

**PLAZA ELEMENTARY SCHOOL DISTRICT  
NOTICE TO PARENTS AND GUARDIANS OF COMPLAINT RIGHTS**

Parents and Guardians:

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

1. There should be sufficient textbooks and instructional materials. That means that each student, 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 order.
3. There should be no teacher vacancies or misassignments.
  - Misassignments 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.
  - 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 the semester for an entire semester.
4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at [www.plazaschool.org](http://www.plazaschool.org). You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/eo/ce/we/index.asp>.