

GLENDALE UNIFIED SCHOOL DISTRICT

223 North Jackson Street
Glendale, California 91206
(818) 241-3111

**WILLIAMS UNIFORM COMPLAINT PROCEDURES
SECONDARY**

NOTICE TO PARENTS/GUARDIANS/PUPILS/TEACHERS/STAFF:

COMPLAINT RIGHTS

Parents/Guardians/Pupils/Teachers/Staff:

Education Code 35186(f) requires that the following notice be posted in all classrooms.

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 textbooks 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. 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. Each class should be assigned a teacher and not a series of substitutes or other temporary teachers. The teacher should have the proper credential and subject matter training to teach the class, including training to teach English learners, if present.
4. Pupils, including English Learners, who have not passed one or both parts of the high school exit examination by the end of the 12th grade are to be provided the opportunities to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. To file a complaint regarding the above matters, complaint forms can be obtained at the Principal's Office or from the Assistant Director of the Special Projects /Intercultural Education/Professional Development Department at the Glendale Unified School District Administration Building, 223 North Jackson Street, Glendale, California.

PLEASE POST