



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1i

**Meeting Date:** June 19, 2014

**Subject:** Approve Uniform Complaint Procedures Board Policy 1312.3 Update to Comply with the Local Control Funding Formula (LCFF)

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Department:** Human Resources/Legal

**Recommendation:** Approve Update to UCP BP/AR 1312.3

**Background/Rationale:** As part of the new LCAP process, Ed. Code Section 52075 requires that the District include complaints regarding District LCAP within its Uniform Complaint Procedures.

**Financial Considerations:** N/A

**Documents Attached:**

1. Board Policy 1312.3
2. Administrative Regulation AR 4112.9, 4212.9, 4312.9
3. Parental Notifications E 5145.6

<p><b>Estimated Time of Presentation:</b> N/A</p> <p><b>Submitted by:</b> Cancy McArn, Assistant Superintendent, Human Resources</p> <p><b>Approved by:</b> Sara Noguchi, Ed.D., Interim Superintendent</p>
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# Board of Education Executive Summary

## Human Resources/Legal Services

### Uniform Complaint Procedures BP 1312.3 Update to Comply with Local Control Funding Formula (LCFF)

For June 19, 2014 Board Meeting



#### I. OVERVIEW / HISTORY

- Part of the new LCFF/LCAP procedures and statutes.

#### II. DRIVING GOVERNANCE

- Education Code Section 52075 requires the District to include within its Uniform Complaint Procedures the processes for making complaints that the District has not adequately complied with the LCAP procedures. It also requires that notification of such be included in annual notifications to students, parents, and employees.
- See attached red-lined draft of updated BP 1312.3, the District's Uniform Complaint Procedures. Also, the availability to make a complaint regarding insufficiency of LCAP needs to be included in the lists of statutorily mandated notifications in BP/E 5145.6 (Parental Notifications), and AR 4112.9/4212.9/4312.9 (Employee Notifications). See attached red-lined drafts of these BP/AR sets attached hereto.

#### III. BUDGET

- No anticipated impact

#### IV. GOALS, OBJECTIVES, AND MEASURES

- To keep up-to-date with new LCAP procedures and community relations and information regarding same.

#### V. MAJOR INITIATIVES

#### VI. RESULTS

#### VII. LESSONS LEARNED / NEXT STEPS

# Sacramento City USD

## Administrative Regulation

### Employee Notifications

AR 4112.9 4212.9,4312.9

#### Personnel

The district shall provide employees with the following notifications and shall obtain signed acknowledgments that the notifications were received when so required by law or by district policy or regulations.

#### Acknowledgments Required by Law

1. Legal obligation to report known or suspected instances of child abuse.

(cf. 5141.4 - Child Abuse Reporting Procedures)

2. Oath or affirmation of allegiance required of public employees.

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

3. Hepatitis B vaccine declination.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

4. The district's school bus driver drug and alcohol testing policy, regulations, and related information.

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

5. Notice of release from position requiring an administrative or supervisory credential.

(cf. 4313.2 - Promotion/Demotion/Reassignment)

6. The classified employee's class specification, salary data, assignment or work location, duty hours and prescribed workweek.

(cf. 4212 - Appointment and Conditions of Employment)

7. Information about certificated employee membership in the State Teachers' Retirement System.

#### Acknowledgments Not Required by Law

1. The district's drug- and alcohol-free workplace.  
(cf. 4020 - Drug and Alcohol-Free Workplace)
2. The district's non-smoking policy.  
(cf. 3513.3 - Tobacco-Free Schools)
3. Prohibition of sexual harassment.  
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
4. The certificated employee's employment status and salary.  
(cf. 4112.1 - Contracts)
5. State disability insurance rights and benefits.  
(cf. 4154/4254/4354 - Health and Welfare Benefits)
6. Certificated employee evaluations.  
(cf. 4115 - Evaluation/Supervision)  
(cf. 4315 - Evaluation/Supervision)
7. Requirements and information pertinent to emergency teaching or specialist permit applicants.  
(cf. 4112.2 - Certification)
8. Notice of layoff.  
(cf. 4117.3 - Personnel Reduction)  
(cf. 4217.3 - Layoff/Rehire)  
(cf. 4317.3 - Personnel Reduction)
9. Derogatory information to be placed in personnel file.  
(cf. 4112.6/4212.6/4312.6 - Personnel Records)
10. Exhaustion of classified employee's paid leave.  
(cf. 4261.1 - Personal Illness/Injury Leave)  
(cf. 4261.11 - Industrial Accident/Illness Leave)
11. Notice of charges related to disciplinary action.

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

12. Notice of intention to dismiss.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

13. Students whose actions could constitute grounds for suspension or expulsion, except for possession or use of tobacco.

(cf. 4158/4258/4358 - Employee Security)

14. Notice of LCAP Process and right to file a Uniform Complaint regarding non compliance with LCAP funding.

(cf. 1312.3 – Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

231.5 Sexual harassment policy

22455.5 STRS information to potential members

22515 Irrevocable election to join STRS

44031 Personnel file contents, inspection

44663 Evaluation and assessment; copy to certificated employee

44916 Written statement of employment status

44940.5-44941 Notification of suspension and intent to dismiss

44949 Cause, notice and right to hearing

44951 Continuation in position unless notified

44955 Reduction in number of employees

45113 Notification of charges

45117 Notice of layoff

45169 Employee salary data

45192 Industrial and accident leave

45195 Additional leave

49079 Notification to teacher

52075 LCAP Complaints UCP

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

8355 Certification of drug-free workplace, including notification

PENAL CODE

11166.5 Employment; statement of knowledge of duty to report

UNEMPLOYMENT INSURANCE CODE

2613 Notice of rights and benefits

CODE OF REGULATIONS, TITLE 5

80026.1 Information to applicants

CODE OF REGULATIONS, TITLE 8

5193 California bloodborne pathogens standard

CODE OF FEDERAL REGULATIONS, TITLE 49

382.601 Controlled substance and alcohol use and testing notifications

Regulation SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

approved: November 16, 1998 Sacramento, California

reviewed: June 11, 2002

# Sacramento City USD

## Board Policy

### Uniform Complaint Procedures

BP 1312.3

#### Community Relations

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. Sacramento City USD shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination, harassment, intimidation and/or bullying, and seek to resolve those complaints in accordance with the procedures set out in 5 CCR 4600- 4687 and in accordance with the policies and procedures of the Board. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation, and/or bullying regarding or based on, actual or perceived characteristics such as, age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis or a person's association with a person or group with one or more of these actual or perceived characteristics, or in any program or activity that receives or benefits from state financial assistance. (Government Code 11135; Education Code 200, 220; 5 CCR 4610)

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, career technical education and training programs, child care and development programs, child nutrition programs, special education programs, and federal school safety planning requirements. (5 CCR 4610)

Uniform complaint procedures shall also be used pursuant to Education Code Section 52075, when addressing complaints alleging that the District has not complied with the requirements of the Local Control Accountability Plans (LCAP), Education Code Sections 52060 et seq., or Sections 47606.5 and 47607.3.

A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the requirements of this article.

A complainant not satisfied with the decision of the district may appeal the decision to the Superintendent and shall receive a written appeal decision within 60 days of the Superintendent's receipt of the appeal.

If the district finds merit in a complaint, or the Superintendent finds merit in an appeal, the district shall provide a remedy to all affected pupils, parents, and guardians.

Information regarding the requirements of this article shall be included in the annual notification distributed to pupils, parents and guardians, employees, and other interested parties pursuant to Section 4622 of Title 5 of the California Code of Regulations or any successor regulation.

Uniform complaint procedures shall also be used when addressing complaints alleging violations pertaining to K-12 pupil fees where it is prohibited for a pupil who is enrolled in a K-12 public school to be required to pay a pupil fee for participation in a K-12 educational activity, as defined and/or specified in Assembly Bill 1575 (Education Code 49011-49013).

### Pupil Fees

A pupil enrolled in a district K-12 school shall not be required to pay a pupil fee for participation in an educational activity.

All of the following requirements apply to the prohibition identified above:

All supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge.

A fee waiver policy shall not make a pupil fee permissible.

The district shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.

The district shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and a school district or school shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the school district or school.

The district shall not be prohibited solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, schools, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.

This is declarative of existing law and shall not be interpreted to prohibit the imposition of a fee, deposit, or other charge otherwise allowed by law.

A complaint of noncompliance with the requirements of this pupil fee law may be filed with the principal of a school under the Uniform Complaint Procedures set forth in Chapter 5.1 (5 CCR 4600) of Division 1.

A complaint may be filed anonymously if the complaint provides evidence or information



leading to evidence to support an allegation of noncompliance with the requirements.

A complainant not satisfied with the decision of a district may appeal the decision to the California Department of Education and shall receive a written appeal decision within 60 days of the department's receipt of the appeal.

If the district finds merit in a complaint, or the California Department of Education finds merit in an appeal, the district shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the district to ensure full reimbursement to all affected pupils, parents/guardians, subject to procedures established through regulations adopted by the state board.

Information regarding the requirements of this pupil fee law shall be included in the annual notification distributed to pupils, parents and guardians, employees, and other interested parties pursuant to 5 CCR 4622.

The district shall establish local policies and procedures to implement the provisions of this law. (Education Code 49011-49013)

The district shall have the primary responsibility to insure compliance with applicable state and federal laws and regulations. (5 CCR 4620)

The district shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination, harassment, intimidation and/or bullying, and seek to resolve those complaints in accordance with the district's Uniform Complaint Procedures. (5 CCR 4610, 4620, and 4621)

The Board designates the following compliance officers to receive and investigate complaints and ensure district compliance with law:

Chief Human Resources Officer  
5735 47th Avenue  
Sacramento, CA 95824  
Phone: (916) 643-9050  
Fax: (916) 399-2016

Student related:

Director, Student Hearing and Placement Department  
5735 47th Avenue  
Sacramento, CA 95824  
Phone: (916) 643-9425  
Fax: (916) 643-2125

The Chief Human Resource Services Officer shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are

responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

The Chief Human Resource Services Officer shall meet the notification requirements of 5 CCR 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Chief Human Resource Services Officer shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies.

There will be annual dissemination of a written notice of the district's complaint procedures to students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

Additionally, the district shall use uniform complaint procedures to address complaints regarding insufficiency of instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and/or teacher vacancy or misassignment issues as provided in AR 1312.4.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 0420.2 - School Improvement Program)  
(cf. 0430 - Comprehensive Local Plan for Special Education)  
(cf. 0450 - Comprehensive Safety Plan)  
(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.2 - Complaints Concerning Instructional Materials)  
(cf. 1312.4 - Williams Uniform Complaint Procedures)  
(cf. 3553 - Free and Reduced -Price Meals)  
(cf. 4031 - Complaints Concerning Discrimination in Employment)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)  
(cf. 5148 - Child Care and Development)  
(cf. 6159 - Individualized Education Program)  
(cf. 6171 - Title I Programs)  
(cf. 6174 - Education for English Language Learners)  
(cf. 6175 - Migrant Education Program)  
(cf. 6178 - Vocational Education)  
(cf. 6200 - Adult Education)

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

Upon receipt of a written complaint from an individual, public agency or organization, uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures.

Refusal by the complainant to provide the investigator with documents or other evidence related

to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstructions of the investigation, may result in the dismissal of the complaint because of lack of evidence to support the allegations. (5 CCR 4631)

Refusal by the district to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail to refuse or cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The district complaint will be investigated and a written report will be issued to the complainant within 60 days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.

Complainants will receive written acknowledgement identifying the person(s), employee(s), or agency positions(s), or unit(s) responsible for receiving complaints, investigating complaints and ensuring district compliance. The written acknowledgement will also include a statement that ensures that such person(s), employee(s), position(s), or unit(s) responsible for compliance and/or investigation shall be knowledgeable about the laws/programs that he/she is assigned to investigate. (5 CCR 4621, 4631)

Complainants have the right to pursue civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. (5 CCR 4622)

Unlawful discrimination, harassment, intimidation or bullying complaints shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying. (5 CCR 4630)

The district will provide an opportunity for complainants and/or representatives to present evidence or information.

The report will contain the following elements: (5 CCR 4631):

1. The findings of fact based on the evidence gathered.
2. Conclusion of law.
3. Disposition of the complaint.
4. The rationale for such a disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal the district's decision to the California Department of Education (CDE).

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

The district ensures that complainants are protected from retaliation and that the identity of a complainant alleging discrimination, harassment, intimidation and/or bullying will remain confidential as appropriate.

The Board acknowledges and respects every individual's right to privacy. Discrimination, harassment, intimidation and/or bullying complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis. (5 CCR 4621)

The Board prohibits retaliation in any form for participation in complaint procedures, including but not limited to the filing of a complaint or the reporting of instances of discrimination, harassment, intimidation and/or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5125 - Student Records)  
(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

The complainant shall comply with the appeal requirements of 5 CCR 4632.

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

32289 School safety plan, uniform complaint procedures

35186 Williams uniform complaint procedures

37254 Intensive instruction and services for students who have not passed exit exam

41500-41513 Categorical education block grants

48985 Notices in language other than English

49010-49013 Student fees

49060-49079 Student records

49490-49590 Child nutrition programs  
52160-52178 Bilingual education programs  
52300-52490 Career technical education  
52500-52616.24 Adult schools  
52800-52870 School-based program coordination  
54000-54028 Economic impact aid programs  
54100-54145 Miller-Unruh Basic Reading Act  
54400-54425 Compensatory education programs  
54440-54445 Migrant education  
54460-54529 Compensatory education programs  
56000-56867 Special education programs  
59000-59300 Special schools and centers  
64000-64001 Consolidated application process

#### GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state  
12900-12996 Fair Employment and Housing Act

#### PENAL CODE

422.55 Hate crime; definition  
422.6 Interference with constitutional right or privilege

#### CODE OF REGULATIONS, TITLE 5

3080 Application of section  
4600-4687 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs

#### UNITED STATES CODE, TITLE 20

6301-6577 Title I basic programs  
6601-6777 Title II preparing and recruiting high quality teachers and principals  
6801-6871 Title III language instruction for limited English proficient and immigrant students  
7101-7184 Safe and Drug-Free Schools and Communities Act  
7201-7283g Title V promoting informed parental choice and innovative programs  
7301-7372 Title V rural and low-income school programs

#### Management Resources:

##### WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

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

#### Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

adopted: November 16, 1998 Sacramento, California

revised: June 7, 2007

revised: October 6, 2011

revised: May 2, 2013

# Sacramento City USD

## Exhibit

### Parental Notifications

E 5145.6

#### Students

Cautionary Notice 2010-13: AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 to relieve districts from the obligation, until July 1, 2013, to perform any activities that are deemed to be reimbursable state mandates under that section. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended.

\*\*\*Note: This exhibit relates to notices which must be provided to parents/guardians. Unless otherwise indicated, code numbers below refer to Education Code sections.\*\*\*

#### I. Annually

When to Notify: Beginning of each school year

Education Code 17612,48980.3

Board Policy/Administrative Regulation #: AR 3514.2

Subject: Use of pesticide product, active ingredients, Internet address to access information

When to Notify: Beginning of each school year

Education Code 32255-32255.6,48980

Board Policy/Administrative Regulation #: BP 5145.8, AR 5145.8

Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Annually

Education Code 35256

Board Policy/Administrative Regulation #: BP 0510, AR 0510

Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year

Education Code 35291,35291.5,48980

Board Policy/Administrative Regulation #: BP 5144, BP 5144.1, AR 5144.1

Subject: District and site discipline rules

When to Notify: Beginning of each school year

Education Code 35291,48900.1,48980

Board Policy/Administrative Regulation #: BP 5144.1, AR 5144.1  
Subject: Required parental attendance

When to Notify: Beginning of each school year if high school open campus  
Education Code 44808.5,48980  
Board Policy/Administrative Regulation #: BP 5112.5  
Subject: Open campus

When to Notify: Beginning of each school year if Board has adopted resolution allowing such absence  
Education Code 46014,48980  
Board Policy/Administrative Regulation #: BP 5113, AR 5113  
Subject: Absence for religious purposes

When to Notify: Beginning of each school year  
Education Code 48205,48980  
Board Policy/Administrative Regulation #: BP 5113, AR 5113  
Subject: Absence for justifiable personal reasons

When to Notify: Beginning of each school year  
Education Code 48205,48980  
Board Policy/Administrative Regulation #: AR 6154  
Subject: Grade/credit cannot be reduced due to excused absence if work or test has been completed

When to Notify: Beginning of each school year  
Education Code 48206.3,48207,48208,48980  
Board Policy/Administrative Regulation #: AR 6183  
Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year  
Education Code 48216,48980  
Board Policy/Administrative Regulation #: BP 5141.31, AR 5141.31  
Subject: Immunizations

When to Notify: Beginning of each school year  
Education Code 48980  
Board Policy/Administrative Regulation #: AR 5116.1  
Subject: All statutory attendance options and available local attendance options

When to Notify: Beginning of each school year  
Education Code 48980,231.5  
Board Policy/Administrative Regulation #: AR 5145.7  
Subject: Sexual harassment policy as related to students

When to Notify: Beginning of each school year  
Education Code 48980,52244  
Board Policy/Administrative Regulation #: AR 6141.5  
Subject: Availability of state funds to cover costs of advanced placement exam fees

When to Notify: Beginning of each school year  
Education Code 48980  
Board Policy/Administrative Regulation #: BP 6111  
Subject: Schedule of minimum days

When to Notify: Beginning of each school year  
Education Code 48980,51870.5  
Board Policy/Administrative Regulation #: BP 6163.4  
Subject: Policy on student access to the Internet

When to Notify: Beginning of each school year  
Education Code 49063,49068,49069,20 USC 1232g,34 CFR 99.7  
Board Policy/Administrative Regulation #: BP 5125, AR 5125  
Subject: Inspect and review, access to, types of records, where kept, persons responsible, location of log, criteria and type of access for persons with access, cost of copies, how to request amendments, criteria for determining who is a school official and what is a legitimate educational interest

When to Notify: Beginning of each school year  
Education Code 49063,49070  
Board Policy/Administrative Regulation #: AR 5125, AR 5125.3  
Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year  
Education Code 49063,49073  
Board Policy/Administrative Regulation #: BP 5125.1, AR 5125.1  
Subject: Release of directory information



When to Notify: Beginning of each school year  
Education Code 49063,49091.14  
Board Policy/Administrative Regulation #: AR 5020, AR 5125  
Subject: Availability of course prospectus

When to Notify: Beginning of each school year  
Education Code 49423,49480,48980  
Board Policy/Administrative Regulation #: AR 5141.21, AR 5141.31  
Subject: Administration of prescribed medication

When to Notify: Beginning of each school year  
Education Code 49451,48980  
Board Policy/Administrative Regulation #: BP 5141.3  
Subject: Refusal to consent to physical examination

When to Notify: Beginning of each school year  
Education Code 49472,48980  
Board Policy/Administrative Regulation #: BP 5143  
Subject: Availability of insurance

When to Notify: Beginning of each school year  
Education Code 49510-49520,48980  
Board Policy/Administrative Regulation #: BP 3553  
Subject: Free and reduced price meals

When to Notify: Beginning of each school year  
Education Code 51240,48980  
Board Policy/Administrative Regulation #: BP 6141.2, AR 6142.1, BP 6142.8  
Subject: Excuse from health/sex education due to religious belief

When to Notify: Beginning of each school year  
Education Code 51550,48980  
Board Policy/Administrative Regulation #: AR 6142.1  
Subject: Sex education

When to Notify: Annually  
Education Code 56301  
Board Policy/Administrative Regulation #: BP 6164.4

Subject: Rights of all parents related to special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When to Notify: Beginning of each school year  
Education Code 58501  
Board Policy/Administrative Regulation #: BP 6181  
Subject: Alternative schools

When to Notify: Beginning of each school year  
20 USC 1681-1688,42 USC 2001d-2001d-7,34 CFR 106.9  
Board Policy/Administrative Regulation #: BP 0410  
Subject: Nondiscrimination on basis of sex, disability, ethnicity or lack of English skills

When to Notify: Annually  
5 CCR 4622  
Board Policy/Administrative Regulation #: AR 1312.3  
Subject: Uniform complaint procedures and available appeals and civil law remedies; identity of coordinators

When to Notify: Annually to parent, teacher and employee organizations; in absence of organizations, to individuals  
40 CFR 763.93  
Board Policy/Administrative Regulation #: AR 3514  
Subject: Availability of complete, updated management plan for asbestos-containing material in school buildings

When to Notify: Annually to parent, teacher and employee organizations; in absence of organizations, to individuals  
Education Code 52075  
Board Policy/Admin. Regulation #: 0200; BP/AR 1312.3  
Subject: LCAP Procedures and right to file UCP Complaint

## II. At Specific Times During the Student's Academic Career

When to Notify: At least once before counseling in grades 7 through 12  
Education Code 221.5,48980  
Board Policy/Administrative Regulation #: BP 6164.2  
Subject: Course selection and career counseling

When to Notify: At beginning of school year if student had been placed in structured English immersion program  
Education Code 310,5 CCR 11303  
Board Policy/Administrative Regulation #: AR 6174  
Subject: Placement of child in program and opportunity to apply for parental exception waiver

When to Notify: Before high school student attends specialized secondary program on a university campus  
Education Code 17288  
Board Policy/Administrative Regulation #: None  
Subject: University campus buildings may not meet Education Code requirements for structural safety

When to Notify: Before presenting a course using live or dead animals or animal parts  
Education Code 32255-32255.6  
Board Policy/Administrative Regulation #: BP 5145.8  
Subject: Right to refrain from harmful or destructive use of animals

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program  
Education Code 32390,48980  
Board Policy/Administrative Regulation #: BP 5142.1  
Subject: Fingerprinting program

When to Notify: Upon registration, if K-6 students have not previously been transported in a school bus  
Education Code 39831.5  
Board Policy/Administrative Regulation #: AR 3543  
Subject: School bus safety rules and information, list of stops, rules of conduct, red light danger zones, walking to and from stops

When to Notify: Beginning of each school year in grades 7-12  
Education Code 46010.1  
Board Policy/Administrative Regulation #: BP 5113  
Subject: Absence for confidential medical services

When to Notify: Upon admission to school  
Education Code 48216,49403,Health and Safety Code 120365,120370,120375  
Board Policy/Administrative Regulation #: AR 5141.31

Subject: Immunizations

When to Notify: Before early entry to kindergarten, if offered  
Education Code 48000  
Board Policy/Administrative Regulation #: AR 5111  
Subject: Effects, advantages and disadvantages of early entry

When to Notify: Before assigning student to opportunity school/class/program  
Education Code 48637.1  
Board Policy/Administrative Regulation #: BP 6182, AR 6182  
Subject: Assignment to an opportunity school/class/program

When to Notify: Beginning each school year in grades 9-12 and when high school students transfers into the district  
Education Code 48980,60850  
Board Policy/Administrative Regulation #: AR 6146.1, 6162.52  
Subject: Requirement to pass the high school exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation

When to Notify: Beginning of each school year or before receiving instruction on AIDS, family life human sexuality, sexually transmitted diseases  
Education Code 51201.5,51555  
Board Policy/Administrative Regulation #: AR 6142.1, 6142.2  
Subject: Explanation of the instruction; right to request specific Education Code sections

When to Notify: Prior to child participation in program  
Education Code 51550,Welfare and Institutions Code 18976.5  
Board Policy/Administrative Regulation #: BP 5141.41  
Subject: Child abuse prevention programs

When to Notify: At least 15 days before instruction starts  
Education Code 51820  
Board Policy/Administrative Regulation #: AR 6142.1  
Subject: Venereal disease instruction

When to Notify: Upon assessment and reassessment of English proficiency and enrollment in program of education for English language learners  
Education Code 52164.1,52164.3,52173,5 CCR 4306  
Board Policy/Administrative Regulation #: BP 6174, AR 6174

Subject: Program of education for English language learners

When to Notify: Within 20 working days of receiving results of standardized achievement tests  
Education Code 60641,5 CCR 863

Board Policy/Administrative Regulation #: AR 6162.51

Subject: Results of tests; test purpose, individual score and intended use

When to Notify: When child is enrolled in kindergarten

Health and Safety Code 124085,124100

Board Policy/Administrative Regulation #: BP 5141.32

Subject: Health screening examination

When to Notify: Prior student participation in program

5 CCR 3831

Board Policy/Administrative Regulation #: AR 6172

Subject: Gifted and talented student program

When to Notify: To students in grades 11 and 12, early enough to enable registration for current fall test

5 CCR 11523

Board Policy/Administrative Regulation #: AR 6146.2

Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: When child is selected to participate in Title I program

20 USC 6319

Board Policy/Administrative Regulation #: AR 6171

Subject: Parent's right to help design and implement Title I programs

### III. When Special Circumstances Occur

When to Notify: Upon receipt of a complaint alleging discrimination

Education Code 262.3

Board Policy/Administrative Regulation #: AR 1312.3

Subject: Civil law remedies available to complaints

When to Notify: At least 72 hours before use of pesticide product not included in annual list

Education Code 17612

Board Policy/Administrative Regulation #: AR 3514.2

Subject: Intended use of pesticide product

When to Notify: At least six months before implementing a schoolwide uniform policy

Education Code 35178.4, 35183

Board Policy/Administrative Regulation #: AR 5132

Subject: Dress code policy requiring schoolwide uniform

When to Notify: When student transfers into the district

Education Code 35291,35291.5

Board Policy/Administrative Regulation #: BP 5131, BP 5144

Subject: District and site discipline rules

When to Notify: Before implementing a continuous school program

Education Code 37616

Board Policy/Administrative Regulation #: BP 6117

Subject: Continuous school program

When to Notify: When interdistrict transfer is requested and not approved within 30 days

Education Code 46601

Board Policy/Administrative Regulation #: AR 5117

Subject: Appeal process

When to Notify: When student identified as being at risk of retention

Education Code 48070.5

Board Policy/Administrative Regulation #: AR 5123

Subject: Student at risk of retention

When to Notify: When Board denies transfer into district based on parent employment

Education Code 48204

Board Policy/Administrative Regulation #: AR 5111.12

Subject: Denial of admission and rationale

When to Notify: No later than 90 days after applying for transfer under alternative interdistrict attendance program

Education Code 48209.9

Board Policy/Administrative Regulation #: AR 5117.2

Subject: Provisional acceptance or rejection of application

When to Notify: By May 15 after applying for transfer under alternative interdistrict attendance program

Education Code 48209.9

Board Policy/Administrative Regulation #: AR 5117.2

Subject: Final acceptance or rejection

When to Notify: When excluding a student from attendance

Education Code 48213

Board Policy/Administrative Regulation #: AR 5112.2

Subject: Reasons for exclusions; parental rights

When to Notify: When a student is classified a truant

Education Code 48260.5

Board Policy/Administrative Regulation #: AR 5113

Subject: Parental obligation

When to Notify: When a truant is referred to a SARB or probation department

Education Code 48263

Board Policy/Administrative Regulation #: AR 5113

Subject: Name and address of SARB or probation department and reason for referral

When to Notify: Prior to involuntary transfer to continuation school

Education Code 48432.5

Board Policy/Administrative Regulation #: AR 6184

Subject: Right to require a meeting prior to involuntary transfer to continuation school

When to Notify: When teacher requires parental attendance

Education Code 48900.1

Board Policy/Administrative Regulation #: AR 5144.1

Subject: Parent/guardian attendance pursuant to law

When to Notify: Prior to withholding grades, diplomas, or transcripts

Education Code 48904

Board Policy/Administrative Regulation #: AR 5125.2

Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student

Education Code 48904.3

Board Policy/Administrative Regulation #: AR 5125.2

Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer

Education Code 48906

Board Policy/Administrative Regulation #: BP 5145.11

Subject: Release of student to peace officer

When to Notify: At time of suspension

Education Code 48911

Board Policy/Administrative Regulation #: BP 5144.1, AR 5144.1

Subject: Notice of suspension

When to Notify: When original period of suspension is extended

Education Code 48911

Board Policy/Administrative Regulation #: AR 5144.1

Subject: Extension of suspension

When to Notify: Before holding a closes session re: suspension

Education Code 48912

Board Policy/Administrative Regulation #: AR 5144.1

Subject: Intent to hold a closed session re: suspension

When to Notify: When student expelled from another district for certain acts seeks admission

Education Code 48915.1, 48918

Board Policy/Administrative Regulation #: AR 5119

Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied

Education Code 48916

Board Policy/Administrative Regulation #: AR 5144.1

Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs

Education Code 48916

Board Policy/Administrative Regulation #: AR 5144.1

Subject: Description of readmission procedures

When to Notify: 10 calendar days before expulsion hearing



Education Code 48918  
Board Policy/Administrative Regulation #: AR 5144.1  
Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs  
Education Code 48918  
Board Policy/Administrative Regulation #: AR 5144.1  
Subject: Decision to expel; right to appeal to county board; obligation to inform new district of status

When to Notify: One month before the scheduled minimum day  
Education Code 48980  
Board Policy/Administrative Regulation #: BP 6111  
Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents request guidelines for filing complaint of child abuse at a school site  
Education Code 48987  
Board Policy/Administrative Regulation #: BP 1312.1  
Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course  
Education Code 49067  
Board Policy/Administrative Regulation #: AR 5121  
Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school  
Education Code 49068  
Board Policy/Administrative Regulation #: AR 5125  
Subject: Right to receive copy of student's record and to challenge its content

When to Notify: Within 24 hours of release of information to a judge or probation officer  
Education Code 49076  
Board Policy/Administrative Regulation #: AR 5125  
Subject: Release of student record information to a judge or probation officer for conducting a truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena

Education Code 49077  
Board Policy/Administrative Regulation #: AR 5125  
Subject: Release of information pursuant to court order or subpoena

When to Notify: Before students serves on safety patrol  
Education Code 49302  
Board Policy/Administrative Regulation #: AR 5142.2  
Subject: Parental consent

When to Notify: When injurious object is taken from student  
Education Code 49332  
Board Policy/Administrative Regulation #: AR 5131.7  
Subject: Weapons and dangerous objects

When to Notify: When screening results in suspicion that student has scoliosis  
Education Code 49452.5  
Board Policy/Administrative Regulation #: BP 5141.3  
Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects  
Education Code 49456  
Board Policy/Administrative Regulation #: BP 5141.3  
Subject: Vision or hearing test

When to Notify: When a district with junior/high schools does not provide medical/hospital services for injured athletic students  
Education Code 49471  
Board Policy/Administrative Regulation #: AR 5143  
Subject: Unavailability of services

When to Notify: Before guest speaker or assembly on AIDS prevention, family life, human sexuality, sexually transmitted diseases  
Education Code 51201.5,51554,51555  
Board Policy/Administrative Regulation #: AR 6142.1, AR 6142.2  
Subject: Date of instruction, name of organization, right to request specific Education Code sections

When to Notify: Before any test questioning personal beliefs  
Education Code 51513

Board Policy/Administrative Regulation #: BP 5145.1  
Subject: Permission for test questioning personal beliefs

When to Notify: When migrant education program is established  
Education Code 54444.2

Board Policy/Administrative Regulation #: BP 6175, AR 6175  
Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program  
Health and Safety Code 1596.857

Board Policy/Administrative Regulation #: AR 5148  
Subject: Parent right to enter facility

When to Notify: When sharing student immunization information with an immunization system  
Health and Safety Code 120440

Board Policy/Administrative Regulation #: AR 5125  
Subject: The name and address of the agency; acceptable use of the information; right to examine; right to refuse to share

When to Notify: When hearing is requested by person asked to leave school premises  
Penal Code 627.5

Board Policy/Administrative Regulation #: AR 3515.2  
Subject: Notice of hearing

When to Notify: When providing written decision in response to a complaint re: discrimination, special education, or noncompliance with laws regulating educational program  
5 CCR 4631

Board Policy/Administrative Regulation #: AR 1312.3  
Subject: Appeal rights and procedures

When to Notify: When child participates in licensed child care and development program  
5 CCR 18066

Board Policy/Administrative Regulation #: AR 5148  
Subject: Policies re: unexcused absences

When to Notify: When student transfers out-of-state and records are disclosed without consent pursuant to 34 CFR 99.30

34 CFR 99.34  
Board Policy/Administrative Regulation #: AR 5125  
Subject: Right to review records

#### IV. Special Education Notices

When to Notify: When considering the expulsion of a special education student  
Education Code 48915.5,34 CFR 300.505  
Board Policy/Administrative Regulation #: AR 5144.2  
Subject: Notice of intent to conduct preexpulsion assessment

When to Notify: 48 hours before preexpulsion assessment  
Education Code 48915.5  
Board Policy/Administrative Regulation #: AR 5144.2  
Subject: Right to participate in meeting

When to Notify: Within 15 days of referral for assessment for special education programs  
Education Code 56321  
Board Policy/Administrative Regulation #: AR 6164.4  
Subject: Proposed assessment plan and related parental rights

When to Notify: Upon completion of administration of assessment  
Education Code 56329,34 CFR 300.502  
Board Policy/Administrative Regulation #: AR 6164.4  
Subject: IEP meeting scheduled and determination at meeting

When to Notify: If parent disagrees with assessment  
Education Code 56329,34 CFR 300.502  
Board Policy/Administrative Regulation #: AR 6164.4  
Subject: Right to obtain independent educational assessment

When to Notify: 24 hours before IEP when intending to tape record  
Education Code 56341  
Board Policy/Administrative Regulation #: AR 6159  
Subject: Intention to tape record IEP meeting

When to Notify: When parent orally requests review of IEP  
Education Code 56343.5  
Board Policy/Administrative Regulation #: AR 6159  
Subject: Need for written request

When to Notify: Prior to participation in special education  
Education Code 56346  
Board Policy/Administrative Regulation #: AR 6159  
Subject: Notice of IEP meetings, why participation necessary

When to Notify: 10 days before using an attorney to present arguments at state hearing  
Education Code 56507  
Board Policy/Administrative Regulation #: AR 6159.1  
Subject: Intent to be represented by an attorney

When to Notify: Before functional behavioral assessment begins  
5 CCR 3052  
Board Policy/Administrative Regulation #: AR 6159.4  
Subject: Notification and consent

When to Notify: Before modification of behavioral intervention plan  
5 CCR 3052  
Board Policy/Administrative Regulation #: AR 6159.4  
Subject: Need for modification, right to question modification

When to Notify: Within one school day of emergency intervention or serious property damage  
5 CCR 3052  
Board Policy/Administrative Regulation #: AR 6159.4  
Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification,  
evaluation or placement  
20 USC 1415(c),34 CFR 300.503  
Board Policy/Administrative Regulation #: AR 6159.1  
Subject: Prior written notice

When to Notify: Initial referral for evaluation  
20 USC 1415(d)  
Board Policy/Administrative Regulation #: AR 6159.1  
Subject: Procedural safeguards notice

When to Notify: Notification of IEP meeting  
20 USC 1415(d)  
Board Policy/Administrative Regulation #: AR 6159.1

Subject: Procedural safeguards notice

When to Notify: Reevaluation of student  
20 USC 1415(d)  
Board Policy/Administrative Regulation #: AR 6159.1  
Subject: Procedural safeguards notice

When to Notify: Registration of complaint  
20 USC 1415(d)  
Board Policy/Administrative Regulation #: AR 6159.1  
Subject: Procedural safeguards notice

When to Notify: Suspension for more than 10 days or disciplinary action taken for dangerous behavior  
20 USC 1415(k),34 CFR 300.523  
Board Policy/Administrative Regulation #: AR 5144.2  
Subject: Decision

When to Notify: Change of placement for more than 10 days  
20 USC 1415(k),34 CFR 300.523  
Board Policy/Administrative Regulation #: AR 5144.2  
Subject: Decision

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting  
34 CFR 300.345  
Board Policy/Administrative Regulation #: AR 6159  
Subject: Time, purpose, location, who in attendance, participation of other with special knowledge, transition statements if appropriate

When to Notify: Upon requesting a due process hearing  
34 CFR 300.507  
Board Policy/Administrative Regulation #: AR 6159.1  
Subject: Child's name, address, school, description of problem, proposed resolution

Exhibit SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
version: June 11, 2002 Sacramento, California