

Members of the Board

June Getz – **Chair**
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Administration

Margret Woelke
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**Human Resources/
 Business Operations Manager**

**Administrative Offices – PazLo Education Foundation**

Downtown Los Angeles
 700 Wilshire Boulevard, Suite 400
 Los Angeles, CA 90017
 Phone: (323) 765-7014
www.matrix4success.org

NOTICE TO PARENTS, GUARDIANS, PUPILS, TEACHERS AND OTHER STAKEHOLDERS IMPORTANT INFORMATION ABOUT YOUR COMPLAINT RIGHTS WILLIAMS LEGISLATION

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. An adequate number of pupil bathrooms should be open, clean, stocked and fully functional.
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.

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.

4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site matrix4success.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/re/cp/uc/>.

AVISO A LOS PADRES, TUTORES, ALUMNOS, MAESTROS Y OTROS INTERESADOS INFORMACION IMPORTANTE SOBRE SUS DERECHAS DE QUEJA LEGISLACION DE WILLIAMS

De conformidad con el *Artículo 35186 del Código de Educación de California*, por la presente se les comunica que:

1. Debe haber suficientes libros de texto y materiales didácticos. Esto significa que cada alumno, incluidos los que aprenden el idioma inglés, deben tener un texto o materiales didácticos o ambos para utilizar en la clase y para llevar a casa o utilizar después de clase.
2. Las instalaciones escolares deben estar limpias, ser seguras y mantenerse en buen estado. Un número adecuado de baños estudiantiles deberán estar abiertos, limpios, equipados y debidamente funcionando.
3. No debería haber vacantes ni asignaciones inadecuadas de maestros. Debería haber un profesor asignado a cada clase y no una serie de suplentes u otros profesores temporales. El profesor debería tener la credencial apropiada para impartir la clase, incluida la certificación obligatoria para enseñarles a los alumnos del idioma inglés, si los hay.

La vacante de un profesor significa un puesto al que no se le ha asignado un solo empleado certificado al principio del año para todo el año, o si se trata de un puesto para un curso de un solo semestre, un puesto al que no se le ha asignado un empleado certificado y designado al principio del semestre para un semestre entero.

La asignación inadecuada significa la asignación de un empleado certificado a un puesto de enseñanza o servicios para el que el empleado no tenga un certificado o una credencial legalmente reconocidos o la asignación de un empleado certificado a un puesto de enseñanza o servicios que el empleado no este autorizado de otra manera a ocupar legalmente.

4. Se puede obtener un formulario para presentar una queja en la oficina de la escuela, la oficina del distrito o se puede bajar el formulario del sitio Web del Distrito Escolar: matrix4succes.org. También se puede bajar una copia del formulario para presentar una queja del Departamento de Educación de California en el siguiente sitio Web: <http://www.cde.ca.gov/re/cp/uc/>.

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Williams Uniform Complaint Procedures Form - For Educational Code Section 35186 Complaint

California Education Code (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. Such complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must indicate below the following contact information.

Response Requested: Yes No (Circle One)

Name(Optional)_____

Mailing Address (Optional)_____

Phone/Cell Number (Optional)_____

Date of Problem_____ School Name_____ Principal_____

Location of Problem (room number/building)_____ Grade:_____ Teacher Name_____

Issue of Complaint (please check all that apply):

1. Textbooks and Instructional Materials

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or District-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbook or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided with photocopied sheets from only a portion of a textbook or instructional material to address a shortage of textbooks or instructional materials

2. Facility Conditions

- A condition at the school poses an urgent or emergency threat to the health or safety of pupils or staff, including: abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, broken windows or exterior doors or gates that will not lock and that pose a security risk, electrical power failure, gas leaks, major pest or vermin infestation, major sewage stoppage, nonfunctional air-conditioning systems, fire sprinklers, heating or ventilation, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions that the District determines inappropriate.
- A school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in class.

3. Teacher Vacancy or Misassignment

- Teacher Vacancy – A semester begins and a teacher vacancy exists. (A teacher vacancy is 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)
- A teacher lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

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Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation:

Please file this complaint form at the following locations:

MATRIX for Success Academy
1010 E. 34th Street, Los Angeles, Ca 90011
Attn: Richelle Brooks, Principal of Schools
Phone: (323) 897-5971

MATRIX for Success Academy
700 Wilshire Blvd, Suite 400, Los Angeles, Ca 90017
Attn: Richelle Brooks, Principal of Schools
Phone: (323) 765-7005

Educational Equity Compliance Office, Los Angeles Unified School District,
333 S. Beaudry Ave., 20th floor, Los Angeles, Ca 90017
Phone: 213-241-7682 or fax: 213-241-3312