

NOTICE TO PARENTS/GUARDIANS/PUPILS/TEACHERS

IMPORTANT INFORMATION ABOUT YOUR COMPLAINT RIGHTS

Grade 10-12 Classrooms at School Districts 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. That means each pupil, including English Learners, must have a textbook 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.
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. 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.

A complaint form may be obtained at the school office, district office, or downloaded from the school's web site at (web site address). 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/>.

AVISO PARA PADRES/TUTORES/ALUMNOS/MAESTROS

INFORMACIÓN IMPORTANTE SOBRE SUS DERECHOS DE QUEJA

Clases de 10° y 12° grado en distritos escolares que reciben fondos para instrucción intensiva

Padres, tutores, alumnos y maestros:

Conforme con la Sección 35186 del *Código de Educación* de California, por la presente se notifica que:

1. Deberá haber suficiente cantidad de libros de texto y materiales educativos. Esto significa que cada alumno, incluidos los que aprenden inglés, debe tener un libro de texto o materiales educativos, o ambos, para usar en clase y llevar a su casa.
2. Las instalaciones escolares deben estar limpias, ser seguras y estar bien mantenidas.
3. No deberá haber puestos vacantes de maestros ni maestros mal asignados. Deberá haber un maestro asignado a cada clase y no una serie de suplentes u otros maestros provisorios. El maestro deberá tener las credenciales apropiadas para enseñar la clase, incluida la certificación requerida para enseñar a alumnos de inglés, en caso de haberlos.

El término *vacante* se refiere a un cargo al que no se ha asignado un empleado certificado designado al comienzo del año durante todo un año o, si el cargo es para un curso de un semestre, el cargo al que no se ha asignado un empleado certificado designado al comienzo del semestre durante todo un semestre.