



**Manhattan Beach
Unified School District**

325 South Peck Avenue
Manhattan Beach, CA 90266
310: 318-7345

NOTICE TO PARENTS / GUARDIANS / PUPILS / TEACHERS

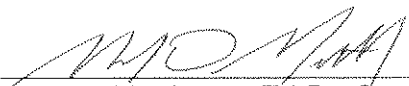
COMPLAINT RIGHTS

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code Section 35186 requires that the following notice be posted in each classroom:

- 1. There should be sufficient textbooks and instructional materials. 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.**

To file a complaint regarding the above matters, complaint forms can be obtained at the District Office at 325 South Peck Avenue or can be downloaded from the District's website: <http://www.mbusd.org>.


Michael Matthews, Ed.D., Superintendent