

# LATINO COLLEGE PREPARATORY ACADEMY

## Uniform Public Complaint(UCP) Form

FOR THE LEA (not to be on form itself):

- This form shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the Education Code.
- The terms 'pupil' and 'student' may be used interchangeably.
- This notice will no longer reference the California High School Exit Exam nor Intensive Instruction and Services at this time.

Education Code (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. Additionally, Uniform Complaints can be filed when addressing complaints alleging unlawful discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity that receives or benefits from state financial assistance. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response, you must provide the following contact information.

Response requested:  Yes  No

Name (Optional): \_\_\_\_\_ Mailing Address (Optional): \_\_\_\_\_

Phone Number Day (Optional): \_\_\_\_\_ Evening (Optional): \_\_\_\_\_

Issue of complaint (please check all that apply):

### 1. Textbooks and Instructional Materials

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

### 2. Facility Conditions

- A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

### 3. Teacher Vacancy or Misassignment

- Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is 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.)
- Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem:

Location of problem (school name, address, and room number or location):

Course or Grade Level and Teacher Name:

Describe specific nature of the complaint in detail. You may include as much text as necessary (please use other side):

**Please file this complaint with the principal of the school or his/her designee in which the complaint occurred:**

Location:

Title of office

Address:

Street

City

Zip code

A complaint about problems beyond the authority of the principal shall be forwarded within 10 working days to the appropriate school district official for resolution.

## TITLE IX

1. Title IX Coordinator -
    - a. Latino College Preparatory Academy Director
  2. Name and contact information of the Title IX Coordinator for that public school, private school, school district, county office of education, or charter school, which shall include the Title IX coordinator's phone number and email address:
    - a. Latino College Preparatory Academy: Jesus Rios, (408)471-4680, [Jrios@tfhe.org](mailto:Jrios@tfhe.org)
  3. The rights of a pupil and the public and the responsibilities of the public school, private school, school district, county office of education, or charter school, which shall include the Title IX, which shall include, but shall not be limited to, Internet Web links to information about those rights and responsibilities located on the internet Web sites of the department's Office of Equal Opportunity and the United States Department of Education Office of Civil Rights, and the list of rights and the list of rights, and the list of rights specified in section 221.8.
    - a. Office for Equal Opportunity - <https://www.eeoc.gov/federal/whatothersdo.cfm>
    - b. United States Department of Education Office Civil Rights - <https://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.pdf>
    - c. Rights specified in Section 221.8 - [http://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=EDC&sectionNum=221.8](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=221.8)
  4. A description of how to file a complaint under Title IX, which shall include all of the following:
    - a. Explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred, and how a complaint may be filled beyond the statute of limitations:
      - i. The grievance procedures may include voluntary informal methods (e.g., mediation) for resolving some types of sexual harassment complaints. However, the complainant must be notified of the right to end the informal process at any time and begin the formal stage of the complaint process. In cases involving allegations of sexual assault, mediation is not appropriate (Source: <https://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html>)
    - b. An explanation of how the complaint will be investigated and how the complaint may further pursue the complaint, including, but not limited to, internet web links to this information on the United States Department of Education Office for Civil Rights' Internet Web site:
      - i. Know Your Rights: Title IX Prohibits Sexual Harassment and Sexual Violence Where You Go To School - <https://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html>
      - ii. Title IX and Discrimination - <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>
      - iii. Link to Complaint Forms - <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>
      - iv. Contact Information of U.S. Department of Education  
Office for Civil Rights -  
U.S Department Office of Civil Rights  
Lyndon Baines Johnson Department of Education Bldg  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: 800-421-3481  
FAX: 202-453-6012; TDD: 800-877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)
5. On or before April 1, 2017, and annually thereafter, the superintendent shall send a letter through electronic means to all public schools, private schools that receive federal funds and are subject to the requirements of Title IX, school districts, county office of education, and charter schools informing them of the requirement specified in subdivision (a) and of their responsibilities under title IX.
  - i. Tom Torlakson, State Superintendent of Public Instruction - <http://www.cde.ca.gov/re/di/eo/sb1375notification.asp>

6. A public school that does not maintain an internet web site may comply with subdivision (a) by posting the information specified in paragraphs (1) to (3), inclusive, of subdivision (a) on the internet web site of its school district or office of education.

- i. LCPA - <http://www.sjlcpa.org/apps/pages/governance>