterey County Home Charter School

## WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 requires that the following notice be posted in each classroom and in each school in the district/county office educational programs. During its Categorical Program Monitoring (CPM) process, California Department of Education (CDE) staff will check to ensure that a notice is placed in each classroom in each school and that the notice contains items #1-5 below.

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

#### IMPORTANT INFORMATION ABOUT YOUR COMPLAINT RIGHTS

#### Grade 10-12 Classrooms in County Office Educational Programs that Receive Intensive Instruction Funds

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 pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. 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.

3. School facilities must be clean, safe, and maintained in good repair.
4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form may be obtained at the Monterey County Office of Education Human Resource Office, or downloaded from the MCOE's web site at <http://www.monterey.k12.ca.us/>. 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/>.

The Monterey County Office of Education strives to resolve concerns as expeditiously as possible. To report a concern regarding the above, please call Jeana Jett, Assistant Superintendent, Human Resources at (831) 784-4195. We are committed to providing the instructional materials your child deserves and classrooms that are clean and safe.

