

## 1000 – COMMUNITY RELATIONS

### **UNIFORM COMPLAINT PROCEDURES**

**BP 1312.3**

(Page 1 of 4)

The Sacramento County Office of Education (SCOE) has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. SCOE shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, retaliation or bullying in SCOE educational programs in accordance with SCOE's Uniform Complaint Procedures.

Uniform Complaint Procedures shall also be used to address complaints alleging that SCOE has violated federal or state laws or regulations governing academic or educational programs, including:

- the prohibition against charging pupil fees for participation in educational activities;
- the requirements for the development and adoption of a school safety plan;
- the requirements for Local Control and Accountability Plans;
- adult education;
- career technical education and training programs;
- consolidated categorical aid programs;
- migrant education;
- child care and development programs;
- child nutrition programs;
- special education programs;
- compensatory education;
- course periods without educational content;
- education of pupils in foster care;
- credit and graduation requirements for pupils who are homeless, former and current juvenile court school pupils, and children of military families;
- Every Student Succeeds Act/No Child Left Behind;
- physical education and instructional minutes;
- reasonable accommodations to a lactating pupil; and
- tobacco use and prevention education.

Complaints shall be submitted in writing in accordance with Uniform Complaint Procedures set forth in ARR 1312.3.

The Board prohibits any form of retaliation for the filing of a complaint, the reporting of instances of discrimination, or for participating in the complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant. To the fullest possible extent, SCOE personnel shall ensure that complainants are protected from retaliation.

## 1000 – COMMUNITY RELATIONS

### UNIFORM COMPLAINT PROCEDURES

**BP 1312.3**

(Page 2 of 4)

Complaints shall be investigated in a manner that protects the confidentiality of the parties to the extent possible and maintains the integrity of the process. The identity of the complainant will be kept confidential as appropriate when investigating allegations of discrimination, harassment, intimidation, retaliation or bullying.

The Board encourages the early, informal resolution of complaints at the site level whenever possible. Furthermore, the Board recognizes that a neutral mediator can often suggest an early 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 issues through mediation, the Sacramento County Superintendent of Schools (Superintendent) or designee shall initiate a mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

Annually, Uniform Complaint Procedures shall be disseminated to all pupils, employees, parents and/or guardians, school councils, advisory councils, and other interested parties and shall include information regarding allegations about discrimination, harassment, intimidation and bullying.

The *Williams* Uniform Complaint Procedures, ARR 1312.4, shall be used to investigate and resolve any complaint related to the following:

- Sufficiency of textbooks or instructional material;
- Emergency or urgent facilities conditions that pose a threat to the health or safety of pupils or staff;
- Teacher vacancies and misassignments.

---

#### Legal References:

##### EDUCATION CODE

200-262.4 Educational equity

222 Reasonable accommodations; lactating students

8200-8498 Child Care and Development Services Act

8500-8538 Adult education

18100-18203 School libraries

32289 Noncompliance with school safety requirements of the No Child Left Behind Act

35186 Complaints concerning deficiencies related to instructional materials, emergency or urgent facilities conditions, teacher vacancy or misassignments

48645.7 Juvenile court school pupils, diploma and continued education options

48853-48853.5 Foster youth

## 1000 – COMMUNITY RELATIONS

### **UNIFORM COMPLAINT PROCEDURES**

**BP 1312.3**  
(Page 3 of 4)

48985 Notices to parents in language other than English  
49060-49079 Pupil records  
49069.5 Timely preparation and transfer of pupil records  
51210 Course of study grades 1-6; noncompliance complaints  
51223 Physical education, elementary schools  
51225.1-51225.2 Foster youth and homeless children; course credits; graduation requirements  
51228.1-51228.3 Course periods without educational content  
52075 Complaint for lack of compliance with local control and accountability plans  
52300-52490 Career technical education  
52500-52616.24 Adult schools  
52800-52870 School-based program coordination  
54000-54529 Disadvantaged Youth Program  
54460-54425 Compensatory education programs  
54440-54445 Migrant education  
56000-56867 Special education programs  
59000-59300 Special schools and centers  
64000-64001 Consolidated application process

### GOVERNMENT CODE

11135 Discrimination  
12900-12996 Fair Employment and Housing Act

### PENAL CODE

422.6 Crimes and penalties

### TITLE 20, UNITED STATES CODE

6301-6577 Improving the academic achievement of the disadvantaged  
6601-6777 Preparing, training, and recruiting high quality teachers and principals  
6801-6871 Language instruction for limited English proficient and immigrant pupils  
7101-7184 Safe and Drug Free Schools and Communities Act  
7201-7283(g) Promoting informed parental choice and innovative programs  
7301-7372 Flexibility and accountability

### TITLE 5, CALIFORNIA CODE OF REGULATIONS

3080 Procedural safeguard general provisions  
4600-4687 Uniform Complaint Procedures  
4414 Standards for pupil eligibility  
4900-4965 Nondiscrimination and educational equity

## 1000 – COMMUNITY RELATIONS

### **UNIFORM COMPLAINT PROCEDURES**

**BP 1312.3**

(Page 4 of 4)

03/09/95	Draft
05/02/95	First Reading
05/23/95	Second Reading and Approval
03/04/03	Draft Revisions
03/12/03	Reviewed by Legal Counsel
03/18/03	Reviewed by Policy Committee
04/01/03	First Reading
04/15/03	Second Reading and Approval
04/16/03	Distribution
02/23/05	First Reading
03/23/05	Second Reading and Approval
04/18/07	Policy Committee
04/25/07	First Reading
05/09/07	Second Reading and Approval
02/03/09	Review by Policy Committee
03/17/09	Review by Policy Committee
04/07/09	First Reading
04/21/09	Second Reading and Adoption (formerly BP 1322)
04/24/09	Distribution
05/07/13	Review by Policy Committee
06/04/13	First Reading
06/18/13	Second Reading and Adoption
07/01/13	Distribution
06/10/14	Reviewed by Policy Committee
06/24/14	First Reading
07/15/14	Second Reading and Adoption
07/16/14	Distribution
10/04/16	Reviewed by Policy Committee
11/15/16	First Reading
12/13/16	Second Reading and Adoption
12/14/16	Distribution
04/17/18	Reviewed by Policy Committee
06/12/18	First Reading
06/26/18	Second Reading and Adoption
06/29/18	Distribution