



Legal Services Office
Eugene Brucker Education Center, Room 2148
4100 Normal Street, San Diego, CA 92103

ATTENTION PARENTS, GUARDIANS, TEACHERS, AND PUPILS

**IMPORTANT INFORMATION ABOUT INSTRUCTIONAL MATERIALS,
SCHOOL FACILITIES, AND TEACHERS**

California *Education Code* Section 35186 requires that you be notified of the following:

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 who have not passed one or both parts of the high school exit examination by the end of the 12th grade are entitled to receive intensive instruction and services for up to two consecutive academic years after completion of the 12th grade, or until the pupil has passed both parts of the examination, whichever comes first.

If you do not think these requirements are being met, you may obtain a Uniform Complaint Form at the school site office or the district's Legal Services Office located at 4100 Normal Street, Room 2148, San Diego, CA 92103. 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/>.