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Enactment Date	2/24/2021 lf



Board Cover Memorandum

То	Board of Education
From	Kyla Johnson-Trammell, Superintendent Sondra Aguilera, Chief Academic Officer Joshua R. Daniels, General Counsel
Meeting Date	February 24, 2021
Subject	Amendment, Board Policy 1312.3 - Uniform Complaint Procedures
Ask of the Board	Approve amendments to Board Policy 1312.3 - Uniform Complaint Procedures
Background	Oakland Unified School District's governing board is responsible for ensuring that Oakland Unified Schools and Offices comply with state and federal laws and regulations governing educational programs. Board Policy 1312.3 - Uniform Complaint Procedures Policy reflects district compliance with state and federal laws.
Discussion	The amended policy updates the previous policy to ensure OUSD is compliant with new or updated state or federal laws and regulations governing educational programs.
Fiscal Impact	N/A
Attachment(s)	 Proposed Amendments to Board Policy 1312.3 - Uniform Complaint Procedures (REDLINE) Proposed Amendments to Board Policy 1312.3 - Uniform Complaint Procedures (CLEAN)

OAKLAND UNIFIED SCHOOL DISTRICT Board Policy

BP 1312.3 Uniform Complaint Procedures

Community Relations

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

The <u>district's</u> uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

- Any complaint alleging district District violation of applicable state or federal law or regulation governing adult education programs, agricultural vocational education, after school education and safety programs, migrant education, career technical and technical education and training programs, child care and development programs, state preschool, child nutrition programs, special education programs, consolidated categorical aid programs, bilingual education, programs for English learners, American Indian Education Centers, California Peer Assistance Review Program for Teachers, economic impact aid, Every Student Succeeds Acts (-ESSA) No Child Left Behind (NCLB), regional occupational centers and programs, compensatory education, school safety plans, tobacco-use prevention education (TUPE) and any other district_District-implemented program which is listed in Education Code section_64000(a). (5 CCR 4610)
- (cf. 3553 Free and Reduced Price Meals)
- (cf. 3555 Nutrition Program Compliance)
- (cf. 5141.4 Child Abuse Prevention and Reporting)
- (cf. 5148 Child Care and Development)
- (cf. 5148.2 Before/After School Programs)
- (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)

- 2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee or other person participating in districtDistrict programs and activities, including, but not limited to, those programs and 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, or 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 section 200 or 220, Government Code section 11135, or Penal Code section 422.5, or based upon his/her 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. Any complaint alleging district 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 section 222)

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

Any complaint alleging district

- 4. Any complaint alleging District noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code section 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 section 46015)
- 5. 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)
 - 4.<u>6.</u> Any complaint alleging <u>districtDistrict</u> noncompliance with legal requirements related to the implementation of the Local Control and Accountability Plan (LCAP). (Education Code <u>section</u> 52075)
- (cf. 0460 Local Control and Accountability Plan)

5.7. Any complaint, by or on behalf of any student who is a foster youth, alleging districtDistrict noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district'sDistrict's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Boardimposed graduation requirements. (Education Code sections 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

- - 6.8. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging districtDistrict noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements. -(Education Code sections 51225.1, 51225.2)

(cf. 6173 - Education for Homeless Children)

7.9. Any complaint alleging districtDistrict noncompliance with the requirements of Education Code sections 51228.1 and 51228.2 that prohibit the assignment of a student 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 section 51228.3)

(cf. 6152 - Class Assignment)

9.___

8.10. Any complaint alleging district District noncompliance with the physical education instructional minutes requirement for students in elementary school. (Education Code sections 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

9.11. 10. Any complaints 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. The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

10.12. <u>11.</u> Any other complaint as specified in a districtDistrict policy.

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complainant that is agreeable to all parties. One type of ADR is mediation, which 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 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.

In filing and investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation, unlawful discrimination, or bullying, the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, 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 the subject to the UCP is included in a UCP complaint, the district<u>District</u> shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP- related allegations(s) through the district's<u>District's</u> UCP.

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

(cf. 4131 – Staff Development) (cf. 4231 – Staff Development) (cf. 4331 – Staff Development)

The Superintendent or designee shall maintain records of all UCP complaints and the investigation of those complaints in accordance with applicable law and districtDistrictpolicy.

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's District's UCP but shall be referred to the specified agency: (5 CCR 4611)

- 1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
- 2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for

licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

- 3. Any complaint alleging fraud shall be referred to the California Department of Education.
- 4. As per Board Policy 5144.1 Suspension and Expulsion / Due Process, as of July 1, 2016, the Superintendent shall develop a complaint form to allow members of the school community and public to raise concerns if restorative justice or another restorative approach is not available at a school site as an alternative to suspension. -The complaint form will be available on the District's website, the District Discipline Office, and the District Ombudsperson's Office.- The Ombudsperson shall investigate such complaints and within 90 days of complaint submission develop a plan with the school site for addressing the complaint and provide a written response to the complaining party.

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

In addition, the district's District's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to -the sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff; or teacher vacancies and misassignments. (Education Code section 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

3.

4.

With the exception of pupil fee complaints, which may be filed within one (1) year of the alleged violation; all other uniform complaints must be filed no later than six (6) months after the alleged occurrence.

Legal Reference: <u>EDUCATION CODE</u> 200-262.4 -Prohibition of discrimination 222 Reasonable accommodations; lactating students 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 48853-48853.5 Foster youth48985 -Notices in language other than English 49010-49013 -Student fees 49060-49079 -Student records 49069.5 Rights of parents 49490-49590- Child nutrition programs 51210 Courses of study grades 1-6

51223 Physical education, elementary schools

51225,1-51225,2 Foster youth and homeless education; course credits; graduation

requirements

51228.1-51228.3 Course periods without educational content

52060-52077- Local control accountability plan, especially

52075 Complaint for lack of compliance with local control and accountability plan requirements

52160-52178 -Bilingual education programs

52300-52490 -Career technical education

52500-52616.24 -Adult schools

52800-52870 -School-based program coordination

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 section4600-4687 -Uniform complaint procedures4900-4965- 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 basic programs
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
12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29 794 Section 504 of Rehabilitation Act of 1973

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act
100.3- Prohibition of discrimination on basis of race, color or national origin
104.7 -Designation of responsible employee for Section 504
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:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS Dear Colleague Letter:- Title IX Coordinators, April 2015 Questions and Answers on Title IX and Sexual Violence, April 2014 Dear Colleague Letter: Bullying of Students with Disabilities, August 2013 Dear Colleague Letter: Sexual Violence, April 2011 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

<u>Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against</u> <u>National Origin Discrimination Affecting Limited English Proficient Persons</u>, 2002 <u>WEB SITES</u>

CSBA: -http://www.csba.org

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

Family Policy Compliance Office: http://familypolicy.ed.gov

U.S. Department of Education, Office for Civil Rights: -http://www.ed.gov/ocr

U.S. Department of Justice: http://www.justice.gov

11/17/04, 11/18/09A; 10/26/11A; 05/22/13A₇, 1/27/16A₇, 5/24/17A; 2/24/21A

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Shanthi Gonzales President, Board of Education

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2/24/2021

Kyla Johnson Trammell Secretary, Board of Education

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- (cf. 3553 Free and Reduced Price Meals)
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52300-52490 Career technical education

52500-52616.24 Adult schools

52800-52870 School-based program coordination

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

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

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

CODE OF REGULATIONS, TITLE 5

3080 Application of section4600-4687 Uniform complaint procedures4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

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1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972
6301-6577 Title I basic programs
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
12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973
<u>CODE OF FEDERAL REGULATIONS, TITLE 34</u>
99.1-99.67 Family Educational Rights and Privacy Act
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504

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

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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: http://familypolicy.ed.gov

U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/ocr

U.S. Department of Justice: http://www.justice.gov

11/17/04, 11/18/09A; 10/26/11A; 05/22/13A; 1/27/16A; 5/24/17A; 2/24/21A