

Notify Principal of Class Size Overages Immediately Do Not Wait 20 Days

The District has 20 days to correct any overages in class size. The 20 days begins the day the classroom teacher receives the additional student. This could be the first day of school or any day following.

It is always a good idea to notify the principal (and the Association) in writing immediately when an additional student is added to the class. The letter notifies administration that you are not requesting additional students.

Following the 20 days, the classroom teacher may initiate the grievance process.

Experiencing Unexpected Change in Assignment? Need Some Help?

Sometimes teachers are voluntarily or involuntarily reassigned in the beginning of the school year because of fluctuations in enrollment. Support for permanent classroom teachers in all areas of curriculum, room environment, and classroom management are available through the Joint Panel. The program offers:

- Individual support from a trained colleague;
- Confidentiality between colleagues; and,
- No paperwork or reports regarding the support.

An application appears on the reverse side of this Contact and may be sent directly to the Instructional Division at District Office.

Open Enrollment for Health Insurance Ends Tuesday, September 30

Any changes to health insurance carriers for dependents must be completed no later than 4:30 p.m. **Tuesday, September 30** through the Risk Management Department at District Office.

Elementary Director Yvonne Andrade (BGE & CCE) and Adult Education Director Elvia De La Cruz-Lopez (MHS) discuss goals at the August 25 Executive Committee Retreat August 25 in Santa Fe Springs.



Teachers Supervise Classroom Volunteers

Teachers often request parent volunteers in their classrooms. It is the decision of the teacher whether or not parent volunteers fit the instructional program. Additionally, teachers decide how and when to utilize volunteer requests. Education Code 51101 states that parents may:

*...volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, **providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.** Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher.*