

ALPINE COUNTY SCHOOLS

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

Pursuant to California Education Code Section 35186, you are hereby notified that:

1. Textbooks and Instructional Materials

Every pupil, including English learners, must have sufficient textbooks or instructional materials to use in class and to take home to complete required homework. Materials must be in usable condition and aligned to state content standards.

2. Teacher Vacancies and Misassignments

There should be no teacher vacancies or misassignments. A teacher vacancy exists when a single designated certificated employee has not been assigned at the beginning of the year/semester. A misassignment occurs when a teacher is assigned to a position for which they lack legal authorization or credentials, including English learner certification.

3. Facility Conditions (Emergency / Safe Environment)

School facilities must be clean, safe, and maintained in good repair. Facilities must not pose an emergency or urgent threat to the health and safety of pupils or staff (e.g., severe gas leaks, electrical hazards, major structural damage, pest infestations, broken HVAC systems).

4. Restroom Cleanliness and Accessibility

Restroom facilities must be clean, fully operational, properly maintained, and stocked with necessary supplies (soap, paper towels, toilet paper). Pursuant to Ed Code 35292.6, restrooms must also provide free, accessible menstrual products in designated restrooms.

HOW TO FILE A WILLIAMS COMPLAINT

- **Obtaining Forms:** Complaint forms may be obtained at the school main office, the district office, or downloaded from the Alpine County Schools website. Forms are also available on the California Department of Education (CDE) website at www.cde.ca.gov.
- **Form Requirements:** You are NOT required to use an official form. A written complaint detailing the specific issue, date, and classroom/facility location is legally valid and accepted.
- **Anonymous Filing & Response:** Complaints may be filed anonymously. If you wish to receive a written response detailing the resolution, you must provide your name, address, and contact information. Responses will be provided within 45 working days.
- **Filing Location:** Complaints should be submitted directly to the School Principal or site administrator. Any complaint beyond the principal's authority will be forwarded to the Superintendent within 10 working days.

SUBMISSION & CONTACT INFORMATION

Alpine County Office of Education / Alpine County Unified School District
Main Office / Principal's Office • 43 Hawkside Drive, Markleeville, CA 96120
Phone: (530) 694-2230 • Website: www.alpinecoe.k12.ca.us / www.alpinestudents.org

MANDATORY CLASSROOM POSTING NOTICE

California Education Code § 35186 & 5 CCR 4680 mandate that this notice be posted in every classroom in all school sites across the district.