



Capistrano Unified School District
San Juan Capistrano, California

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Parents, Guardians, Students, and Employees:

Pursuant to California Education Code Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials in usable condition for students. This means that each student, including English Learners, must have textbooks 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.

A 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.

A teacher 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.

For more information, please refer to Board Policy 1312.4. To file a complaint, you may obtain a Williams Uniform Complaint form at any District school or the District Office. The form can also be directly downloaded from the District's website at www.capousd.org. The completed form should be provided to the Uniform Complaint Officer/Title IX Coordinator, identified below. You may also download a copy of the California Department of Education complaint form in English and in other languages from the following website: <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

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