



Klamath-Trinity Joint Unified School District
P.O. Box 1308 * Hoopa, CA 95546-1308 * 530-625-5600 ext. 1001
Superintendent • Jennifer Lane

WILLIAMS TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: COMPLAINT RIGHTS

KTJUSD Parents/Guardians, Students, and Teachers:

Under California Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instruction 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 restrooms 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.

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.

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.

If you do not think these requirements are being met, a complaint form may be obtained at the school office per site or KTJUSD's District Office; please see the Public Information Officer:

Public Information Officer/District Office
11800 State Highway 96
Hoopa, CA 95546
Phone: 530-625-5600 ext. 1001
Email: dmiguelena@ktjUSD.k12.ca.us

You may also download a copy of the KTJUSD complaint form by going to our web page KTJUSD at ktjUSD.k12.ca.us.