

ATTENTION PARENTS, GUARDIANS, PUPILS & TEACHERS

IMPORTANT INFORMATION ABOUT INSTRUCTIONAL MATERIALS, SCHOOL FACILITIES, AND TEACHER VACANCY OR MISASSIGNMENT

State law requires 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.

A complaint form may be obtained at the school office, district office, or downloaded from the district's website at www.hbuhdsd.edu . 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/ep/uc/>.

Education Code Section 35186(f)