



**HUMAN RESOURCE SERVICES**

P.O. Box 246870 ● Sacramento, CA 95824-6870

(916) 643-9050 ● FAX (916) 399-2016

Jorge A. Aguilar, *Superintendent*

Cancy McArn, Ed.D., *Chief Human Resources Officer*

**Williams Complaints Classroom Notice  
Community Relations E 1312.4**

**Notice to Parents/Guardians, Pupils, Teachers: Complaint Rights**

Parents/Guardians, Pupils, and Teachers:

**Education Code 35186** requires that the following notice be posted in each classroom:

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 to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe, and functional as determined by the Office of Public School Construction.
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. If you do not think these requirements are being met, a Uniform Complaint form (PSL-F089 Complaint Form) may be obtained at the school office, District office, or download from the Sacramento City Unified School District website at <http://www.scusd.edu/uniform-complaint-procedure>. 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>

**If you have other questions, please contact the following Administrators:**

**Erin Hanson, Assistant Superintendent, Curriculum and Instruction at (916) 643-9120, or Instructional Assistant Superintendents: Tuan Duong at (916) 643-9263, Aprille Shafto at (916) 643-2367, or Lisa Allen, Deputy Superintendent at 643-9191.**