



Montecito Union School

385 San Ysidro Rd., Santa Barbara, CA 93108

Telephone (805)969-3249, Fax (805)969-9714

WILLIAMS UNIFORM COMPLAINT PROCEDURES (BP 1312.4) NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Education Code 35186 requires that the following notice be posted in each classroom:

1. There should be sufficient standards-aligned textbooks and instructional materials. For there to be sufficient standards-aligned textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.

Restrooms must be clean, maintained regularly, fully operational, and fully stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.

The school must keep all restrooms open during school hours when students are not in class and sufficient number of restrooms open during school hours when students are in classes. This does not apply when closing of the restroom is necessary for student safety or to make repairs.

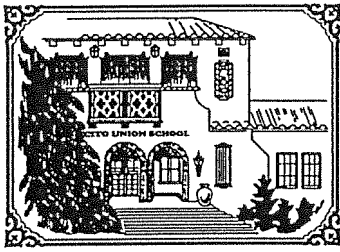
3. There should be no teacher vacancies or misassignments as defined in Education Code 35186(h)(1) and (2).

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.

4. To file a complaint regarding any of the above matters, complaint forms can be obtained at the school office, or can be downloaded from the District website at www.montecitou.org,

Santa Barbara County Education Office, or the California Department of Education websites.



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NOTICE OF UNIFORM COMPLAINT PROCEDURES – AR 1312.3

The Montecito Union School District is primarily responsible for compliance with federal and state laws and regulations.[T5CCR 4620] The Board of Trustees designates the following compliance officer to receive and investigate complaints and to ensure District compliance with law [T5CCR 4621]:

Superintendent
385 San Ysidro Rd, Santa Barbara, CA 93108
(805) 969-3249

The following (excerpted) procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Copies of the complete board policy are available at the district office or via the school website. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR [4631](#) and [4633](#). All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the district. (5 CCR [4630](#)). A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR [4630](#))

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. (5 CCR [4631](#))

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. (5 CCR [4631](#))

Step 4: Response

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board. (5 CCR [4631](#))

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR [4631](#))

The complainant has a right to appeal the District's decision to the California Department of Education by filing a written appeal within 15 days of receiving the District's decision. A complainant may pursue available civil law remedies outside of the district's complaint procedures

The Superintendent or designee shall make available copies of the District's Uniform Complaint Procedures free of charge. (5 CCR 4622). Please contact the Superintendent's office at (805)969-3249 x420 for copies of the current uniform complaint procedures.