

DISTRICT AND SCHOOL WEB-SITES

To enhance communication with students, parents/guardians, staff, and community members, the Board of Trustees encourages the Superintendent or designee to develop and maintain District and school web-sites. The use of District and school web sites shall support the District's vision and goals and shall be coordinated with other District communications strategies.

~~(cf. 0000—Vision)
(cf. 0440—District Technology Plan)
(cf. 1100—Communication with the Public) (cf. 1112—Media Relations)
(cf. 1114—District Sponsored Social Media) (cf. 6020—Parent Involvement)~~

Design Standards

The Superintendent or designee shall establish design standards for District and school web-sites in order to maintain a consistent identity, professional appearance, and ease of use.

District design standards shall require an evaluation of products, features, and content accessible to students on district and school websites to prevent access to harmful or potentially harmful material.

~~A U.S. Department of Justice technical assistance publication, Accessibility of State and Local Government Websites to People With Disabilities, states that an agency with a web site that is otherwise inaccessible to individuals with disabilities may meet its legal obligations by providing an alternative accessible way for them to use the programs or services (e.g., a staffed telephone information line), but points out that these alternatives are unlikely to provide an equal degree of access in terms of hours of operation or range of options and programs available. See the accompanying administrative regulation for accessibility guidelines.~~

The District's design standards shall address the accessibility of District and school web sites to individuals with disabilities, including compatibility with commonly used assistive technologies.

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~

Web Site Content

The Superintendent or designee shall develop content guidelines for District and school web sites and assign staff to review and approve content prior to posting.

Board policy pertaining to advertising in District and school publications, as specified in ~~BP~~ Board Policy 1325 - Advertising and Promotion, shall also apply to advertising on District and school web-sites.

~~(cf. 1325—Advertising and Promotion)~~

Privacy Rights

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The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on District and school web-sites.

~~(cf. 1340—Access to District Records)
(cf. 4119.23/4219.23/4319.23—Unauthorized Release of Confidential/Privileged Information) (cf. 5022—Student and Family Privacy Rights)
(cf. 5125—Student Records)~~

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on District or school web sites.

~~(cf. 5125.1—Release of Directory Information)~~

The District regards photographs as a category of directory information that would not generally be considered harmful or an invasion of privacy if disclosed. Therefore, a student's photograph, together with his/her name, may be published on District or school web sites unless the student's parent/guardian has notified the District in writing to not release the student's photograph without prior written consent, in accordance with ~~BP/AR—~~Board Policy and Administrative Regulation 5125.1 - Release of Directory Information.

If students' names are not included, photographs of individual students or groups of students, such as at a school event, may be published on school or District web-sites.

Employees' home addresses, personal telephone numbers, and personal email addresses shall not be posted on District or school web-sites.

The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on District or school web sites without the prior written permission of that individual. (Government Code 3307.5, 7928.205, 7920.535 ~~6254.21, 6254.24~~)

No public safety official shall be required to consent to the posting on the Internet of ~~his/her~~ the public safety official's photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her family. (Government Code 3307.5)

~~(cf. 3515.3—District Police/Security Department)~~

~~Legal Reference: (see next page)~~

~~Legal Reference:~~

EDUCATION CODE

~~35182.5 Contracts for advertising~~

~~35258 Internet access to school accountability report cards 48907 Exercise of free expression; rules and regulations 48950 Speech and other communication~~

DISTRICT AND SCHOOL WEB-SITES

49061 Definitions, directory information 49073 Release of directory information
 60048 Commercial brand names, contracts or logos BUSINESS AND PROFESSIONS CODE
 22580-22582 Digital privacy
 22584-22585 Student Online Personal Information Protection Act 22586 Preschool and prekindergarten privacy
 GOVERNMENT CODE
 3307.5 Publishing identity of public safety officers
 6254.21 Publishing addresses and telephone numbers of officials 6254.24 Definition of public safety official
 11135 Nondiscrimination; accessibility to state web sites PENAL CODE
 14029.5 Prohibition against publishing personal information of person in witness protection program UNITED STATES CODE, TITLE 17
 101-122 Subject matter and scope of copyright 504 Penalties for copyright infringement UNITED STATES CODE, TITLE 20
 1232g Federal Family Educational Rights and Privacy Act UNITED STATES CODE, TITLE 29
 705 Definitions; Vocational Rehabilitation Act
 794 Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites UNITED STATES CODE, TITLE 42
 12101-12213 Americans with Disabilities Act CODE OF FEDERAL REGULATIONS, TITLE 16
 312.1-312.12 Children's Online Privacy
 CODE OF FEDERAL REGULATIONS, TITLE 34
 99.1-99.67 Family Educational Rights and Privacy
 104.1-104.61 Nondiscrimination on the bases of disability COURT DECISIONS
 City of San Jose v. Superior Court, (2017) 2 Cal.5th 608
 Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112

Management Resources:

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter, May 26, 2011

Joint Dear Colleague Letter: Electronic Book Readers, June 2010 U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Accessibility of State and Local Government Websites to People with Disabilities, June 2003

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines, December 2008 WEB SITES

CSBA: <http://www.esba.org>

California Department of Education, Web Accessibility Standards: <http://www.ede.ca.gov/re/di/ws/webaccessstds.asp>

California School Public Relations Association: <http://www.calspra.org>

U.S. Department of Education, Office for Civil Rights: <https://www2.ed.gov/about/offices/list/ocr>

U.S. Department of Justice, Americans with Disabilities Act: <http://www.ada.gov> World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

DISTRICT AND SCHOOL WEB-SITES

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
<u>Bus. and Prof. Code 22580-22582</u>	<u>Privacy Rights for California Minors in the Digital World</u>
<u>Bus. and Prof. Code 22584-22585</u>	<u>Student Online Personal Information Protection Act</u>
<u>Bus. and Prof. Code 22586-22587</u>	<u>Early Learning Personal Information Protection Act</u>
<u>Ed. Code 35182.5</u>	<u>Contracts for Advertising</u>
<u>Ed. Code 32526</u>	<u>Use of Learning Recovery Funds</u>
<u>Ed. Code 33353</u>	<u>Incident Tracking</u>
<u>Ed. Code 35258</u>	<u>Internet Access to School Accountability Report Cards</u>
<u>Ed. Code 42103</u>	<u>Budget Notification</u>
<u>Ed. Code 48852.6</u>	<u>Information Regarding Homelessness</u>
<u>Ed. Code 48907</u>	<u>Exercise of Free Expression; Time, Place and Manner Rules and Regulations</u>
<u>Ed. Code 48950</u>	<u>Speech and Other Communication</u>
<u>Ed. Code 48985.5</u>	<u>Synthetic Drugs</u>
<u>Ed. Code 49006</u>	<u>Seclusion and Restraint</u>
<u>Ed. Code 49061</u>	<u>Definitions; Directory Information</u>
<u>Ed. Code 49073</u>	<u>Release of Directory Information</u>
<u>Ed. Code 5092</u>	<u>Filling Vacancies</u>
<u>Ed. Code 60048</u>	<u>Commercial Brand Names, Contracts, or Logos</u>
<u>Gov. Code 11135</u>	<u>Prohibition of Discrimination</u>
<u>Gov. Code 12950</u>	<u>California Civil Rights Department Posters</u>
<u>Gov. Code 3307.5</u>	<u>Publishing Identity of Public Safety Officers</u>
<u>Gov. Code 7920.000-7930.170215</u>	<u>California Public Records Act</u>
<u>Pen. Code 14029.5</u>	<u>Prohibition Against Publishing Personal Information of Person in Witness Protection Program</u>
<u>Pub. Res. Code 21082.1</u>	<u>California Environmental Quality Act Environmental Review Documents</u>

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<u>Federal</u>	<u>Description</u>
<u>16 CFR 312.1-312.13</u>	<u>Children's Online Privacy Protection Act</u>
<u>17 USC 101-122</u>	<u>Subject Matter and Scope of Copyright</u>
<u>17 USC 504</u>	<u>Penalties for Copyright Infringement</u>
<u>20 USC 1232g</u>	<u>Family Educational Rights And Privacy Act (FERPA) of 1974</u>
<u>29 USC 705</u>	<u>Definitions; Vocational Rehabilitation Act</u>
<u>29 USC 794</u>	<u>Rehabilitation Act of 1973; Section 504</u>
<u>34 CFR 104.1-104.61</u>	<u>Nondiscrimination on the Basis of Disability</u>
<u>34 CFR 99.1-99.67</u>	<u>Family Educational Rights and Privacy</u>
<u>42 USC 12101-12213</u>	<u>Americans with Disabilities Act</u>
<u>Management Resources</u>	<u>Description</u>
<u>CA Civil Rights Department Publication</u>	<u>Family Care and Medical Leave and Pregnancy Disability Leave</u>
<u>CA Civil Rights Department Publication</u>	<u>California Law Prohibits Workplace Discrimination and Harassment</u>
<u>CA Civil Rights Department Publication</u>	<u>Transgender Rights in the Workplace</u>
<u>CA Civil Rights Department Publication</u>	<u>Your Rights and Obligations as a Pregnant Employee</u>
<u>Court Decision</u>	<u>Aaris V. Las Virgenes Unified School District (1998) 64 Cal.App.4th 1112</u>
<u>Court Decision</u>	<u>City of San Jose V. Superior Court (2017) 2 Cal.5th 608</u>
<u>U.S. Department of Agriculture Publication</u>	<u>Unpaid Meal Charges: Local Meal Charge Policies, Sp 46-2016, July 2016</u>
<u>U.S. DOE Office for Civil Rights Publication</u>	<u>Joint Dear Colleague Letter: Electronic Book Readers, June 29, 2010</u>
<u>U.S. DOE, Office for Civil Rights Publication</u>	<u>Dear Colleague Letter: Race and School Programming, August 2023</u>
<u>U.S. DOJ, Civil Rights Division Publication</u>	<u>Accessibility of State and Local Government Websites to People with Disabilities, February 2020</u>
<u>World Wide Web Consortium Publication</u>	<u>Web Content Accessibility Guidelines, June 2018</u> https://www.w3.org/WAI/standards-guidelines/wcag/

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<u>Website</u>	<u>Fact Sheet: New rule on the accessibility of web content and mobile apps provided by state and local governments</u> <u>https://www.ada.gov/notices/2024/03/08/web-rule/</u>
<u>Website</u>	<u>CSBA District and County Office of Education Legal Services</u>
<u>Website</u>	<u>Governor's Office of Planning and Research, The California Environmental Quality Act</u>
<u>Website</u>	<u>California Department of Education, Web Accessibility Standards</u>
<u>Website</u>	<u>California Interscholastic Federation</u> <u>https://www.cifstate.org/sports/sportsmanship/response/Discrimination_Harassment_Complaint_Form.pdf</u>
<u>Website</u>	<u>California School Public Relations Association</u>
<u>Website</u>	<u>California Cybersecurity Integration Center</u> <u>https://www.caloes.ca.gov/office-of-the-director/operations/homeland-security/california-cybersecurity-integration-center/</u>
<u>Website</u>	<u>U.S. Department of Justice, Civil Rights Division, Disability Rights Section</u>
<u>Website</u>	<u>World Wide Web Consortium, Web Accessibility Initiative</u>
<u>Website</u>	<u>CSBA</u>
<u>Website</u>	<u>U.S. Department of Education, Office for Civil Rights</u>
<u>Website</u>	<u>California Civil Rights Department</u>
<u>World Wide Web Consortium Publication</u>	<u>Web Content Accessibility Guidelines, December 2008</u>

Cross References

<u>Code</u>	<u>Description</u>
<u>0000</u>	<u>Vision</u>
<u>0410</u>	<u>Nondiscrimination In District Programs and Activities</u>
<u>0440</u>	<u>District Technology Plan</u>
<u>0450</u>	<u>Comprehensive Safety Plan</u>
<u>0460</u>	<u>Local Control and Accountability Plan</u>

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<u>Code</u>	<u>Description</u>
<u>0500</u>	<u>Accountability</u>
<u>0510</u>	<u>School Accountability Report Card</u>
<u>1100</u>	<u>Communication With The Public</u>
<u>1112</u>	<u>Media Relations</u>
<u>1114</u>	<u>District-Sponsored Social Media</u>
<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
<u>1312.3-E(1)</u>	<u>Uniform Complaint Procedures</u>
<u>1312.3-E(2)</u>	<u>Uniform Complaint Procedures</u>
<u>1325</u>	<u>Advertising And Promotion</u>
<u>1340</u>	<u>Access To District Records</u>
<u>3100</u>	<u>Budget</u>
<u>3290</u>	<u>Gifts, Grants And Bequests</u>
<u>3311</u>	<u>Bids</u>
<u>3513.3</u>	<u>Tobacco-Free Schools</u>
<u>3515</u>	<u>Campus Security</u>
<u>3515.3</u>	<u>District Police/Security Department</u>
<u>3515.7</u>	<u>Firearms On School Grounds</u>
<u>3516</u>	<u>Emergencies And Disaster Preparedness Plan</u>
<u>3516.5</u>	<u>Emergency Schedules</u>
<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>
<u>3552</u>	<u>Summer Meal Program</u>
<u>3580</u>	<u>District Records</u>
<u>4030</u>	<u>Nondiscrimination in Employment</u>
<u>4040</u>	<u>Employee Use of Technology</u>
<u>4040-E(1)</u>	<u>Employee Use of Technology</u>
<u>4119.21</u>	<u>Professional Standards</u>

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<u>4119.21-E(1)</u>	<u>Professional Standards</u>
<u>4119.23</u>	<u>Unauthorized Release of Confidential/Privileged Information</u>
<u>4131</u>	<u>Staff Development</u>
<u>4132</u>	<u>Publication or Creation of Materials</u>
<u>4161.8</u>	<u>Family Care and Medical Leave</u>
<u>4219.21</u>	<u>Professional Standards</u>
<u>4219.21-E(1)</u>	<u>Professional Standards</u>
<u>4219.23</u>	<u>Unauthorized Release of Confidential/Privileged Information</u>
<u>4231</u>	<u>Staff Development</u>
<u>4232</u>	<u>Publication or Creation of Materials</u>
<u>4261.8</u>	<u>Family Care and Medical Leave</u>
<u>4319.21</u>	<u>Professional Standards</u>
<u>4319.21-E(1)</u>	<u>Professional Standards</u>
<u>4319.23</u>	<u>Unauthorized Release of Confidential/Privileged Information</u>
<u>4331</u>	<u>Staff Development</u>
<u>4332</u>	<u>Publication or Creation of Materials</u>
<u>4361.8</u>	<u>Family Care and Medical Leave</u>
<u>5022</u>	<u>Student and Family Privacy Rights</u>
<u>5125</u>	<u>Student Records</u>
<u>5125.1</u>	<u>Release of Directory Information</u>
<u>5125.1-E(1)</u>	<u>Release of Directory Information</u>
<u>5131.2</u>	<u>Bullying</u>
<u>5131.41</u>	<u>Use of Seclusion and Restraint</u>
<u>5141.5</u>	<u>Mental Health</u>

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<u>6020</u>	<u>Parent Involvement</u>
<u>6145.2</u>	<u>Athletic Competition</u>
<u>6152.1</u>	<u>Placement in Mathematics Courses</u>
<u>6162.6</u>	<u>Use of Copyrighted Materials</u>
<u>6163.4</u>	<u>Student Use of Technology</u>
<u>6163.4-E(1)</u>	<u>Student Use of Technology</u>
<u>6173</u>	<u>Education for Homeless Children</u>
<u>6173-E(1)</u>	<u>Education for Homeless Children</u>
<u>6173-E(2)</u>	<u>Education for Homeless Children</u>
<u>6190</u>	<u>Evaluation of the Instructional Program</u>
<u>7150</u>	<u>Site Selection and Development</u>
<u>7214</u>	<u>General Obligation Bonds</u>
<u>9010</u>	<u>Public Statements</u>
<u>9012</u>	<u>Board Member Electronic Communications</u>
<u>9223</u>	<u>Filling Vacancies</u>
<u>9310</u>	<u>Board Policies</u>
<u>9320</u>	<u>Meetings and Notices</u>
<u>9322</u>	<u>Agenda/Meeting Materials</u>

~~Policy adopted:~~ December 12, 2017

First reading: July 23, 2024

BEAUMONT UNIFIED SCHOOL DISTRICT
Beaumont, California

DISTRICT AND SCHOOL WEB-SITES**Design Standards**

The Superintendent or designee shall develop design standards for District and school web-sites that include, but are not limited to, guidelines to ensure the clear organization of the material, readability of the font type and size, and simplicity of the navigation structure linking the content on the web-site. Such standards shall take into consideration the ease of use on a wide range of devices.

In accordance with the requirements of the Americans with Disabilities Act and Section 504 of the federal Rehabilitation Act of 1973, district and school web-sites shall contain features that ensure accessibility for individuals with disabilities, which may include, but are not limited to, captions for videos and multimedia presentations, text alternatives to images, provision of sufficient time to use the content, avoidance of flashing images, adequate contrast in visual presentations, and/or other features that meet applicable standards for web site accessibility. The Superintendent or designee shall regularly review District and school web-sites and modify them as needed to ensure legal compliance with accessibility standards.

Web-Site Content

As applicable, District and school web-sites shall provide current information regarding the District's mission and goals, District/school programs and operations, District/school news, agendas and minutes of Board of Trustees meetings, School Accountability Report Cards, school calendars, and links to educational resources.

~~(cf. 0440—District Technology Plan)~~

~~(cf. 0510—School Accountability Report Card)~~

~~(cf. 6020—Parent Involvement)~~

~~(cf. 9322—Agenda/Meeting Materials)~~

With approval of the principal, individual teachers may create web pages linked to the District or school web-site to provide information pertaining to class assignments, expectations, and activities.

Student work may be published on District or school web-sites provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a school newspaper.

Any copyrighted material to be posted on a District or school web site shall be submitted to the Superintendent or designee together with the permission of the copyright owner to reprint the material. Any ~~copyrighted~~ material submitted ~~without the copyright owner's permission~~ shall only be posted on a District or school web-site if the Superintendent or designee determines that the material is in the public domain or that the intended use meets the criteria for fair use or another exception pursuant to 17 USC 107-122. When any copyrighted material is posted, the web-site shall include a notice crediting the copyright owner and, as necessary, shall note that permission to reprint the material was granted.

~~(cf. 4132/4232/4332—Publication or Creation of Materials)~~

~~(cf. 6162.6—Use of Copyrighted Materials)~~

DISTRICT AND SCHOOL WEB-SITES (continued)

Whenever a District or school web-site includes links to external web-sites, it shall include a disclaimer that the District is not responsible for the content of external web-sites.

Roles and Responsibilities

Any employee assigned as a District or school webmaster shall be responsible for the uploading of material to the web site(s) upon approval of the Superintendent or designee. He/she shall review District and school web-sites to ensure consistency with District standards, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

The Superintendent or designee may assign additional staff members to conduct ~~an~~ editorial reviews of all materials submitted for publication on District or school web-sites and to make corrections as needed in spelling, grammar, or accuracy of content.

The Superintendent or designee shall provide staff development opportunities related to District content guidelines, design standards, and accessibility laws and standards to District communications and technology staff, District and school webmasters, and/or other appropriate staff.

~~(cf. 4131 Staff Development)~~

~~(cf. 4231 Staff Development)~~ _____

~~(cf. 4331 Staff Development)~~

Security

Pursuant to Education Code 35266, districts that experience a cyberattack which impacts more than 500 students or personnel are required to report such cyberattack to the California Cybersecurity Integration Center.

The Superintendent or designee shall establish security procedures for the District's computer network to prevent unauthorized access and changes to District and school web-sites. To the extent possible, the host computer(s) shall be in a lockable room with restricted access.

DISTRICT AND SCHOOL WEB SITES (continued)**Policy Reference Disclaimer:**

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<u>State</u>	<u>Description</u>
<u>Bus. and Prof. Code 22580-22582</u>	<u>Privacy rights for California minors in the digital world</u>
<u>Bus. and Prof. Code 22584-22585</u>	<u>Student Online Personal Information Protection Act</u>
<u>Bus. and Prof. Code 22586-22587</u>	<u>Early Learning Personal Information Protection Act</u>
<u>Ed. Code 35182.5</u>	<u>Contracts for advertising</u>
<u>Ed. Code 23526</u>	<u>Use of learning recovery funds</u>
<u>Ed. Code 33353</u>	<u>Incident tracking</u>
<u>Ed. Code 35258</u>	<u>Internet access to school accountability report cards</u>
<u>Ed. Code 42103</u>	<u>Budget notification</u>
<u>Ed. Code 48852.6</u>	<u>Information regarding homelessness</u>
<u>Ed. Code 48907</u>	<u>Exercise of free expression; time, place and manner rules and regulations</u>
<u>Ed. Code 48950</u>	<u>Speech and other communication</u>
<u>Ed. Code 48985.5</u>	<u>Synthetic drugs</u>
<u>Ed. Code 49006</u>	<u>Seclusion and restraint</u>
<u>Ed. Code 49061</u>	<u>Definitions; directory information</u>
<u>Ed. Code 49073</u>	<u>Release of directory information</u>
<u>Ed. Code 5092</u>	<u>Filling Vacancies</u>
<u>Ed. Code 60048</u>	<u>Commercial brand names, contracts, or logos</u>
<u>Gov. Code 11135</u>	<u>Prohibition of discrimination</u>
<u>Gov. Code 12950</u>	<u>California Civil Rights Department posters</u>
<u>Gov. Code 3307.5</u>	<u>Publishing identity of public safety officers</u>
<u>Gov. Code 7920.000-7930.215</u>	<u>California Public Records Act</u>
<u>Pen. Code 14029.5</u>	<u>Prohibition against publishing personal information of person in witness protection program</u>
<u>Pub. Res. Code 21082.1</u>	<u>California Environmental Quality Act environmental review documents</u>

DISTRICT AND SCHOOL WEB-SITES

Federal**Description**[16 CFR 312.1-312.13](#)[Children's Online Privacy Protection Act](#)[17 USC 101-122](#)[Subject matter and scope of copyright](#)[17 USC 504](#)[Penalties for copyright infringement](#)[20 USC 1232g](#)[Family Educational Rights and Privacy Act \(FERPA\) of 1974](#)[29 USC 705](#)[Definitions; Vocational Rehabilitation Act](#)[29 USC 794](#)[Rehabilitation Act of 1973; Section 504](#)[34 CFR 104.1-104.61](#)[Nondiscrimination on the basis of disability](#)[34 CFR 99.1-99.67](#)[Family Educational Rights and Privacy](#)[42 USC 12101-12213](#)[Americans with Disabilities Act](#)**Management Resources****Description**[CA Civil Rights Department
Publication](#)[Family Care and Medical Leave and Pregnancy Disability Leave](#)[CA Civil Rights Department
Publication](#)[California Law Prohibits Workplace Discrimination and Harassment](#)[CA Civil Rights Department
Publication](#)[Transgender Rights in the Workplace](#)[CA Civil Rights Department
Publication](#)[Your Rights and Obligations as a Pregnant Employee](#)[Court Decision](#)[Aaris v. Las Virgenes Unified School District \(1998\) 64 Cal.App.4th
1112](#)[Court Decision](#)[City of San Jose v. Superior Court \(2017\) 2 Cal.5th 608](#)[U.S. Department of Agriculture
Publication](#)[Unpaid Meal Charges: Local Meal Charge Policies, SP 46- 2016,
July 2016](#)[U.S. DOE, Office for Civil
Rights Publication](#)[Dear Colleague Letter: Race and School Programming,
August 2023](#)[U.S. DOJ, Civil Rights
Division Publication](#)[Accessibility of State and Local Government Websites to
People with Disabilities, February 2020](#)

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<u>World Wide Web Consortium Publication</u>	<u>Web Content Accessibility Guidelines, June 2018</u>
<u>Website</u>	<u>Fact Sheet: New rule on the accessibility of web content and mobile apps provided by state and local governments</u>
<u>Website</u>	<u>CSBA District and County Office of Education Legal Services</u>
<u>Website</u>	<u>Governor's Office of Planning and Research, The California Environmental Quality Act</u>
<u>Website</u>	<u>California Department of Education, Web Accessibility Standards</u>
<u>Website</u>	<u>California Interscholastic Federation</u>
<u>Website</u>	<u>California School Public Relations Association</u>
<u>Website</u>	<u>California Cybersecurity Integration Center</u>
<u>Website</u>	<u>U.S. Department of Justice, Civil Rights Division, Disability Rights Section</u>
<u>Website</u>	<u>World Wide Web Consortium, Web Accessibility Initiative</u>
<u>Website</u>	<u>CSBA</u>
<u>Website</u>	<u>U.S. Department of Education, Office for Civil Rights</u>
<u>Website</u>	<u>California Civil Rights Department</u>

Cross References

<u>Code</u>	<u>Description</u>
<u>0000</u>	<u>Vision</u>
<u>0410</u>	<u>Nondiscrimination in District Programs and Activities</u>
<u>0440</u>	<u>District Technology Plan</u>
<u>0450</u>	<u>Comprehensive Safety Plan</u>
<u>0460</u>	<u>Local Control and Accountability Plan</u>
<u>0500</u>	<u>Accountability</u>

DISTRICT AND SCHOOL WEB-SITES

<u>0510</u>	<u>School Accountability Report Card</u>
<u>1100</u>	<u>Communication with the Public</u>
<u>1112</u>	<u>Media Relations</u>
<u>1114</u>	<u>District-Sponsored Social Media</u>
<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
<u>1312.3-E(1)</u>	<u>Uniform Complaint Procedures</u>
<u>1312.3-E(2)</u>	<u>Uniform Complaint Procedures</u>
<u>1325</u>	<u>Advertising and Promotion</u>
<u>1340</u>	<u>Access to District Records</u>
<u>3100</u>	<u>Budget</u>
<u>3290</u>	<u>Gifts, Grants and Bequests</u>
<u>3311</u>	<u>Bids</u>
<u>3513.3</u>	<u>Tobacco-Free Schools</u>
<u>3515</u>	<u>Campus Security</u>
<u>3515.3</u>	<u>District Police/Security Department</u>
<u>3515.7</u>	<u>Firearms on School Grounds</u>
<u>3516</u>	<u>Emergencies and Disaster Preparedness Plan</u>
<u>3516.5</u>	<u>Emergency Schedules</u>
<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>
<u>3552</u>	<u>Summer Meal Program</u>
<u>3580</u>	<u>District Records</u>
<u>4030</u>	<u>Nondiscrimination in Employment</u>
<u>4040</u>	<u>Employee Use of Technology</u>
<u>4040-E(1)</u>	<u>Employee use of Technology</u>
<u>4119.21</u>	<u>Professional Standards</u>
<u>4119.21-E(1)</u>	<u>Professional Standards</u>

| DISTRICT AND SCHOOL WEB-SITES

<u>4119.23</u>	<u>Unauthorized Release of Confidential/Privileged Information</u>
<u>4131</u>	<u>Staff Development</u>
<u>4132</u>	<u>Publication or Creation of Materials</u>
<u>4161.8</u>	<u>Family Care and Medical Leave</u>
<u>4219.21</u>	<u>Professional Standards</u>
<u>4219.21-E(1)</u>	<u>Professional Standards</u>
<u>4219.23</u>	<u>Unauthorized Release of Confidential/Privileged Information</u>
<u>4231</u>	<u>Staff Development</u>
<u>4232</u>	<u>Publication or Creation of Materials</u>
<u>4261.8</u>	<u>Family Care and Medical Leave</u>
<u>4319.21</u>	<u>Professional Standards</u>
<u>4319.21-E(1)</u>	<u>Professional Standards</u>
<u>4319.23</u>	<u>Unauthorized Release of Confidential/Privileged Information</u>
<u>4331</u>	<u>Staff Development</u>
<u>4332</u>	<u>Publication or Creation of Materials</u>
<u>4361.8</u>	<u>Family Care and Medical Leave</u>
<u>5022</u>	<u>Student and Family Privacy Rights</u>
<u>5125</u>	<u>Student Records</u>
<u>5125.1</u>	<u>Release of Directory Information</u>
<u>5125.1-E(1)</u>	<u>Release of Directory Information</u>
<u>5131.2</u>	<u>Bullying</u>
<u>5131.41</u>	<u>Use of Seclusion and Restraint</u>
<u>5141.5</u>	<u>Mental Health</u>
<u>6020</u>	<u>Parent Involvement</u>
<u>6145.2</u>	<u>Athletic Competition</u>
<u>6152.1</u>	<u>Placement in Mathematics Courses</u>

DISTRICT AND SCHOOL WEB-SITES

<u>6162.6</u>	<u>Use of Copyrighted Materials</u>
<u>6163.4</u>	<u>Student use of Technology</u>
<u>6163.4-E(1)</u>	<u>Student use of Technology</u>
<u>6173</u>	<u>Education for Homeless Children</u>
<u>6173-E(1)</u>	<u>Education for Homeless Children</u>
<u>6173-E(2)</u>	<u>Education for Homeless Children</u>
<u>6190</u>	<u>Evaluation of The Instructional Program</u>
<u>7150</u>	<u>Site Selection and Development</u>
<u>7214</u>	<u>General Obligation Bonds</u>
<u>9010</u>	<u>Public Statements</u>
<u>9012</u>	<u>Board Member Electronic Communications</u>
<u>9223</u>	<u>Filling Vacancies</u>
<u>9310</u>	<u>Board Policies</u>
<u>9320</u>	<u>Meetings and Notices</u>
<u>9322</u>	<u>Agenda/Meeting Materials</u>

DISTRICT AND SCHOOL WEBSITES

MATERIALS REQUIRED TO BE POSTED ON DISTRICT WEBSITE

This exhibit is a non-exhaustive list of materials which the law explicitly requires be posted on District or school websites. Other legal requirements may exist and may be identified in the future.

Materials to Prominently Display

The following must be posted in a prominent location on the District's website, such as on the home page when required by law:

1. The District's local control and accountability plan (LCAP), any updates or revisions to the LCAP, and the local control funding formula budget overview (Education Code 52064.1, 52065). See AR 0460 - Local Control and Accountability Plan.
2. A direct link to the current board agenda containing the time and location of the meeting and a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, or a link to the District's agenda management platform where the current agenda shall be the first available (Government Code 54954.2, 54956). Post at least 72 hours before a regular board meeting or 24 hours before a special meeting. See BB 9320 - Meetings and Notices and BB 9322 - Agenda/Meeting Materials.
3. The District's policy on student suicide prevention including, for grades K-6, the age appropriateness of the policy (Education Code 234.6). See BP 5141.52 - Suicide Prevention.
4. The District's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media (Education Code 234.6). See AR 5131.2 - Bullying and AR 5145.3 -

Nondiscrimination/Harassment.

5. The District's policy on preventing and responding to hate violence, if the District has adopted such a policy (Education Code 234.6). See BP 5145.9 - Hate-Motivated Behavior.
6. The definition of discrimination and harassment based on sex as described in Education Code 230, including the rights set forth in Education Code 221.8 (Education Code 234.6). See AR 5145.3 - Nondiscrimination/Harassment.
7. Information regarding Title IX prohibitions against discrimination based on a student's sex, including sex stereotypes, sex characteristics, gender, gender identity, sexual orientation, pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions or recovery, and parental, family, and marital status; that inquiries about the application of Title IX may be referred to the Title IX Coordinator or the U.S. Department of Education's Office for Civil Rights (OCR); the name and contact information of the Title IX

DISTRICT AND SCHOOL WEBSITES

Coordinator; how to locate the District's nondiscrimination policy and grievance procedures; how to report information about conduct that may constitute sex discrimination under Title IX; the rights of students and the public as specified in Education Code 221.8.; the responsibilities of the District under Title IX; web links to information about those rights and responsibilities on the websites of the Office for Equal Opportunity and OCR; a description of how to file a complaint of noncompliance under Title IX with specified components.; and a link to Title IX information posted on the California Department of Education's (CDE) website (Education Code 221.6, 221.61, 234.6; 34 CFR 106.2, 106.8, 106.10). See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment.

8. A link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families (Education Code 234.5, 234.6). See AR 5145.3 - Nondiscrimination/Harassment.
9. Posters published by the California Civil Rights Department (CRD) including, "California Law Prohibits Workplace Discrimination and Harassment," and for Districts with five or more employees, "The Rights of Employees Who Are Transgender or Gender Nonconforming," "Your Rights and Obligations as a Pregnant Employee," and "Family Care and Medical Leave and Pregnancy Disability Leave" (Government Code 12950). See AR 4030 - Nondiscrimination in Employment and AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.
10. If the District has formed a community facilities District (Mello-Roos District) for the acquisition or improvement of school facilities, a copy of the annual report for the fiscal year if requested pursuant to Government Code 53343.1, the report provided to the California Debt and Investment Advisory Commission pursuant to Government Code 53359.5, and the report provided to the State Controller's office pursuant to Government Code 12463.2 (Government Code 53343.2). Post within seven months after the last day of the fiscal year. See BP 7212 - Mello-Roos Districts.

Other Postings

The following materials are also required to be posted on the District website. However, there are no specific requirements related to where they are posted on the website.

11. The Special Education Local Plan Area's approved comprehensive local plan for special education, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans (Education Code 56205.5). See AR 0430 - Comprehensive Local Plan for Special Education.
12. The District's nondiscrimination policy and regulation, including the complaint procedure and the compliance coordinator's contact information (34 CFR 100.6, 106.8). See BP 0410 -

DISTRICT AND SCHOOL WEBSITES

Nondiscrimination in District Programs and Activities and AR 4030 - Nondiscrimination in Employment.

13. Contact information for the District's liaison(s) for homeless students and other persons as required by Education Code 48852.6, and information regarding the educational rights and resources available to persons experiencing homelessness (Education Code 48852.6). See AR 6173 - Education for Homeless Children.
14. For all schools offering competitive athletics, the total enrollment of the school classified by gender, the number of students enrolled at the school who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9). The information shall be posted at the end of the school year on the school's website or, if the school does not have a website, on the District's website. See AR 6145.2 - Athletic Competition.

If the District has interdistrict attendance agreement(s), the procedures and timelines for requesting an interdistrict transfer permit, including, but not limited to, a link to the board's policy on interdistrict attendance, the date that the District will begin accepting applications, reasons that the District may approve/deny the request, the process for appeal, that failure to meet timelines will be deemed an abandonment of the request, and the condition under which an existing interDistrict transfer permit may be revoked or rescinded (Education Code 46600.2). See AR 5117 - Interdistrict Transfer.

15. If the District has elected to be a school District of choice, application information including, at a minimum, any applicable form, the timeline for a transfer, and an explanation of the selection process (Education Code 48301). See AR 5117 – Interdistrict Transfer.
16. For Districts that offer grade 9, the District's policy and protocols related to student placement in mathematics courses (Education Code 51224.7). See AR 6152.1 - Placement in Mathematics Courses.
17. The section(s) of the District's employee code of conduct addressing interactions with students. These section(s) or a link to them shall be posted on each school's website or, if a school does not have its own website, on the District's website in a manner that is accessible to the public without a password. (Education Code 44050) See BP 4119.21/4219.21/4319.21 - Professional Standards and BP 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions.
18. The District's meal payment collection policy and procedures (U.S. Department of Agriculture (USDA) Memorandum SP 46-2016). See BP/AR 3551 - Food Services Operations/Cafeteria Fund
19. If the District includes information about the free and reduced-priced meal program on its website, a nondiscrimination statement about the District's status as an equal opportunity

DISTRICT AND SCHOOL WEBSITES

provider and the address of the agency with responsibility to handle complaints made against the District (USDA FNS Instruction 113-1). For the required wording of the statement, see E (1) 3555 - Nutrition Program Compliance.

20. The school's or District's integrated pest management plan, whenever a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5. The plan shall be posted on the school's website or, if the school does not have a website, then on the District's website. (Education Code 17611.5)). See AR 3514.2 Integrated Pest Management.
21. When the California Environmental Quality Act requires an environmental impact report, negative declaration, or mitigated negative declaration, those environmental review documents, public notice of the preparation and availability of such documents within a reasonable period of time prior to certification of the environmental impact report, adoption of a negative declaration, or determination that a proposed subsequent project will have no additional significant effect on the environment, and specified notices when written requests for notices have been filed (Public Resources Code 21082.1, 21092,21092.2). See BP 7150 – Site Selection And Development.
22. When a citizens' oversight committee is formed after the approval of a bond under the 55 percent majority threshold, the committee's minutes, documents received, and reports issued (Education Code 15280). See AR 7214 - General Obligation Bonds.
23. Copy of each school's school accountability report card, on or before February 1 of each year (Education Code 35258). See BP 0510 - School Accountability Report Card.

Results of the Western Association of Schools and Colleges (WASC) or other accrediting agency's inspection of a school, within 60 days of receiving the results. (This notification could be made in writing to parents/guardians instead of or in addition to posting the results on the District's website.) In addition, if a school loses its WASC or other agency's accreditation, the District and school shall post on their websites a notice of the loss of accreditation and potential consequences (Education Code 35178.4). See BP 6190 - Evaluation of the Instructional Program.
24. The District's COVID-19 testing plan (Education Code 32096).
25. Using the template developed by CDE, the use of Learning Recovery Emergency Funds, with interim reports posted by December 1, 2024, and annually thereafter, and a final report by December 15, 2029. (Education Code 32526).
26. An age appropriate and culturally relevant digitized poster that identifies approaches and shares resources about student mental health, distributed to students online at the beginning of each school year. (Education Code 49428.5). See BP 5141.5 – Mental Health
27. The standardized incident form developed by CDE to track racial discrimination, harassment,

DISTRICT AND SCHOOL WEBSITES

or hazing, that occurs at high school sporting games or events, including information on how to submit a completed incident form (Education Code 33353).

28. If a provisional appointment is made to fill a governing board vacancy, notice of both the actual vacancy or the filing of a deferred resignation and the provisional appointment. Post within 10 days of making the provisional appointment (Education Code 5092). See BB 9223 – Filling Vacancies.
29. The dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl, and of the possibility that dangerous synthetic drugs can be found in counterfeit pills (Education Code 48985.5).
30. The annual report to CDE on the use of behavioral restraints and seclusion (Education Code 49006).

DISTRICT AND SCHOOL WEBSITESPolicy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<u>State</u>	<u>Description</u>
<u>Bus. and Prof. Code 22580-22582</u>	<u>Privacy rights for California minors in the Digital World</u>
<u>Bus. and Prof. Code 22584-22585</u>	<u>Student Online Personal Information Protection Act</u>
<u>Bus. and Prof. Code 22586-22587</u>	<u>Early Learning Personal Information Protection Act</u>
<u>Ed. Code 35182.5</u>	<u>Contracts for Advertising</u>
<u>Ed. Code 32526</u>	<u>Use of Learning Recovery Funds</u>
<u>Ed. Code 33353</u>	<u>Incident Tracking</u>
<u>Ed. Code 35258</u>	<u>Internet Access to School Accountability Report Cards</u>
<u>Ed. Code 42103</u>	<u>Budget Notification</u>
<u>Ed. Code 48852.6</u>	<u>Information Regarding Homelessness</u>
<u>Ed. Code 48907</u>	<u>Exercise of Free Expression; Time, Place and Manner Rules and Regulations</u>
<u>Ed. Code 48950</u>	<u>Speech and Other Communication</u>
<u>Ed. Code 48985.5</u>	<u>Synthetic Drugs</u>
<u>Ed. Code 49006</u>	<u>Seclusion and Restraint</u>
<u>Ed. Code 49061</u>	<u>Definitions; Directory Information</u>
<u>Ed. Code 49073</u>	<u>Release of Directory Information</u>
<u>Ed. Code 5092</u>	<u>Filling Vacancies</u>
<u>Ed. Code 60048</u>	<u>Commercial Brand Names, Contracts, Or Logos</u>
<u>Gov. Code 11135</u>	<u>Prohibition of Discrimination</u>
<u>Gov. Code 12950</u>	<u>California Civil Rights Department Posters</u>
<u>Gov. Code 3307.5</u>	<u>Publishing Identity of Public Safety Officers</u>
<u>Gov. Code 7920.000-7930.215</u>	<u>California Public Records Act</u>
<u>Pen. Code 14029.5</u>	<u>Prohibition Against Publishing Personal Information of Person in Witness Protection Program</u>

DISTRICT AND SCHOOL WEBSITES

Pub. Res. Code 21082.1

California Environmental Quality Act
Environmental Review Documents

Federal

Description

16 CFR 312.1-312.13

Children's Online Privacy Protection Act

17 USC 101-122

Subject Matter and Scope Of Copyright

17 USC 504

Penalties for Copyright Infringement

20 USC 1232g

Family Educational Rights And Privacy Act (FERPA)
Of 1974

29 USC 705

Definitions; Vocational Rehabilitation Act

29 USC 794

Rehabilitation Act Of 1973; Section 504

34 CFR 104.1-104.61

Nondiscrimination On The Basis Of Disability

34 CFR 99.1-99.67

Family Educational Rights And Privacy

42 USC 12101-12213

Americans with Disabilities Act

Management Resources

Description

CA Civil Rights Department
Publication

Family Care And Medical Leave And Pregnancy
Disability Leave

CA Civil Rights Department
Publication

California Law Prohibits Workplace
Discrimination And Harassment

CA Civil Rights Department
Publication

Transgender Rights In The Workplace

CA Civil Rights Department
Publication

Your Rights And Obligations As A Pregnant
Employee

Court Decision

Aaris V. Las Virgenes Unified School District
(1998) 64 Cal.App.4th 1112

Court Decision

City Of San Jose V. Superior Court (2017) 2 Cal.5th
608

U.S. Department of
Agriculture Publication

Unpaid Meal Charges: Local Meal Charge Policies, SP
46- 2016, July 2016

U.S. DOE, Office for Civil
Rights Publication

Dear Colleague Letter: Race and School
Programming, August 2023

U.S. DOJ, Civil Rights
Division Publication

Accessibility of State and Local Government
Websites to People with Disabilities, February
2020

DISTRICT AND SCHOOL WEBSITES

World Wide Web Consortium Publication Website

Web Content Accessibility Guidelines, June 2018
https://www.w3.org/WAI/standards-guidelines/wcag/

Fact Sheet: New rule on the accessibility of web content and mobile apps provided by state and local governments

Website

https://www.ada.gov/notices/2024/03/08/web-rule/CSBA District and County Office of Education Legal Services

Website

Governor's Office of Planning and Research, The California Environmental Quality Act

Website

California Department of Education, Web Accessibility Standards

Website

California Interscholastic Federation
https://www.cifstate.org/sports/sportsmanship/responsibility/discrimination_harassment_complaint_form.pdf

Website

California School Public Relations Association

Website

California Cybersecurity Integration Center
https://www.caloes.ca.gov/office-of-the-director/operations/homeland-security/California-cybersecurity-integration-center/

Website

U.S. Department of Justice, Civil Rights Division, Disability Rights Section

Website

World Wide Web Consortium, Web Accessibility Initiative

Website

CSBA

Website

U.S. Department of Education, Office for Civil Rights

Website

California Civil Rights Department

Cross References

Code

Description

0000

Vision

0410

Nondiscrimination in District Programs and Activities

0440

District Technology Plan

0450

Comprehensive Safety Plan

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<u>0460</u>	<u>Local Control And Accountability Plan</u>
<u>0500</u>	<u>Accountability</u>
<u>0510</u>	<u>School Accountability Report Card</u>
<u>1100</u>	<u>Communication With The Public</u>
<u>1112</u>	<u>Media Relations</u>
<u>1114</u>	<u>District-Sponsored Social Media</u>
<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
<u>1312.3-E(1)</u>	<u>Uniform Complaint Procedures</u>
<u>1312.3-E(2)</u>	<u>Uniform Complaint Procedures</u>
<u>1325</u>	<u>Advertising And Promotion</u>
<u>1340</u>	<u>Access To District Records</u>
<u>3100</u>	<u>Budget</u>
<u>3290</u>	<u>Gifts, Grants And Bequests</u>
<u>3311</u>	<u>Bids</u>
<u>3513.3</u>	<u>Tobacco-Free Schools</u>
<u>3515</u>	<u>Campus Security</u>
<u>3515.3</u>	<u>District Police/Security Department</u>
<u>3515.7</u>	<u>Firearms OnSchool Grounds</u>
<u>3516</u>	<u>Emergencies And Disaster Preparedness Plan</u>
<u>3516.5</u>	<u>Emergency Schedules</u>
<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>
<u>3552</u>	<u>Summer Meal Program</u>
<u>3580</u>	<u>District Records</u>
<u>4030</u>	<u>Nondiscrimination In Employment</u>
<u>4040</u>	<u>Employee Use of Technology</u>
<u>4040-E(1)</u>	<u>Employee Use of Technology</u>

DISTRICT AND SCHOOL WEBSITES

<u>4119.21</u>	<u>Professional Standards</u>
<u>4119.21-E(1)</u>	<u>Professional Standards</u>
<u>4119.23</u>	<u>Unauthorized Release of Confidential/Privileged Information</u>
<u>4131</u>	<u>Staff Development</u>
<u>4132</u>	<u>Publication or Creation of Materials</u>
<u>4161.8</u>	<u>Family Care and Medical Leave</u>
<u>4219.21</u>	<u>Professional Standards</u>
<u>4219.21-E(1)</u>	<u>Professional Standards</u>
<u>4219.23</u>	<u>Unauthorized Release of Confidential/Privileged Information</u>
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<u>4261.8</u>	<u>Family Care and Medical Leave</u>
<u>4319.21</u>	<u>Professional Standards</u>
<u>4319.21-E(1)</u>	<u>Professional Standards</u>
<u>4319.23</u>	<u>Unauthorized Release of Confidential/Privileged Information</u>
<u>4331</u>	<u>Staff Development</u>
<u>4332</u>	<u>Publication or Creation of Materials</u>
<u>4361.8</u>	<u>Family Care and Medical Leave</u>
<u>5022</u>	<u>Student and Family Privacy Rights</u>
<u>5125</u>	<u>Student Records</u>
<u>5125.1</u>	<u>Release of Directory Information</u>
<u>5125.1-E(1)</u>	<u>Release of Directory Information</u>
<u>5131.2</u>	<u>Bullying</u>
<u>5131.41</u>	<u>Use of Seclusion and Restraint</u>
<u>5141.5</u>	<u>Mental Health</u>

DISTRICT AND SCHOOL WEBSITES

<u>6020</u>	<u>Parent Involvement</u>
<u>6145.2</u>	<u>Athletic Competition</u>
<u>6152.1</u>	<u>Placement In Mathematics Courses</u>
<u>6162.6</u>	<u>Use of Copyrighted Materials</u>
<u>6163.4</u>	<u>Student Use of Technology</u>
<u>6163.4-E(1)</u>	<u>Student Use of Technology</u>
<u>6173</u>	<u>Education for Homeless Children</u>
<u>6173-E(1)</u>	<u>Education for Homeless Children</u>
<u>6173-E(2)</u>	<u>Education for Homeless Children</u>
<u>6190</u>	<u>Evaluation of the Instructional Program</u>
<u>7150</u>	<u>Site Selection and Development</u>
<u>7214</u>	<u>General Obligation Bonds</u>
<u>9010</u>	<u>Public Statements</u>
<u>9012</u>	<u>Board Member Electronic Communications</u>
<u>9223</u>	<u>Filling Vacancies</u>
<u>9310</u>	<u>Board Policies</u>
<u>9320</u>	<u>Meetings and Notices</u>
<u>9322</u>	<u>Agenda/Meeting Materials</u>

EDUCATIONAL FOUNDATION

The Board of Trustees recognizes the importance of community support of District programs, including voluntary financial contributions, to assist the District in achieving its goals for student learning.

~~(cf. 0200—Goals for the School District)
(cf. 1230—School Connected Organizations)(cf. 5030—Student Wellness)
(cf. 6020—Parent Involvement)
(cf. 6145—Extracurricular and Cocurricular Activities)
(cf. 6145.2—Athletic Competition)~~

The Board desires to work cooperatively with the educational foundation in determining the purposes for which funds may be used to meet the changing needs of the District and its students. The Board recognizes that an educational foundation is a separate legal entity, independent of the District. However, the foundation is encouraged to provide regular reports to the Board on the status of its work and to communicate ways that the District can help support the foundation's activities.

~~(cf. 3290—Gifts, Grants and Bequests)(cf. 9140—Board Representatives)~~

With the consent of the Superintendent or designee, the educational foundation, as appropriate, may use the District's name, a school's name, a school team's name, or any logo attributable to a school or the District.

Student records or other personally identifiable student information shall not be released except with parental consent or as required by law or District policy. Student directory information may be released when appropriate.

The Board supports foundation allocations that serve all District schools equitably.

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~

Legal Reference: (see next page)

EDUCATIONAL FOUNDATION

Legal Reference:

EDUCATION CODE

38130-38138 Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

12580-12599.7 Fundraisers for Charitable Purposes Act

17510-17510.95 Solicitations for charitable purposes

25608 Alcohol on school property; use in connection with instruction

PENAL CODE

319-329 Lottery, raffle

CODE OF REGULATIONS, TITLE 11

300-312.1 Fundraising for charitable purposes

COURT DECISIONS

Serrano v. Priest, (1976) 18 Cal. 3d 728

Management Resources:

WEB SITES

CSBA: <http://www.esba.org>

California Consortium of Education Foundations: <http://www.cceflink.org>

California Office of the Attorney General, charitable trust registry: <http://caag.state.ca.us/charities>

EDUCATIONAL FOUNDATION

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<u>State</u>	<u>Description</u>
<u>11 CCR 300-312.1</u>	<u>Fundraising for Charitable Purposes</u>
<u>Bus. Code 17510-17510.95</u>	<u>Charitable Solicitations</u>
<u>Bus. Code 25608</u>	<u>Alcohol on School Property; Use in Connection with Instruction</u>
<u>Ed. Code 38130-38138</u>	<u>Civic Center Act; Use Of School Property For Public Purposes</u>
<u>Ed. Code 8820-8822</u>	<u>The Arts and Music in Schools—Funding Guarantee and Accountability Act</u>
<u>Gov. Code 12580-12599.10</u>	<u>Fundraisers for Charitable Purposes Act</u>
<u>Pen. Code 319-329</u>	<u>Lottery; Raffle</u>

Management Resources

<u>Management Resources</u>	<u>Description</u>
<u>Court Decision</u>	<u>Serrano v. Priest (1976) 18 Cal. 3d 728</u>
<u>California Department of Education Publication</u>	<u>Proposition 28- AMS Financial & Audit Requirements (https://www.cde.ca.gov/eo/in/prop28auditresource.asp)</u>
<u>Education Audit Appeals Panel Publication</u>	<u>2023-24 Audit Guide (https://eaap.ca.gov/audit-guide/current-audit-guide-booklet/)</u>
<u>Website</u>	<u>CSBA District and County Office of Education Legal Services</u>
<u>Website</u>	<u>California Department of Education (https://www.cde.ca.gov)</u>
<u>Website</u>	<u>Education Audit Appeals Panel (https://eaap.ca.gov/)</u>
<u>Website</u>	<u>California Consortium of Education Foundations</u>
<u>Website</u>	<u>California Office of the Attorney General, charitable trust registryRegistry of Charities and Fundraisers (https://oag.ca.gov/charities)</u>
<u>Website</u>	<u>CSBA</u>

Cross References

<u>Code</u>	<u>Description</u>
<u>0200</u>	<u>Goals For The School District</u>
<u>0410</u>	<u>Nondiscrimination In District Programs And Activities</u>

EDUCATIONAL FOUNDATION

<u>0415</u>	<u>Equity</u>
<u>1100</u>	<u>Communication With The Public</u>
<u>1114</u>	<u>District-Sponsored Social Media</u>
<u>1230</u>	<u>School-Connected Organizations</u>
<u>1321</u>	<u>Solicitation Of Funds From And By Students</u>
<u>1700</u>	<u>Relations Between Private Industry and the Schools</u>
<u>3290</u>	<u>Gifts, Grants and Bequests</u>
<u>5030</u>	<u>Student Wellness</u>
<u>5125.1</u>	<u>Release of Directory Information</u>
<u>5126</u>	<u>Awards For Achievement</u>
<u>5142.2</u>	<u>Safe Routes to School Program</u>
<u>6020</u>	<u>Parent Involvement</u>
<u>6142.6</u>	<u>Visual and Performing Arts Education</u>
<u>6145</u>	<u>Extracurricular and Cocurricular Activities</u>
<u>6145.2</u>	<u>Athletic Competition</u>
<u>6161.11</u>	<u>Supplementary Instructional Materials</u>
<u>6163.1</u>	<u>Library Media Centers</u>
<u>9140</u>	<u>Board Representatives</u>

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

The Board of Trustees uses a comprehensive process to adopt District instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of parents/guardians and community members- **and, as appropriate, students.** Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

~~(cf. 6161.1— Selection and Evaluation of Instructional Materials)~~

~~(cf. 6161.11— Supplementary Instructional Materials)~~

~~(cf. 6163.1— Library Media Centers)~~

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the **accompanying** administrative regulation **and exhibit.**

The District shall accept complaints concerning instructional materials only from staff, District residents, or the parents/guardians of children enrolled in a District school. **(Education Code 35160)**

~~When deliberating upon challenged materials, the Superintendent or designee and/or review committee shall consider the educational philosophy of the District, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.~~

~~Complainants are encouraged to accept the Superintendent's or designee or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.~~

~~(cf. 9322— Agenda/Meeting Materials)~~

~~The District's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.~~

~~(cf. 6144— Controversial Issues)~~

~~(cf. 9000— Role of the Board)~~

~~(cf. 9005— Governance Standards)~~

However, a complaint related to the use or prohibited use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library that alleges unlawful discrimination based on a violation of Education Code 243 shall be filed, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS (continued)

When deliberating upon challenged materials, the Superintendent, or any designee or committee established by the Superintendent to review the materials, shall consider the degree to which the materials aligned with the criteria for instructional materials as specified in law, Board policy, and administrative regulation. In addition, such deliberations may consider the educational philosophy and vision of the District; the educational suitability of the materials, including the manner in which the materials support the curriculum and appropriateness for the student's age; the professional opinions of teachers of the subject and of other competent authorities and/or experts; reviews of the materials by reputable bodies; the stated objectives in using the materials; community standards; the allegations in the complaint, including the extent to which the objections are based on the dislike of ideas contained in the materials; and the impact that keeping or removing the materials would have on student well-being.

The Superintendent, or any designee or committee established by the Superintendent to review the materials, shall not prohibit the continued use of an appropriately adopted textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library on the basis that it contains inclusive and/or diverse perspectives, as specified in Education Code 243.

If the complainant finds the Superintendent's or review committee's decision unsatisfactory, the complainant may appeal the decision to the Board.

~~When any~~Any challenged instructional material that is reviewed by the District, it shall not be subject to further reconsideration for 12 months, unless ~~the Superintendent determines that reconsideration is warranted~~required by law.

Complaints related to the sufficiency of textbooks or instructional materials shall be resolved pursuant to the District's ~~Williams uniform complaint procedure at AR 1312.4~~as specified in Administrative Regulation 1312.4 – Uniform Complaint Procedures.

~~(cf. 1312.1 – Complaints Concerning District Employees)~~

~~(cf. 1312.3 – Uniform Complaint Procedures)~~

~~(cf. 1312.4 – Williams Uniform Complaint Procedures)~~

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

STATE

5 CCR 4600-4670
Ed. Code 1240

DESCRIPTION

Uniform complaint procedures
County superintendent of schools;
duties

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS (continued)

STATE (continued)	DESCRIPTION
Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character
Ed. Code 220	Prohibition of discrimination
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35160	Powers and duties of school boards
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 51511	Religious matters properly included in courses of study
Ed. Code 51933	Sexual health education and HIV prevention materials
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60119	Public hearing on sufficiency of textbooks and instructional materials
Ed. Code 60200-60213	Elementary school materials
Ed. Code 60226	Requirements for publishers and manufacturers
Ed. Code 60400-60411	High school textbooks and instructional materials

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS (continued)

STATE (continued) Ed. Code 60510-60511	DESCRIPTION Donation or sale of obsolete instructional materials
MANAGEMENT RESOURCES California Department of Education Publication	DESCRIPTION Instructional Materials, FAQ
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013
Website	CSBA District and County Office of Education Legal Services
Website	Department of Justice
Website	California Department of Education, Curriculum and Instruction Resources
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
CROSS REFERENCES-CODES	DESCRIPTION
0410	Nondiscrimination In District Programs And Activities
1100	Communication With The Public
1250	Visitors/Outsiders
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
5145.3	Nondiscrimination/Harassment
6000	Concepts And Roles

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS (continued)**CROSS REFERENCES-CODES** (continued)**DESCRIPTION**

6141	Curriculum Development And Evaluation
6142.6	Visual And Performing Arts Education
6142.92	Mathematics Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6144	Controversial Issues
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9005	Governance Standards
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

*Legal Reference:*EDUCATION CODE~~18111 Exclusion of books by Board of Trustees~~~~35010 Control of District; prescription and enforcement of rules~~~~35186 Williams Uniform Complaint Procedures~~~~44805 Enforcement of course of studies; use of textbooks, rules and regulations~~~~51501 Subject matter reflecting on race, color, etc.~~~~60000-60005 Instructional materials, legislative intent~~~~60040-60048 Instructional requirements and materials~~~~60119 Public hearing on sufficiency of materials~~~~60200-60206 Elementary school materials~~~~60226 Requirements for publishers and manufacturers~~~~60400-60411 High school textbooks~~~~60510-60511 Donation of sale of obsolete instructional materials~~

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

1002.90 Selection of Instructional Materials, CIL: 90/91-02

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Standards for Evaluation of Instructional Materials with Respect to Social Content, 1986 edition, revised 2001

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Curriculum and Instruction: <http://www.cde.ca.gov/ei>

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

Step 1: Informal Complaint

If a staff member, District resident, or parent/guardian of a student enrolled in a District school has a complaint regarding the content or use of any specific instructional material, ~~he/she~~**such individual** shall informally discuss the material in question with the principal. (Education Code 35160)

Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, ~~he/she~~**the complainant** shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection **and location of such material** shall be given. ~~Complainants~~**In order for the District to reply appropriately, complainants** shall sign all complaints and provide identifying information. ~~so that the District is able to make a proper reply.~~ Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall ~~acknowledge~~**provide the complainant with a written acknowledgement** of its receipt and ~~answer~~**respond to** any procedural questions ~~regarding procedure.~~ The principal ~~then~~ shall **then** notify the Superintendent or designee, ~~and~~ the teacher(s), **and other staff as appropriate.** ~~involved of the complaint.~~

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached. ~~However, upon request of the parent/guardian who has filed the complaint, his/her child may be excused from using challenged materials until a resolution has been reached. The teacher shall assign the student an alternate material of equal merit.~~

Step 3: ~~Superintendent Determination~~ **Review Committee**

The Superintendent or designee shall determine whether **to convene** a review committee ~~should be convened~~ to review the complaint.

If the Superintendent or designee determines that a review committee is ~~not necessary,~~ ~~he/she~~ shall issue a decision regarding the complaint.

Step 4: ~~Review Committee~~

~~If the~~**The** Superintendent or designee determines that a review committee is necessary, ~~he/she~~ shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. ~~The Superintendent or designee may also appoint community members, as appropriate, to serve on the committee.~~

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS (continued)

The Superintendent or designee may provide training to the review committee ~~shall to ensure that the review committee is informed regarding its responsibilities, the criteria specified in to follow when reviewing instructional materials and applicable laws, Board policy(ies), and administrative regulation(s). and shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.~~

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent or designee shall notify the complainant **in writing** of the committee's decision within 15 days of receiving the committee's report.

Step 5: Appeal to the Board of Trustees

~~If the complainant remains unsatisfied, he/she may appeal the Superintendent's or the review committee's decision to the Board. The Board's decision shall be final.~~

(cf. 9322 Agenda/Meeting Materials)

Step 4: Superintendent Determination

If the Superintendent or designee determines that a review committee is not necessary, the Superintendent or designee shall, in a timely manner, issue a decision regarding the complaint.

Step 5: Appeal to the Board of Trustees

If the complainant remains unsatisfied, the complainant may appeal the Superintendent or review committee's decision to the Board. The Board's decision shall be final.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

STATE

5 CCR 4600-4670

Ed. Code 1240

Ed. Code 18111

Ed. Code 220

DESCRIPTIONUniform complaint procedures
County superintendent of schools;
dutiesExclusion of books by Governing board
that are sectarian, partisan, or
denominational character

Prohibition of discrimination

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS (continued)**STATE** (continued)

Ed. Code 242

DESCRIPTION

Access to information about educational laws and policies regarding right to accurate and inclusive curriculum

Ed. Code 243

Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials

Ed. Code 35010

Control of district; prescription and enforcement of rules

Ed. Code 35160

Powers and duties of school boards

Ed. Code 35186

Williams uniform complaint procedures

Ed. Code 44805

Teacher enforcement of course of studies; use of textbooks, rules and regulations

Ed. Code 48907

Exercise of free expression; time, place and manner rules and regulations

Ed. Code 48950

Speech and other communication

Ed. Code 51204.5

Social sciences instruction; contributions of specified groups

Ed. Code 51501

Nondiscriminatory subject matter

Ed. Code 51511

Religious matters properly included in courses of study

Ed. Code 51933

Sexual health education and HIV prevention materials

Ed. Code 60000-60005

Instructional materials; legislative intent

Ed. Code 60040-60052

Requirements for instructional materials

Ed. Code 60119

Public hearing on sufficiency of textbooks and instructional materials

Ed. Code 60200-60213

Elementary school materials

Ed. Code 60226

Requirements for publishers and manufacturers

Ed. Code 60400-60411

High school textbooks and instructional materials

Ed. Code 60510-60511

Donation or sale of obsolete instructional materials

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS (continued)**MANAGEMENT RESOURCES**

California Department of Education Publication

Department of Education Publication

Website

Website

Website

Website

Website

DESCRIPTION

Instructional Materials, FAQ California

Standards for Evaluating Instructional
Materials for Social Content, 2013CSBA District and County Office of
Education Legal Services
Department of JusticeCalifornia Department of Education,
Curriculum and Instruction Resources
CSBAU.S. Department of Education, Office
for Civil Rights**CROSS REFERENCES-CODES**

0410

1100

1250

1312.1

1312.3

1312.3-E(1)

1312.3-E(2)

1312.4

1312.4-E(1)

1312.4-E(2)

5145.3

6000

6141

6142.6

6142.92

6142.94

6143

DESCRIPTIONNondiscrimination In District Programs
And ActivitiesCommunication With The Public
Visitors/OutsidersComplaints Concerning District
Employees

Uniform Complaint Procedures

Uniform Complaint Procedures

Uniform Complaint Procedures

Williams Uniform Complaint
ProceduresWilliams Uniform Complaint
ProceduresWilliams Uniform Complaint
Procedures

Nondiscrimination/Harassment

Concepts And Roles

Curriculum Development And
Evaluation

Visual And Performing Arts Education

Mathematics Instruction

History-Social Science Instruction

Courses Of Study

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS (continued)

CROSS REFERENCES-CODES (continued)

	DESCRIPTION
6144	Controversial Issues
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9005	Governance Standards
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

This form is **only** for use ~~only~~ by District employees, District residents, or parents/guardians of children enrolled in a District school to challenge the content or use of ~~an~~ **any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library.** ~~For complaints regarding sufficiency of instructional materials, please use the Williams Uniform Complaint Procedure complaint form.~~

Date: _____

Name of person filing complaint: _____
Anonymous complaints will not be accepted.

Group represented (if any): _____

Phone: _____ E-mail address, if any: _____

Address: _____

Instructional Material Being Challenged:

Title: _____

Author: _____

Publisher: _____ Date of Edition: _____

Name of school/classroom **instructional** material was used: _____

1. Please specifically state the nature of your concern or objection and identify your objection by page, ~~tape~~ **website, webpage and/or link, recording or digital** sequence, video frame, or words, as appropriate. You may use additional pages if necessary.

2. ~~Did you read/view the entire selection?~~ **Was the instructional material of concern read/heard/viewed in isolation, or was the entire selection read/heard/viewed? If the entire selection was not read/heard/viewed, what is your estimate regarding the percentage of the amount read/heard/viewed?**

3. ~~For what age group would you recommend this material?~~ **What is your concern regarding the consequence if a student reads/hears/views the instructional material? In your assessment, is the instructional material appropriate for the age of the students being taught?**

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS (continued)

4. ~~If not, what percentage did you read/view, or what parts?~~
5. ~~What do you feel might be the result if a student reads/views this material?~~ What would you like the school to do about this material?
- Do not assign it to my child
 - Withdraw it from all students
 - Reconsider it

Signature of complainant

For District Use:

Request received by: _____ Date: _____

Title: _____

Action taken: _____ Date: _____

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

STATE

5 CCR 4600-4670

Ed. Code 1240

Ed. Code 18111

Ed. Code 220

Ed. Code 242

Ed. Code 243

Ed. Code 35010

Ed. Code 35160

DESCRIPTION

Uniform complaint procedures

County superintendent of schools; duties

Exclusion of books by Governing board that are sectarian, partisan, or denominational character

Prohibition of discrimination

Access to information about educational laws and policies regarding right to accurate and inclusive curriculum

Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials

Control of district; prescription and enforcement of rules

Powers and duties of school boards

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS (continued)**STATE** (continued)

Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 51511	Religious matters properly included in courses of study
Ed. Code 51933	Sexual health education and HIV prevention materials
Ed. Code 60000-60005	Instructional materials; legislative intent
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60119	Public hearing on sufficiency of textbooks and instructional materials
Ed. Code 60200-60213	Elementary school materials
Ed. Code 60226	Requirements for publishers and manufacturers
Ed. Code 60400-60411	High school textbooks and instructional materials
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials

MANAGEMENT RESOURCES

California Department of Education Publication

California Department of Education Publication

Website

Website

Website

Website

DESCRIPTION

Instructional Materials, FAQ

Standards for Evaluating Instructional Materials for Social Content, 2013

CSBA District and County Office of Education Legal Services

Department of Justice

California Department of Education, Curriculum and Instruction Resources

CSBA

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS (continued)**MANAGEMENT RESOURCES** (continued)

Website

U.S. Department of Education, Office
for Civil Rights**CROSS REFERENCES-CODES**

0410

DESCRIPTIONNondiscrimination In District Programs
And Activities

1100

Communication With The Public
Visitors/Outsiders

1250

1312.1

Complaints Concerning District
Employees

1312.3

Uniform Complaint Procedures

1312.3-E(1)

Uniform Complaint Procedures

1312.3-E(2)

Uniform Complaint Procedures

1312.4

Williams Uniform Complaint
Procedures

1312.4-E(1)

Williams Uniform Complaint
Procedures

1312.4-E(2)

Williams Uniform Complaint
Procedures

5145.3

Nondiscrimination/Harassment
Concepts And Roles

6000

6141

Curriculum Development And
Evaluation

6141

Curriculum Development And
Evaluation

6142.6

Visual And Performing Arts Education

6142.92

Mathematics Instruction

6142.94

History-Social Science Instruction

6143

Courses Of Study

6144

Controversial Issues

6161.1

Selection And Evaluation Of
Instructional Materials

6161.1-E(1)

Selection And Evaluation Of
Instructional Materials

6161.11

Supplementary Instructional Materials

6161.2

Damaged Or Lost Instructional
Materials

6163.1

Library Media Centers

9000

Role Of The Board

9005

Governance Standards

9012

Board Member Electronic
Communications

9200

Limits Of Board Member Authority

9322

Agenda/Meeting Materials

UNIFORM COMPLAINT PROCEDURES

The Board of Trustees recognizes that the District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

The District uniform complaint procedures (UCP) shall be used to investigate and resolve **complaints regarding** the following **programs and activities** ~~complaints~~:

1. **Accommodations for pregnant and parenting students (Education Code 46015)** ~~Any complaint alleging District violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the District, including adult education programs; After School Education and Safety (ASES) programs; agricultural career technical education; American Indian Education Centers and early childhood education program assessments; bilingual education; California Peer Assistance and Review programs for teachers; state career technical and technical education, career technical and technical training programs; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; Economic Impact Aid; the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; special education programs; Tobacco Use Prevention Education programs; and any other District implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000~~

~~(cf. 3553—Free and Reduced Price Meals)~~

~~(cf. 3555—Nutrition Program Compliance)~~

~~(cf. 5131.62—Tobacco)~~

~~(cf. 5148—Child Care and Development)~~

~~(cf. 5148.2—Before/After School Programs)~~

~~(cf. 5148.3—Preschool/Early Childhood Education)~~

~~(cf. 6159—Individualized Education Program)~~

~~(cf. 6171—Title I Programs)~~

~~(cf. 6174—Education for English Language Learners)~~

~~(cf. 6175—Migrant Education Program)~~

~~(cf. 6178—Career Technical Education)~~

~~(cf. 6178.1—Work Based Learning)~~

~~(cf. 6178.2—Regional Occupational Center/Program)~~

~~(cf. 6200—Adult Education)~~

UNIFORM COMPLAINT PROCEDURES (continued)

2. **Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)** Any complaint, by a student, employees, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying) in District programs and activities, including, in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

(cf. 0410 – Nondiscrimination in District Programs and Activities)
(cf. 5145.3 – Nondiscrimination/Harassment)
(cf. 5145.7 – Sexual Harassment)

3. **After School Education and Safety programs (Education 8482-8484.65)** Any complaint alleging District noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding related needs of the student (Education Code 222)

(cf. 5146 – Married/Pregnant/Parenting Students)

4. **Agricultural Career Technical Education (CTE) (Education Code 52460-52462)** Any complaint alleging District noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)

4.

5. **Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)** Any complaint alleging District noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 – Fees and Charges)
(cf. 3320 – Claims and Actions Against the District)

6. **Child care and development programs (Education Code 8200-8488)** Any complaint alleging District noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the Local Control and Accountability Plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)

UNIFORM COMPLAINT PROCEDURES (continued)

~~(cf. 0460—Local Control and Accountability Plan)
(cf. 3100—Budget)~~

7. ~~Compensatory education (Education Code 54400) Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for a specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)~~
8. ~~Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-29912) Any complaint, by or on behalf of a student who is a foster youth as defined in Education Code 51225.2, alleging District noncompliance with any requirement applicable to the student regarding placement decisions; the responsibilities of the District's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)~~

~~(cf. 6173.1—Education for Foster Youth)~~

9. ~~Course periods without educational content (Education Code 51228.1-51228.3) Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USD 1143a, a former juvenile court school student currently enrolled in the district,, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging District noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board imposed graduation requirements (Education Code 51225.1)~~

~~(cf.6173—Education for Homeless Children)~~

~~(cf. 6173.2—Education of Children of Military Families (cf. 6173.3—Education for Juvenile Court School Students~~

10. ~~Discrimination, harassment, intimidation, or bullying in District programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one more of these actual or perceived characteristics (5 CCR 4610) Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child-~~

UNIFORM COMPLAINT PROCEDURES (continued)

~~as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging District noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)~~
 Discrimination includes, but is not limited to, the Board's refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, on the basis that includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the District, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243)

11. Educational and graduation requirements for students in foster care, students experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2) ~~Any complaint alleging District noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)~~

~~(cf. 6152—Class Assignment)~~

12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.) ~~Any complaint alleging District noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)~~

~~(cf. 6142.7—Physical Education and Activity)~~

13. Local Control and Accountability Plan (LCAP) (Education Code 52075) ~~Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy~~
14. Migrant education (Education Code 54440-54445) ~~Any other complaint as specified in a District policy~~
15. Physical Education (PE) instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
- 14.17. Reasonable accommodations to a lactating student (Education Code 222)

UNIFORM COMPLAINT PROCEDURES (continued)

18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School Plans for Student Achievement (SPSA) as required for the consolidated application or specified federal and/or state categorical funding (Education Code 64001)
20. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
21. State preschool programs (Education Code 8207-8225)
22. State preschool health and safety issues in license-exempt programs (Education Code 8212)
23. Any complaint alleging retaliation against a complaint or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
- ~~24.~~ Any other state or federal educational program the SPI or designee deems appropriate

The Board recognizes that Alternative Dispute Resolution (ADR) can, depending on the nature of the allegations, offer a process **for resolving** ~~to reach a resolution to the~~ a complaint **in a manner** that is acceptable to all parties. **An ADR process** such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The District shall protect all complainants from retaliation. In investigating complaints, **the** confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

~~(cf. 4119.23/4219.23/4319.23—Unauthorized Release of Confidential/Privileged Information)~~

~~(cf. 5125—Student Records)~~

~~(cf. 9011—Disclosure of Confidential/Privileged Information)~~

When an allegation that is not subject to UCP is included in a UCP complaint, the District shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the District's UCP.

The Superintendent or designee shall provide training to District staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

UNIFORM COMPLAINT PROCEDURES (continued)

~~(cf. 4131 – Staff Development)~~

~~(cf. 4231 – Staff Development)~~

~~(cf. 4331 – Staff Development)~~

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

~~(cf. 3580 - District Records)~~

Non-UCP Complaints

The following complaints shall not be subject to the District’s UCP but shall be **investigated and resolved by** ~~referred to the specified agency~~ **or through an alternative process:** ~~(5 CCR 4611)~~

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency. **(5 CCR 4611)**

~~(cf. 5141.4 – Child Abuse Prevention and Reporting)~~

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. **(5 CCR 4611)** ~~and shall, for licensing exempt facilities, be referred to the appropriate Child Development regional administrator.~~
3. Any complaint alleging **that a student, while in an education program or activity in which the District exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in Administrative Regulation 5145.71 – Title IX Sexual Harassment Complaint Procedures.** ~~fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.~~
4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the District in accordance with the procedures specified in **Administrative Regulation AR 4030 – Nondiscrimination in Employment, including the right to file the complaint with the California Civil Rights Department** ~~Department of Fair Employment and Housing.~~

Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a Free Appropriate Public Education (FAPE), failure or refusal to implement a due process hearing order to which the District is subject, or a physical safety concern that interferes with the District’s provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with Administrative Regulation 6159.1- Procedural Safeguards and Complaints for Special Education. (5 CCR 3200- 3205) ~~sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or~~

UNIFORM COMPLAINT PROCEDURES (continued)

~~safety of students or staff, teacher vacancies and misassignments, or health and safety violations in any license exempt California State Preschool Program shall be investigated and resolved in accordance with the procedures in AR 1312.4 – Williams Uniform Complaint Procedures. (Education Code 823.5, 35186)~~

5. Any complaint alleging noncompliance of the District’s food service program with laws regarding meal counting and claiming, reimbursable meals eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to the CDE in accordance with Board Policy 3555- Nutrition Program Compliance. (5 CCR 15580-15584)
6. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the District’s food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with Board Policy 3555- Nutrition Program Compliance. (5 CCR 15582)
- 4.7. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with Administrative Regulation 1312.4 – Williams Uniform Complaint Procedures. (Education Code 35186)

~~(cf. 1312.4 – Williams Uniform Complaint Procedures)~~

Policy Reference Disclaimer

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

STATE	DESCRIPTION
2 CCR 11023	Harassment and discrimination prevention and correction
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	School libraries
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 32280-32289.5	School safety plans

UNIFORM COMPLAINT PROCEDURES (continued)**STATE** (continued)

Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 46015	Parental leave for students
Ed. Code 48645.7	Juvenile court schools
Ed. Code 48853-48853.5	Foster youth
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49010-49013	Student fees
Ed. Code 49060-49079	Student records
Ed. Code 49069.5	Records of foster youth
Ed. Code 49490-49590	Child nutrition programs
Ed. Code 49701	Provisions of the Interstate Compact on Educational Opportunities for Military Children
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51210	Course of student for grades 1-6
Ed. Code 51222	Physical education
Ed. Code 51223	Physical education; elementary schools
Ed. Code 51225.1-51225.2	Foster youth, homeless children, former juvenile court school students; course credits; graduation requirements
Ed. Code 51226-51226.1	Career technical education
Ed. Code 51228.1-51228.3	Course periods without educational content
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 52059.5	Statewide system of support
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52075	Complaint for lack of compliance with local control and accountability plan requirements
Ed. Code 52300-52462	Career technical education
Ed. Code 52500-52617	Adult schools
Ed. Code 54400-54425	Compensatory education programs
Ed. Code 54440-54445	Migrant education
Ed. Code 54460-54529	Compensatory education programs
Ed. Code 59000-59300	Special schools and centers
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 64000-64001	Consolidated application process; school plan for student achievement
Ed. Code 65000-65001	School site councils
Ed. Code 8200-8488	Child care and development programs
Ed. Code 8500-8538	Adult basic education
Gov. Code 11135	Prohibition of discrimination

UNIFORM COMPLAINT PROCEDURES (continued)**STATE** (continued)

Gov. Code 12900-12996

H&S Code 1596.792

H&S Code 1596.7925

Pen. Code 422.55

Pen. Code 422.6

Fair employment and Housing Act

California Child Day Care Act; general provisions and definitions

California Child Day Care Act; health and safety regulations

Definition of hate crime

Crimes; harassment

FEDERAL

20 USC 1221

20 USC 1232g

20 USC 1681-1688

20 USC 6301-6576

20 USC 6801-7014

28 CFR 35.107

29 USC 794

34 CFR 100.3

34 CFR 104.7

34 CFR 106.1-106.82

34 CFR 106.44

34 CFR 106.45

34 CFR 106.8

34 CFR 110.25

34 CFR 99.1-99.67

42 USC 11431-11435

42 USC 12101-12213

42 USC 2000d-2000d-7

42 USC 2000h-2-2000h-6

42 USC 6101-6107

DESCRIPTION

Application of laws

Family Educational Rights and Privacy Act (FERPA) of 1974

Title IX of the Education Amendments of 1972; discrimination based on sex

Title I Improving the Academic Achievement of the Disadvantaged

Title III language instruction for limited English proficient and immigrant students

Nondiscrimination on basis of disability; complaints Rehabilitation Act of 1973; Section 504

Prohibition of discrimination on basis of race, color or national origin

Section 504; Designation of responsible employee and adoption of grievances procedures

Nondiscrimination on the basis of sex in education programs and activities; definitions

Recipient's response to sexual harassment

Grievance process for formal complaints of sexual harassment

Designation of coordinator; dissemination of policy, and adoption of grievance procedures

Notification of nondiscrimination on the basis of age

Family Educational Rights and Privacy

McKinney-Vento Homeless Assistance Act

Americans with Disabilities Act

Title VI and Title VII Civil Rights Act of 1964, as amended

Title IX of Civil Rights Act of 1964

Age Discrimination Ave of 1975

UNIFORM COMPLAINT PROCEDURES (continued)

MANAGEMENT RESOURCES
California Department of Education
Publication

DESCRIPTION
Uniform Complaint Procedure Program Instrument

California Department of Education
Publication

Sample UCP Board Policies and Procedures

U.S. DOE, Office for Civil Rights
Publication

Part 1: Questions and Answers Regarding the
Department's Title IX Regulations, January 2021

U.S. DOE, Office for Civil Rights
Publication

Questions and Answers on the Title IX Regulations
on Sexual Harassment, July 2021

U.S. DOE, Office for Civil Rights
Publication

Dear Colleague Letter; Responding to Bullying of
Students with Disabilities, October 2014

U.S. DOJ Publication

Guidance to Federal Financial Assistance Recipients
Regarding Title VI Prohibition Against National
Origin Discrimination Affecting Limited English
Proficient Persons, 2007

Website

CSBA District and County Office of Education
Legal Services

Website

Student Privacy Policy Office

Website

U.S. Department of Agriculture

Website

California Department of Social Services

Website

U.S. Department of Justice

Website

California Department of Education

Website

CSBA

Website

U.S. Department of Education, Office for Civil
Rights

Website

California Civil Rights Department

UNIFORM COMPLAINT PROCEDURES (continued)

CROSS REFERENCES-CODES	DESCRIPTION
0410	Nondiscrimination in District Programs And Activities
0420	School Plans/Site Councils
0420.41	Charter School Oversight
0420.41-E(1)	Charter School Oversight
0430	Comprehensive Local Plan for Special Education
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0470	Covid-19 Mitigation Plan
1100	Communication With The Public
1113	District And School Websites
1113-E(1)	District-Sponsored Social Media
1114	District- Sponsored Social Media
1220	Citizen Advisory Committees
1250	Visitors/Outsiders
1312.1	Complaints Concerning District Employees
1312.2	Complaints Concerning Instructional Materials
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1313	Civility
1340	Access To District Records
3260	Fees and Charges
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
3580	District Records
4030	Nondiscrimination In Employment
4112.23	Special Education Staff
4112.9	Employee Notifications
4112.9-E(1)	Employee Notification
4118	Dismissal/Suspension/Disciplinary Action
4119.1	Civil And Legal Rights
4119.11	Sexual Harassment
4119.23	Unauthorized Release Of Confidential/Privileged Information
4131	Staff Development
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4218	Dismissal/Suspension/Disciplinary Action
4219.1	Civil And Legal Rights
4219.11	Sexual Harassment
4219.23	Unauthorized Release Of Confidential/Privileged Information

UNIFORM COMPLAINT PROCEDURES (continued)**CROSS REFERENCES-CODES** (continued)

4231	Staff Development
4244	Complaints
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4218	Dismissal/Suspension/Disciplinary Action
4219.1	Civil and Legal Rights
4219.11	Sexual Harassment
4219.23	Unauthorized Release Of Confidential/Privileged Information
4231	Staff Development
4244	Complaints
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4319.1	Civil and Legal Rights
4319.11	Sexual Harassment
4319.23	Unauthorized Release Of Confidential/Privileged Information
4331	Staff Development
4344	Complaints
5116.1	Intradistrict Open Enrollment
5117	Interdistrict Attendance
5125	Student Records
5131.62	Tobacco
5137	Positive School Climate
5141.22	Infectious Diseases
5141.4	Child Abuse Prevention And Reporting
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5145.7	Sexual Harassment
5145.71	Title IX Sexual Harassment Complaint Procedures
5145.71-E(1)	Title IX Sexual Harassment Complaint Procedures
5145.9	Hate-Motivated Behavior
5146	Marries/Pregnant/Parenting Students
5148	Child Care And Development
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.7	Physical Education And Activity
6145	Extracurricular And Cocurricular Activities
6145.2	Athletic Competition

UNIFORM COMPLAINT PROCEDURES (continued)**CROSS REFERENCES-CODES** (continued)

6146.1	High School Graduation Requirements
6152	Class Assignment
6159	Individualized Education Program
6159.1	Procedural Safeguards And Complaints For Special Education
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6159.3	Appointment Of Surrogate Parent For Special Education
6161.1	Selection And Evaluation Of Instructional Materials
6164.2	Guidance/Counseling Services
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.5	Student Success Teams
6171	Title I Programs
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.1	Education For Foster Youth
6173.2	Education Of Children Of Military Families
6173.3	Education For Juvenile Court School Students
6175	Migrant Education Program
6178	Career Technical Education
6178.1	Work-Based Learning
6178.2	Regional Occupational Center/Program
6200	Adult Education
9000	Role Of The Board
9011	Disclosure Of Confidential/Privileged Information
9012	Board Member Electronic Communications
9124	Attorney
9200	Limits Of Board Member Authority
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9322	Agenda/Meeting Materials

*Legal Reference:**EDUCATION CODE**200-262.4 Prohibition of discrimination**8200-8498 Child care and development programs**8500-8538 Adult basic education**18100-18203 School libraries**32280-32289 School safety plan, uniform complaint procedures**33380-33384 California Indian Education Centers**35186 Williams uniform complaint procedures*

UNIFORM COMPLAINT PROCEDURES (continued)

44500-44508 California Peer Assistance and Review Program for Teachers
 46015 Parental leave for students
 48853-48853.5 Foster youth
 48985 Notices in language other than English
 49010-49014 Student fees
 49060-49079 Student records, especially:
 49069.5 Records of foster youth
 49490-49590 Child nutrition programs
 49701 Interstate Compact on Educational Opportunity for Military Children
 51210 Courses of study grades 1-6
 51223 Physical education, elementary school
 51225.1-51225.2 Foster youth, homeless children former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements
 51226-51226.1 Career technical education
 51228.1-51228.3 Course periods without educational content
 52060-52077 Local control and accountability plan, especially:
 52075 Complaint for lack of compliance with local control and accountability plan requirements
 52160-52178 Bilingual education programs
 52300-52462 Career technical education
 52500-52616.24 Adult schools
 54000-54029 Economic Impact Aid
 54400-54425 Compensatory education programs
 54440-54445 Migrant education
 54460-54529 Compensatory education programs
 56000-56885 Special education programs
 59000-59300 Special schools and centers
 64000-64001 Consolidated application process
 65000-65001 School site councils
GOVERNMENT CODE
 11135 Nondiscrimination in programs or activities funded by state
 12900-12996 Fair Employment and Housing Act
HEALTH AND SAFETY CODE
 1596.792 California Child Day Care Act; general provisions and definitions
 1596.7925 California Child Day Care Act; health and safety regulations
 104420 Tobacco Use Prevention Education
PENAL CODE
 422.55 Hate crime; definition
 422.6 Interference with constitutional right or privilege
CODE OF REGULATIONS, TITLE 2
 11023 Harassment and discrimination prevention and correction
CODE OF REGULATIONS, TITLE 5
 3080 Applicability of uniform complaint procedures to complaints regarding students with disabilities

Legal reference: continued on next page

Legal reference: (continued)

4600-4670 Uniform complaint procedures
 4680-4687 Williams uniform complaint procedures
 4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
 1221 Application of laws
 1232g Family Educational Rights and Privacy Act
 1681-1688 Title IX of the Education Amendments of 1972
 6301-6577 Title I Improving the Academic Achievement of the Disadvantaged
 6801-7014 Title III language instruction for limited-English-proficient and immigrant students
UNITED STATES CODE, TITLE 29
 794 Section 504 of Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
 2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
 6101-6107 Age Discrimination Act of 1975

UNIFORM COMPLAINT PROCEDURES (continued)

*12101-12213 Title II equal opportunity for individuals with disabilities
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
CODE OF FEDERAL REGULATIONS, TITLE 34
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex
110.25 Notification of nondiscrimination on the basis of age*

Management Resources:

*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Sample UCP Board Policies and Procedures
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter, September 22, 2017
Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
Dear Colleague Letter: Harassment and Bullying, October 2010
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001
U.S. DEPARTMENT OF JUSTICE PUBLICATIONS
Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002
WEB SITES
CSBA: <http://www.csba.org>
California Department of Education: <http://www.cde.ca.gov>
Family Policy Compliance Office: <https://www2.ed.gov/policy/gen/guid/fpeo>
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/offices/ocr>
U.S. Department of Justice: <http://www.justice.gov>*

UNIFORM COMPLAINT PROCEDURES

Except as the Board of Trustees may otherwise be specifically provided in other District policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in **the accompanying Board policy BP 1312.3.**

(cf. 1312.1 – Complaints Concerning District Employees)
(cf. 1312.2 – Complaints Concerning Instructional Materials)
(cf. 1312.4 – Williams Uniform Complaint Procedures)
(cf. 4031 – Complaints Concerning Discrimination in Employment)

Compliance Officers

The District designates the individual(s), position(s), or unit(s) identified below as responsible for **receiving, coordinating and investigating** ~~the District's response to~~ complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in ~~AR~~ **Administrative Regulation 5145.3 - Nondiscrimination/Harassment** responsible for handling complaints regarding unlawful discrimination, ~~(such as discriminatory harassment, intimidation or bullying)~~ **and in Administrative Regulation 5145.7- Sexual Harassment** for handling complaints regarding sexual harassment. ~~The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure District compliance with law.~~

(cf. 5145.3 – Nondiscrimination/Harassment)
(cf. 5145.7 – Sexual Harassment)

Assistant Superintendent of Instructional ~~and~~ Support Services
Beaumont Unified School District
350 W. Brookside Avenue
Beaumont, CA 92223
Phone: (951) 845-1631
iss@beaumontusd.k12.ca.us

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, ~~if applicable,~~ if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

UNIFORM COMPLAINT PROCEDURES (continued)

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such designated employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those involving alleging unlawful discrimination, ~~(such as discriminatory harassment, intimidation or bullying);~~; applicable standards for reaching decisions on complaints; and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

~~(cf. 4331—Staff Development)(cf. 9124—Attorney)~~

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during ~~and pending the results of an investigation~~ **and while the result is pending**. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the District issues its final written decision, whichever occurs first.

Notifications

The District's UCP policy and administrative regulation shall be posted in all District schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the District's UCP to students, employees, parents/guardians of District students, District advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

~~(cf. 0420—School Plans/Site Councils)(cf. 1220—Citizen Advisory Committees)~~
~~(cf. 4112.9/4212.9/4312.9—Employee Notifications)(cf. 5145.6—Parental Notifications)~~

The notice shall include:

1. A statement that the District is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy.
2. **The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate** ~~A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.~~

UNIFORM COMPLAINT PROCEDURES (continued)

~~(cf. 0460—Local Control and Accountability Plan)
(cf. 3260—Fees and Charges)~~

~~A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the District's educational program, including curricular and extracurricular activities.~~

- ~~23. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred.~~
- ~~34. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct. The district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students not enrolled in the District, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process.~~

~~(cf. 6173—Education for Homeless Children)
(cf. 6173.1—Education for Foster Youth)
(cf. 6173.2—Education of Children of Military Families)(cf. 6173.3—Education for Juvenile Court School Students)
(cf. 6175—Migrant Education Program)~~

- ~~45. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the District's educational program, including curricular and extracurricular activities. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints.~~
- ~~56. A statement that a complaint regarding student fees or the Local Control and Accountability Plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint will be investigated in accordance with the District's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint unless this time period is extended by written agreement of the complainant.~~

UNIFORM COMPLAINT PROCEDURES (continued)

7. A statement that the District will post a standardized notice of the educational and graduation requirements of foster youth, students experiencing homelessness, children of military families, former juvenile court school students now enrolled in the District, students who are migratory, and students participating in a newcomer program as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2 and the complaint process ~~complainant has a right to appeal the District's decision to CDE by filing a written appeal, including a copy of the original complaint and the District's decision, within 15 days of receiving the District's decision.~~
8. A statement that complaints will be investigated in accordance with the District's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant ~~advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.~~
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the District's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the District's decision, within 30 calendar days of receiving the District's decision ~~copies of the District's UCP are available free of charge.~~
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
11. A statement that copies of the District's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the District and District school websites ~~site~~ and may be provided through District-supported social media, if available.

~~(cf. 1113—District and School Web Sites) (cf. 1114—District Sponsored Social Media)~~

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the District's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular District school speak a single primary language other than English, the District's UCP policy, regulation, forms, and notices ~~concerning the UCP~~ shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the District shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

UNIFORM COMPLAINT PROCEDURES (continued)**Filing of Complaints**

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. **If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.**

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, District staff shall assist in the filing of the complaint. (5CCR 4600)

Complaints shall **also** be filed in accordance with the following rules, as applicable:

1. A complaint alleging District violation of applicable state or federal law or regulations governing the programs specified in **the accompanying Board policy BP 1312.3 (item #1 of the section "Complaints Subject to UCP")** may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. **However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075) (5 CCR 4630)**
- ~~2.3.~~ **A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Board. (5 CCR 4600)**
- ~~3.4.~~ **A complaint alleging unlawful discrimination, ~~(such as discriminatory harassment, intimidation, or bullying)~~ may be filed only by persons who alleges that they have personally suffered unlawful discrimination, a person or who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. The complaint shall be initiated no later than six months from the date that the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)**

UNIFORM COMPLAINT PROCEDURES (continued)

- 4.5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
6. When a complaint alleging unlawful discrimination, ~~(such as discriminatory~~ harassment, intimidation or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
- 5.7. When a complainant of unlawful discrimination, ~~(such as discriminatory~~ harassment, intimidation or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the District's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the District will nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of a sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, ~~(such as discriminatory~~ harassment, intimidation or bullying), the compliance officer shall ensure that all parties agree to permit the mediator access party to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the District's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the District shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the District shall then continue with subsequent steps specified in this administrative regulation.

UNIFORM COMPLAINT PROCEDURES (continued)**Investigation of Complaint**

~~Within 10 business days after the compliance officer receives the complaint,~~ The compliance officer shall begin an investigation into the complaint **within 10 business days of receiving the complaint.**

Within one business day of initiating the investigation, the compliance officer shall provide the complainant **and/or** the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant **and/or** representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, ~~(such as discriminatory harassment, intimidation, or bullying),~~ the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the District's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or ~~engagement in~~ any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. ~~Similarly, a respondent's r~~ **Refusal to provide by** the District's **to provide the** investigator with **access to records and/or information related** documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or ~~engagement in~~ any other obstruction of the investigation may result in a finding based on evidence collected; that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

~~In accordance with law, the District shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the District to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)~~

UNIFORM COMPLAINT PROCEDURES (continued)**Timeline for Investigation Report Final Decision**

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the District's receipt of the complaint.

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

(cf. 9321—Closed Session Purposes and Agendas) (cf. 9321.1—Closed Session Actions and Reports)

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the District's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, or bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Final Written Decision- Investigation Report

For all complaints, the District's **Investigation Report** ~~final written decision~~ shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. ~~In reaching a factual determination, the following factors may be taken into account:~~
 - a. ~~Statements made by any witnesses~~
 - b. ~~The relative credibility of the individuals involved~~
 - c. ~~How the complaining individual reacted to the incident~~
 - d. ~~Any documentary or other evidence relating to the alleged conduct~~
 - e. ~~Past instances of similar conduct by any alleged offenders~~
 - f.a. ~~Past false allegations made by the complainant~~

UNIFORM COMPLAINT PROCEDURES (continued)

2. A conclusion providing a clear determination for each allegation as to whether the District is in compliance with the relevant law ~~The conclusion(s) of law~~
3. Corrective action(s) whenever the District finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600 ~~Disposition of the complaint~~
4. Notice of the complainant's right to appeal the District's investigation report to CDE, except when the District has used the UCP to address a complaint not specified in 5 CCR 4610 ~~Rationale for such disposition~~

4.5. Procedures to be followed for initiating an appeal to CDE

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

~~For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.~~

~~The determination of whether a hostile environment exists may involve consideration of the following:~~

- a. ~~The manner in which the misconduct affected one or more students' education~~
 - b. ~~The type, frequency, and duration of the misconduct~~
 - c. ~~The relationship between the alleged victim(s) and offender(s)~~
 - d. ~~The number of persons engaged in the conduct and at whom the conduct was directed~~
 - e. ~~The size of the school, location of the incidents, and context in which they occurred~~
 - f. ~~Other incidents at the school involving different individuals~~
5. ~~Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600~~

~~For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the notice may, as required by law, include:~~

UNIFORM COMPLAINT PROCEDURES (continued)

- ~~a. The corrective actions imposed on the respondent~~
 - ~~b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.~~
 - ~~c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence~~
- ~~6. Notice of the complainant's right to appeal the District's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal.~~

~~The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.~~

In consultation with District legal counsel, information about the relevant part of an **investigation report decision** may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the **investigation report decision** or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, ~~(such as discriminatory harassment, intimidation, or~~ **and** ~~bullying)~~, notice of the **investigation report District's decision** to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a Limited-English-Proficient (**LEP**) student or parent/guardian, ~~then and the District's response, if requested by the complainant, and the investigation report shall be written in~~ student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English **and the primary language in which the complaint was filed.**; ~~then the decision shall also be translated into that language pursuant~~

~~to Education Code 48985. In all other instances, the District shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.~~

For complaints alleging unlawful discrimination ~~based on state law (such as discriminatory harassment, intimidation, or bullying based upon a state law,~~ the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the District's complaint procedures, including but not limited to injunctions, restraining order **or** other remedies or orders, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

UNIFORM COMPLAINT PROCEDURES (continued)**Corrective Actions**

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or District environment may include, but are not limited to, actions to reinforce District policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

(cf. 5137—Positive School Climate)

For complaints involving retaliation or unlawful discrimination (~~such as harassment, intimidation or bullying~~), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling

(cf. 6164.2—Guidance/Counseling Services)

~~1.2.~~ Academic support

~~2.3.~~ Health services

~~3.4.~~ Assignment of an escort to allow the victim to move safely about campus

~~4.5.~~ Information regarding available resources and how to report similar incidents or retaliation

~~5.6.~~ Separation of the victim from any other individuals involved, provided the separation does not penalize the victim

~~6.7.~~ Restorative justice

~~7.8.~~ Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints ~~of involving~~ retaliation or unlawful discrimination (~~such as discriminatory harassment, intimidation or bullying~~), ~~appropriate corrective actions that focus on~~ **involving** a student as the respondent, appropriate corrective actions that may be provided to the student ~~offender~~ may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team

(cf. 6164.5—Student Success Teams)

6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law

UNIFORM COMPLAINT PROCEDURES (continued)

~~(cf. 6145—Extracurricular and Coextracurricular Activities)~~

7. Disciplinary action, such as suspension or expulsion, as permitted by law

~~(cf. 5144—Discipline)~~

~~(cf. 5144.1—Suspension and Expulsion/Due Process)~~

When an employee is found to have committed retaliation or unlawful discrimination, ~~(such as discriminatory harassment, intimidation, or bullying)~~, the District shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

~~(cf. 4118—Dismissal/Suspension/Disciplinary Action) (cf. 4218—Dismissal/Suspension/Disciplinary Action)~~

The District may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, ~~(such as discriminatory harassment, intimidation, or bullying)~~, that the District does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, **courses without educational content**, ~~for students in elementary schools~~, or any requirement related to the LCAP is found to have merit, the District shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, **51222**, 51223, **51228.3**, 52075)

For complaints alleging noncompliance with the law regarding student fees, the District, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education (CDE)

Any complainant who is dissatisfied with the District's **investigation report** ~~final written decision~~ on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within ~~30~~**15** calendar days of receiving the District's **investigation report**. ~~decision~~. (**5 CCR 4632**)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the District's investigation report for that complaint. The complaint shall specify and explain the basis for the appeal, including at least one of the following: ~~The complainant shall specify the basis for the appeal of the decision and how the facts of the District's decision are incorrect or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the District's decision in that complaint.~~ (**5 CCR 4632**)

UNIFORM COMPLAINT PROCEDURES (continued)

1. The District failed to follow its complaint procedures
2. Relative to the allegations of the complaint, the District's investigation report lacks material findings of fact necessary to reach a conclusion of law
3. The material findings of fact in the District's investigation report are not supported by substantial evidence
4. The legal conclusion in the District's investigation report is inconsistent with the law
5. In a case in which the District found noncompliance, the corrective actions fail to provide a proper remedy

~~When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the District's final written decision, the respondent, in the same manner as the complainant, may file an appeal with CDE.~~

~~Upon notification by the CDE that the District's decision has been appealed, the Superintendent or designee shall forward the following documents to CDE: (5 CCR 4633)~~

Upon notification by CDE that the District's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the District's investigation report ~~written decision~~
- ~~3. A summary of the nature and extent of the investigation conducted by the District, if not covered by the decision~~
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint
5. A copy of the District's UCP
6. Other relevant information requested by CDE

If notified by CDE that the District's investigation report failed to address allegation(s) raised by the complaint, the District shall, within 20 days of the notification, provide the CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

UNIFORM COMPLAINT PROCEDURES (continued)**Health and Safety Complaints in License-Exempt Preschool Programs**

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the District notifying parents/guardians, students and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from the CDE website. (Education Code 8212; 5 CCR 4691)

The District's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of Code of Regulations. (CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212;5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the District's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

UNIFORM COMPLAINT PROCEDURES (continued)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the District's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)

Policy Reference Disclaimer

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

STATE

2 CCR 11023

5 CCR 15580-15584

5 CCR 3200-3205

5 CCR 4600-4670

5 CCR 4600-4687

5 CCR 4690-4694

5 CCR 4900-4965

Ed. Code 18100-18203

Ed. Code 200-262.4

Ed. Code 32280-32289.5

Ed. Code 35186

Ed. Code 46015

Ed. Code 48645.7

Ed. Code 48853-48853.5

Ed. Code 48985

Ed. Code 49010-49013

Ed. Code 49060-49079

Ed. Code 49069.5

Ed. Code 49490-49590

Ed. Code 49701

Ed. Code 51204.5

DESCRIPTION

Harassment and discrimination prevention and correction

Child nutrition programs complaint procedures

Special Education compliance complaints

Uniform complaint procedures

Uniform complaint procedures and Williams complaints

Complaints regarding health and safety issues in license-exempt preschool programs

Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance

School libraries

Prohibition of Discrimination

School safety plans

Williams uniform complaint procedures

Parental leave for students

Juvenile court schools

Foster Youth

Notices to parents in language other than English

Student fees

Student records

Records of foster youth

Child nutrition programs

Provisions of the Interstate Compact on Educational Opportunities for Military Children

Social science instruction; contributions of specified groups

UNIFORM COMPLAINT PROCEDURES (continued)

STATE (continued)	DESCRIPTION
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51222	Physical education
Ed. Code 51223	Physical education; elementary schools
Ed. Code 51225.1-51225.2	Foster youth, homeless children, former juvenile courts school students; course credits; graduation requirements
Ed. Code 51226-51226.1	Career technical education
Ed. Code 51228.1-51228.3	Course periods without educational contact
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 52059.5	Statewide system of support
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52075	Complaint for lack of compliance with local control and accountability plan requirements
Ed. Code 52300-52462	Career technical education
Ed. Code 52500-52617	Adult schools
Ed. Code 54400-54425	Compensatory education programs
Ed. Code 54440-54445	Migrant education
Ed. Code 54460-54529	Compensatory education programs
Ed. Code 59000-59300	Special schools and centers
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 64000-64001	Consolidated application process; school plan for student achievement
Ed. Code 65000-65001	School site councils
Ed. Code 8200-8488	Child care and development programs
Ed. Code 8500-8538	Adult basic education
Gov. Code 11135	Prohibition of discrimination
Gov. Code 12900-12996	Fair employment and Housing Act
H&S Code 1596.792	California Child Day Care Act; general provisions and definitions
H&S Code	California Child Day Care Act; health and safety regulations
Pen. Code 422.55	Definition of hate crime
Pen. Code 422.6	Crimes harassment
FEDERAL	DESCRIPTION
20 USC 1221	Application of laws
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
20 USC 6801-7014	Title III language instruction for limited English proficient and immigrant students

UNIFORM COMPLAINT PROCEDURES (continued)**FEDERAL** (continued)

28 CFR 35.107	Nondiscrimination of basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; definitions
34 CFR 106.44	Recipient's response to sexual harassment
34 CFR 106.45	Grievance process for formal complaints for sexual harassment
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination of the basis of age
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI and Title VII Civil Rights Act of 1964, as amended
42 USC 2000h-2- 2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975

MANAGEMENT RESOURCES

California Department of Education
Publication

California Department of Education
Publication

U.S. DOE, Office for Civil Rights
Publication

U.S. DOE, Office for Civil Rights
Publication

U.S. DOE, Office for Civil Rights
Publication

U.S. DOJ Publication

Website

DESCRIPTION

Uniform Complaint Procedure Program Instrument

Sample UCP Board Policies and Procedures

Part 1: Questions and Answers Regarding the
Department's Title IX Regulations, January 2021

Questions and Answers on the Title IX Regulations
on Sexual Harassment, July 2021

Dear Colleague Letter: Responding to Bullying of
Student with Disabilities, October 2014

Guidance to Federal Financial Assistance Recipients
Regarding Title VI Prohibition Against National Origin
Discrimination Affecting Limited English Proficient
Persons, 2007

CSBA District and County Office of Education Legal
Services

UNIFORM COMPLAINT PROCEDURES (continued)**MANAGEMENT RESOURCES** (continued)

Website	Student Privacy Policy Office
Website	U.S. Department of Agriculture
Website	California Department of Social Services
Website	U.S. Department of Justice
Website	California Department of Education
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
Website	California Civil Rights Department

CROSS REFERENCES-CODES**DESCRIPTION**

0410	Nondiscrimination In District Programs And Activities
0420	School Plans/Site Councils
0420.41	Charter School Oversight
0420.41-E(1)	Charter School Oversight
0430	Comprehensive Local Plan For Special Education
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0470	COVID-19 Mitigation Plan
1100	Communication With The Public
1113	District And School Websites
1113-E(1)	District And School Websites
1114	District- Sponsored Social Media
1220	Citizen Advisory Committees
1250	Visitors/Outsiders
1312.1	Complaints Concerning District Employees
1312.2	Complaints Concerning Instructional Materials
1312.32-E(1)	Complaints Concerning Instructional Materials
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1313	Civility
1340	Access To District Records
3260	Fees and Charges
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
3580	District Records
4030	Nondiscrimination In Employment

UNIFORM COMPLAINT PROCEDURES (continued)**CROSS REFERENCES-CODES** (continued)

4112.23	Special Education Staff
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4118	Dismissal/Suspension/Disciplinary Action
4119.1	Civil And Legal Rights
4119.11	Sexual Harassment
4119.23	Unauthorized Release Of Confidential/Privileged Information
4131	Staff Development
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4218	Dismissal/Suspension/Disciplinary Action
4219.1	Civil And Legal Rights
4219.11	Sexual Harassment
4219.23	Unauthorized Release Of Confidential/Privileged Information
4231	Staff Development
4244	Complaints
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4319.1	Civil And Legal Rights
4319.11	Sexual Harassment
4319.23	Unauthorized Release Of Confidential/Privileged Information
4331	Staff Development
4344	Complaints
5116.1	Intradistrict Open Enrollment
5117	Interdistrict Attendance
5125	Student Records
5131.62	Tobacco
5137	Positive School Climate
5141.22	Infectious Diseases
5141.4	Child Abuse Prevention And Reporting
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5145.7	Sexual Harassment
5145.71	Title IX Sexual Harassment Complaint Procedures
5145.71-E(1)	Title IX Sexual Harassment Complaint Procedures
5145.9	Hate-Motivated Behavior
5146	Married/Pregnant/Parenting Students

UNIFORM COMPLAINT PROCEDURES (continued)**CROSS REFERENCES-CODES** (continued)

5148	Child Care And Development
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.7	Physical Education And Activity
6145	Extracurricular And Cocurricular Activities
6145.2	Athletic Competition
6146.1	High School Graduation Requirements
6152	Class Assignment
6159	Individualized Education Program
6159.1	Procedural Safeguards And Complaints For Special Education
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6159.3	Appointment Of Surrogate Parent For Special Education Students
6161.1	Selection and Evaluation of Instructional Materials
6164.2	Guidance/Counseling Services
6164.4	Identification And Evaluation Of Individuals For Special
6164.5	Student Success Teams
6171	Title I Programs
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.1	Education For Foster Youth
6173.2	Education of Children Of Military Families
6173.3	Education For Juvenile Court School Students
6175	Migrant Education Program
6178	Career Technical Education
6178.1	Work-Based Learning
6178.2	Regional Occupational Center/Program
6200	Adult Education
9000	Role Of The Board
9011	Disclosure Of Confidential/Privileged Information
9012	Board Member Electronic Communications
9124	Attorney
9200	Limits Of Board Member Authority
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9322	Agenda/Meeting Materials

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints

The District shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
 - a. A student, including an English ~~H~~Learner, does not have standards-aligned textbooks or instructional materials or state- or District-adopted textbooks or other required instructional materials to use in class.
 - b. A student 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 student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

~~(cf. 6161.1—Selection and Evaluation of Instructional Materials)~~

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English ~~H~~Learners is assigned to teach a class with **one or more** ~~than 20 percent~~ English ~~H~~Learners in the class.

~~(cf. 4112.22—Staff Teaching English Language Learners)~~

- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

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 the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

- d. *Beginning of the year or semester* means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

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. (Education Code 35186; 5 CCR 4600)

~~(cf. 4112.2—Certification)~~

~~(cf. 4113—Assignment)~~

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)
- a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, 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 students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, ~~and~~ ~~or~~ paper towels or functional hand dryers. (Education Code 35292.5)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary ~~for~~ **for a documented student safety concern, an immediate threat to student safety, or to make repairs repair the facility.** (Education Code 35292.5)

In any ~~District~~ school serving any of grades 6-12 ~~in which 40 percent or more of the students in the school or school attendance area are from low income families, as defined in the 20 USC 6314,~~ a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to ~~stock, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual~~ **at least half of the restrooms in the school with feminine hygiene products in every women's, and all-gender restroom, and in at least one men's restroom, and to not charge students for the use of such products.** (Education Code 35292.6)

~~(cf. 3514 Environmental Safety)~~

~~(cf. 3517 Facilities Inspection)~~

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the District's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the District's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 8235.5, 35186; 5 CCR 4680)

The Superintendent or designee shall post in each classroom in each school a notice containing the components specified in Education Code 35186. (Education Code 35186)

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 8235.5, 35186; 5 CCR 4680)

A complaint alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly in addition to or in lieu of being filed with the District. Any such complaint shall identify the basis and provide evidence to support its filing directly with the SPI. (Education Code 35186)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

If the Superintendent or designee becomes aware that a complaint alleging insufficient textbooks or instructional materials that has been filed directly with the SPI but not with the District, the Superintendent or designee may initiate an investigation in accordance with this administrative regulation, as described below, if there is sufficient evidence to do so.

Investigation and Response

The principal/~~preschool administrator~~ or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within ~~the principal's or designee's~~ **the principal's or designee's** their authority. (Education Code 8235.5, 35186; 5 CCR 4685)

~~Investigation of a complaint regarding preschool health or safety issues shall begin within 10 calendar days of receipt of the complaint. (Education Code 8235.5)~~

The principal or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code ~~8235.5~~, 35186; 5CCR -4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal or Superintendent's designee shall report the resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint. If the principal makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code ~~8235.5~~, 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code ~~8235.5~~, 35186)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board of Trustees at a regularly scheduled meeting. (Education Code ~~8235.5~~, 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the ~~SPI~~ **Superintendent of Public Instruction** within 15 days of receiving the District's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code ~~8235.5~~, 35186; 5 CCR 4687)

All complaints and written responses shall be available as public records. (Education Code ~~8235.5~~, 35186; 5 CCR 4686)

(cf. 1340—Access to District Records)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)**Reports**

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code ~~8235.5~~, 35186; 5 CCR 4686)

Legal References: (see next page)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

STATE	DESCRIPTION
5 CCR 4600-4670	Uniform complain procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Health and safety complaints in license-exempt preschool programs
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 33126	School accountability report card
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 35292.5-35292.6	Restroom; maintenance and cleanliness
Ed. Code 48907	Exercise of free expression; time, place, and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parent in language other than English
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
STATE (continued)	DESCRIPTION
Ed. Code 60119	Hearing on sufficiency of instructional materials
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials
FEDERAL	DESCRIPTION
20 USC 6314	Title 1 schoolwide program

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

MANAGEMENT RESOURCES	DESCRIPTION
Website	CSBA District and County Office of Educational Legal Services
Website	State Allocation Board, Office of Public School Construction
Website	California Department of Education
Website	California County Superintendents Educational Services
Website	Department of Justice
Website	U.S. Department of Education, Office for Civil Rights
Website	CSBA
CROSS REFERENCES-CODES	DESCRIPTION
0410	Nondiscrimination In District Programs And Activities
0460	Local Control And Accountability Plan
1100	Communication With The Public
1250	Visitors/Outsiders
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3514	Environmental Safety
3514.2	Integrated Pest Management
3517	Facilities Inspection
3517-E(1)	Facilities Inspection
3550	Food Service/Child Nutrition Program
4112.2	Certification
4112.22	Staff Teaching English Learners
4113	Assignment
4144	Complaints
4244	Complaints
4344	Complaints
5145.3	Nondiscrimination/Harassment
6143	Courses Of Study
6142.92	Mathematics Instruction
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

Legal Reference:

EDUCATION CODE

~~234.1 Prohibition of discrimination, harassment, intimidation, and bullying~~

~~1240 County superintendent of schools, duties~~

~~8235-8239.1 California State Preschool Programs, especially:~~

~~8235.5 California State Preschool Program, complaints regarding health and safety issues~~

~~17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account~~

~~33126 School accountability report card~~

~~35186 Williams uniform complaint procedures~~

~~35292.5-35292.6 Restrooms, maintenance and cleanliness~~

~~48985 Notice to parents in language other than English~~

~~60119 Hearing on sufficiency of instructional materials~~

HEALTH AND SAFETY CODE

~~1596.792 California Child Day Care Act; health and safety regulations~~

CODE OF REGULATIONS, TITLE 5

~~4600-4670 Uniform complaint procedures~~

~~4680-4687 Williams uniform complaint procedures~~

UNITED STATES CODE, TITLE 20

~~6314 Title I schoolwide program~~

Management Resources:

WEB SITES

~~CSBA: <http://www.csba.org>~~

~~California County Superintendents Educational Services Association: <http://www.csesa.org>~~

~~California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/we>~~

~~State Allocation Board, Office of Public School Construction: <http://www.opse.dgs.ca.gov>~~

WILLIAMS UNIFORM COMPLAINT PROCEDURES

**NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
K- 12 COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

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

1. There should be sufficient textbooks and instructional materials. That means each student, including an English Learner, 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.

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.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the District’s Williams Uniform Complaint Procedures as required by law. A complaint form may be obtained at the school office or District office, or downloaded from the school or District website. You may also download a copy of the California Department of Education (CDE) complaint form from the following web site: <http://www.cde.ca.gov/re/ep/uc>. ~~CDE’s website when available.~~ However, a complaint need not be filed using either the District’s complaint form or the complaint form from ~~the California Department of Education~~ CDE.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

STATE

- 5 CCR 4600-4670
- 5 CCR 4600-4687

DESCRIPTION

- Uniform complaint procedures
- Uniform complaint procedures and Williams complaint

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

STATE (continued)	DESCRIPTION
5 CCR 4690-4694	Health and safety complaints in license-exempt preschool programs
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 33126	School accountability report card
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 60010	Instructional materials; definition
Ed. Code 60040-60052	Requirements for instructional materials
Ed. Code 60119	Hearing on sufficiency of instructional materials
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials
FEDERAL	DESCRIPTION
20 USC 6314	Title I school-wide program
MANAGEMENT RESOURCES	DESCRIPTION
Website	CSBA District and County Office of Education Legal Services
Website	State Allocation Board, Office of Public Construction
Website	California Department of Education
Website	California County Superintendents Educational Services
Website	Department of Justice
Website	U.S. Department of Education, Office for Civil Rights
Website	CSBA

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

CROSS REFERENCES-CODES	DESCRIPTION
0410	Nondiscrimination In District Programs And Activities
0460	Local Control And Accountability Plan
1100	Communication With The Public
1250	Visitors/Outsiders
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3514	Environmental Safety
3514.2	Integrated Pest Management
3517	Facilities Inspection
3517-E(1)	Facilities Inspection
3550	Food Service/Child Nutrition Program
4112.2	Certification
4112.22	Staff Teaching English Learner
4113	Assignment
4144	Complaints
4244	Complaints
4344	Complaints
5145.3	Nondiscrimination/Harassment
6143	Courses Of Study
6142.92	Mathematics Instruction
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Material
6163.1	Library Media Centers
9000	Role Of The Board
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials

WILLIAMS UNIFORM COMPLAINT PROCEDURES

**K-12 COMPLAINT FORM:
WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Education Code 35186 creates 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, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes No

Contact information: (if response is requested)

Name: _____
Address: _____
Phone number: Day: _____ Evening: _____
E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:
School name/address: _____
Course title/grade level and teacher name: _____
Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or District for the appropriate District complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)
 - A student, including an English Learner, does not have standards-aligned textbooks or instructional materials or state- or District-adopted textbooks or other required instructional materials to use in class.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

- A student 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 student.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

- 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 school 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. (5 CCR 4600)
- A teacher who lacks credentials or training to teach English ~~L~~ Learners is assigned to teach a class with **one or more than 20 percent** English ~~L~~ Learners in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

- A condition exists that poses an emergency or urgent 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 students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the District.
- A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, ~~or~~ **and** paper towels or functional hand dryers.
- For a school **servicing** ~~that serves students in~~ any of grades 6-12, ~~with 40 percent or more if its students from low income families, as defined,~~ the school has not, **at all times, stocked and made available free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.** ~~at least half of its restrooms with feminine products at all times~~

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

~~and made those products available to students at no cost.~~

- The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for a **documented student safety concern, an immediate threat to student safety,** or to ~~make repair the facility.~~ s.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Please file this complaint at the following location:

(principal or designee)

(address)

~~Assistant Superintendent of Instructional Support Services
Beaumont Unified School District
350 W. Brookside Ave.
Beaumont, CA 92223~~

Please be aware that you may file a complaint directly with the Superintendent of Public Instruction if you are alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Board of Trustees, or the Board's failure to remedy the deficiency.

Please provide a signature below. —If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature)	(Date)
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WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)**Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

STATE

5 CCR 4600-4670

5 CCR 4600-4687

5 CCR 4690-4694

Ed. Code 1240

Ed. Code 17592.72

Ed. Code 200-262.4

Ed. Code 234.1

Ed. Code 33126

Ed. Code 35186

Ed. Code 35292.5-35292.6

Ed. Code 48907

Ed. Code 48950

Ed. Code 48985

Ed. Code 51501

Ed. Code 60010

Ed. Code 60040-60052

Ed. Code 60119

Ed. Code 60150

DESCRIPTION

Uniform complaint procedures

Uniform complaint and procedures and Williams complaints

Health and safety complaints in license-exempt preschool programs

County superintendent of schools; duties

Urgent or emergency repairs; School Facility Emergency Repair Account

Prohibition of discrimination

Student protections relating to discrimination, harassment, intimidation, and bullying

School accountability report card

Williams uniform complaint procedures

Restrooms; maintenance and cleanliness

Exercise of free expression; time, place and manner rules and regulation

Speech and other communication

Notices to parent in language other than English

Nondiscriminatory subject matter

Instructional materials, definition

Requirements for instructional materials

Hearing on sufficiency of instructional materials

Penalty for insufficiency of textbooks and instructional materials

FEDERAL

20 USC 6314

DESCRIPTION

Title I schoolwide program

MANAGEMENT RESOURCES

Website

DESCRIPTIONCSBA District and County Office of Education
Legal Services

Website

State Allocation Board, Office of Public School
Construction

Website

California Department of Education

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)**MANAGEMENT RESOURCES** (continued)

Website	California County Superintendents Educational Services
Website	Department of Justice
Website	U.S. Department of Education, Office for Civil Rights
Website	CSBA

CROSS REFERENCES-CODES

	DESCRIPTION
0410	Nondiscrimination In District Programs And Activities
0460	Local Control And Accountability Plan
1100	Communication With The Public
1250	Visitors/Outsiders
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1340	Access To District Records
3270	Sale And Disposal Of Books, Equipment And Supplies
3514	Environmental Safety
3514.2	Integrated Pest Management
3517	Facilities Inspection
3517-E(1)	Facilities Inspection
3550	Food Service/Child Nutrition Program
4112.2	Certification
4112.22	Staff Teaching English Learners
4113	Assignment
4144	Complaints
4244	Complaints
4344	Complaints
5145.3	Nondiscrimination/Harassment
6143	Courses Of Study
6142.92	Mathematics Instruction
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

CROSS REFERENCES-CODES (continued)

6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials