

## Uniform Complaint Question and Answer Oct. 9 & 10 Webcast

STEVE WINLOCK: When are the uniform complaint procedures documents due to the CDE before the CPM visit?

JANINE: The UCP documents are due to CDE six weeks prior to your CPM visit.

STEVE WINLOCK: Do you have sampled documents for us to use?

JANINE: Well, State law requires the CDE to have sampled documents of the William's Classroom Notice and the Williams Complaint Form, both of which are available on the CDE website.

STEVE WINLOCK: Who do I need to give the Uniform Complaint procedures annual notice to each year? Janine?

JANINE: Each year, the UCP annual notice must be distributed to: parents and guardians, students, employees, private school officials, advisory committees, and it must also be available for other interested parties.

STEVE WINLOCK: Are there any new Uniform Complaint procedure requirements? Janine?

JANINE: Yes, there are. In the past year, the Williams documents have two new editions; those include the rest room language and also new intensive instruction requirements. We have samples of that new language posted on our website which for your use.

STEVE WINLOCK: Thank you, Janine. So, the Williams--are you saying that most of the new information around the Williams Act?

JANINE: Yes, specifically for the Williams Act only related to rest room language and intensive instruction requirements.

STEVE WINLOCK: Is it okay to not state the name of the--I'm thinking they're saying--oh, compliance officer within the uniform complaint documents. Janine?

JANINE: Okay. Yes, it's perfectly fine to not state the name of the person, the compliance officer or UCP coordinator. However, we would ask that you've state the position or the office that is responsible for handling complaints or uniform complaint procedures.

STEVE WINLOCK: Janine, could you make sure--help us clarify; give us an example of what you're saying.

JANINE: For example, in your UCP notice you must state who the parent can write the complaint to. So, instead of saying, Barbara Johnson, then I might say, Compliance Officer Equity Office Division, or something to that effect. So, it's just the general statement of the office rather than the person's name.

STEVE WINLOCK: Can we use the same Williams Classroom Notice for K-12? Janine, I think that's the question for you.

JANINE: Sure, no problem. As you know, there are two separate notices or two separate requirements. The K thru 9 notices has different requirements than the 10 thru 2 notice. However, it's perfectly fine for you to merge them into one document that would definitely cut off the printing costs. So, yes, it's perfectly fine to merge the two notices into one and post them all in the K thru 12 classrooms.

STEVE WINLOCK: Why do we have to state the word "pupil" instead of the word "student" for William's documents?

JANINE: That's a good question. According to our discussions with the ACLU, the term "student" refers to individuals that are pre-school thru adult, while the term "pupil" refers to K thru 12 students only, and the Williams requirements were meant for a K thru 12 students only.

[End of Uniform Complaint Question and Answer Oct. 9 & 10 Webcast]