

## **Saddleback Valley Unified School District**

### **Williams Complaint Classroom Notice**

Pursuant to 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 material, 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. To file a complaint regarding any of the above matters, a Williams Uniform Complaint Form can be obtained in the school office or at the Saddleback Valley Unified School District Office at 25631 Peter A. Hartman Way, Mission Viejo, California, or can be downloaded from the school district's website: [www.svusd.k12.ca.us/departments/personnel](http://www.svusd.k12.ca.us/departments/personnel)