

HUMAN RESOURCE SERVICES

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ANNUAL NOTIFICATION  
OF THE UNIFORM COMPLAINT PROCEDURES (UCP)  
September 1, 2022

HR-02

Dear Parents or Guardians of Students, Students, Employees, School and District Advisory Committees, Appropriate Private School Officials or Representatives, and Other Interested Parties:

We recognize that our system is inequitable by design and we vigilantly work to confront and interrupt inequities that exist to level the playing field and provide opportunities for everyone to earn, grow and reach their greatness. Our goal is that all students are given equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options.

The Sacramento City Unified School District (SCUSD) has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address

Lactating Pupil, Regional Occupational Centers and Programs, School Plans for Student Achievement, School Safety Plans, School Site Councils, State Preschool and State Preschool Health and Safety Issues in districts exempt from Licensing.

And any other state or federal education program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

Complaints must be filed in writing with the following compliance officer(s):

Complaints alleging discrimination, harassment, intimidation and/or bullying must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation and/or bullying complaint occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation and/or bullying, unless the time for filing is extended by the superintendent or his or her designee. Complainants are protected from retaliation.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. SCUSD's person responsible for investigating the complaint shall conduct and complete the investigation in accordance with Title 5 Code of Regulations (T5CCR) sections 4680-4687 and in accordance with local procedures adopted under section 4621 (T5CCR).

The District will provide an opportunity for the complainant(s) and/or representatives to present evidence or information. 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 obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support allegations.

If the District refuses to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other



requested. If Section 48985 of the ~~ES~~ otherwise applicable, the response, if requested, and report shall be written in English and the primary language in which the complaint was filed.

- A complaint form for a state preschool health and safety issue pursuant to HSC Section 1596.7925 shall specify the location for filing a complaint. A complainant may add as much text to explain the complaint as he wishes.
- The District policies and procedures contain the following statements regarding the Investigator(s)-1 (a) (4) (nd) - If the Un(ng)10(H)2(S)-irint as he



- A complainant not satisfied with the resolution of the preschool program administrator or the designee of the District superintendent has the right to describe the complaint to the governing board of the local educational agency at a regularly scheduled hearing of the governing board or body, as applicable, of the District.
- A complainant who is not satisfied with the resolution proffered by the preschool program administrator or the designee of the District superintendent has the right to file an appeal to the State Superintendent of Public Instruction (SSPI) within 30 days of the date of the report.
- A complainant shall comply with the appeal requirements of Section 4632.
- The SSPI or his or her designee shall comply with the requirements of Section 4633 and shall provide a written decision to the State Board of Education describing the basis for the complaint, the District's response to the state preschool health and safety issues pursuant to HSC Section 1596.7925 complaint and its remedy or proposed remedy and, as appropriate, a proposed remedy for the issue described in the complaint, if different from the District's remedy.

The District shall report summarized data on the nature and resolution of all state preschool health and safety issues complaints pursuant to HSC Section 1596.7925 on a quarterly basis to the county superintendent of schools and the governing board or body, as applicable, of the District. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the District's governing board. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. Please note that both Complaints and responses are public records.

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 Section 4622 of Title 5 of the California Code of Regulations.

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

The District shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former Juvenile Court Pupils now enrolled in a school district and Pupils of Military families as specified in Education Code Sections 48853.4, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

A copy of SCUSD's UCP policy and complaint procedures shall be available free of charge and via the District website [www.scusd.edu](http://www.scusd.edu)