Sample Uniform Complaint Procedures ( U C P ) Annual Notice

Provided by the California Department of Education • Categorical Programs Complaints Management Office • 1430 N Street, Sacramento, CA 95815 • 916-319-0929

**Williams Complaint Classroom Notice for 2018-19**

*FOR T H E LEA (not to he on notice I t sel f ) Tllis notice shall be in Engf{s{1, and when necessary, in the prim, ay langvage, ptJrsuanl. to* EC *section 48985.*

*May either* 11se *the tenn 'pupil' or 'studar1t'* lo *mean a person who is studying at a school.*

*This notice viii! no Jo,nger referet1ce* tll e *Ca/lfomia H/'gh School £Kit Exam nor ltlie11sive l11strudi011 and Services at this time.*

*[Name of your Agency]*

***Notice to Parents, Guardians, Pupils, and Teachers***

Pursuant to California *Education Code* § 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.
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.

1. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at *[district adds Web site address].* You may also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site: <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

May 2017