

AGENDA
ELK GROVE UNIFIED SCHOOL DISTRICT
Regular Meeting of the Board of Education
Board Room, Education Center
9510 Elk Grove-Florin Road
Elk Grove, CA 95624
January 20, 2015
Closed Session – 5:00 p.m.
Regular Session – 6:00 p.m.

Item

Time - Approximate

Public Comment on Items on Agenda or Not on the Agenda

NOTICE

Cards are available at the table just outside of the Board Room for anyone who wishes to address the Board. If you wish to address the Board, complete a card and hand it to a staff member at the table to the left as you enter the Board Room. Please be sure to complete the card indicating whether the matter you wish to address is on the agenda or not on the agenda. If the matter is on the agenda, we will assume you wish to speak when it comes time to address that item on the agenda and will hold your card until then. Presentations will be limited to a maximum of three (3) minutes, with a total of thirty (30) minutes designated for public comment on an item. Time limitations are at the discretion of the President of the Board of Trustees. The meeting is recorded on video and audio. Videos are available on the Elk Grove Unified School District's You Tube channel at [http://www.youtube.com /user/Elk Grove Unified](http://www.youtube.com/user/Elk%20Grove%20Unified).

CLOSED SESSION – 5:00 P.M.

1. Government Code Section 54957.6
Conference with labor Negotiators
Agency designated representatives: Christopher Hoffman,
Bandon Krueger, Richard Fagan, Karen Rezendes
Employee Organizations: All Elk Grove Unified School District
Bargaining Units and Unrepresented Employees
2. Government Code Section 54957
Public Employee Discipline/Dismissal/Release/Complaint
3. Government Code Section 54957
Public Employee Appoint/Employment: Elementary School Principals
- I. Pledge of Allegiance
- II. Presentations/Recognitions
 4. High School Student Representatives – Florin and Monterey Trail 10 Minutes
 5. California Forestry Challenge – Student and Teacher Recognition 5 Minutes
- III. Student Expulsion Recommendations - None
- IV. LCAP

AGENDA
ELK GROVE UNIFIED SCHOOL DISTRICT
Regular Meeting of the Board of Education
January 20, 2015

Page 2

<u>Item</u>	<u>Time - Approximate</u>
V. Budget Update	
6. Governor's Budget Update	20 Minutes
VI. Public Comment	
VII. Bargaining Units	
VIII. Reports	
IX. Public Hearing/Action Items	
X. Discussion Items	
XI. Discussion/Action Items	
7. 2015-16 Open Enrollment Recommendations	30 Minutes
XII. Action Items	
8. African American History Month Resolution	5 Minutes
9. Career Technical Education Month Resolution	5 Minutes
10. Day of Remembrance Resolution	5 Minutes
XIII. Board Member and Superintendent Reports	10 Minutes
XIV. Consent Agenda – Action	
11. Approval of Minutes	
12. Personnel Actions	
13. Approval of Purchase Order History	
14. Warrant Register Approval	
15. Contract Ratification	
16. Acceptance of Gifts	
17. Revision to Board Policy 1312.3 – Uniform Complaint Procedures	
18. EGUSD Graduate Profile	
XV. Other Action Items	
19. Discussion and Action on Items Removed From the Consent Agenda	

AGENDA
ELK GROVE UNIFIED SCHOOL DISTRICT
Regular Meeting of the Board of Education
January 20, 2015

Page 3

Item

Time - Approximate

XVI. Information Items

- 20. Other Items from the Floor
- 21. Items for Future Agendas

XVII. Adjournment

AMERICAN WITH DISABILITIES COMPLIANCE NOTICE

In compliance with the Americans with Disabilities Act, those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the Board Secretary, Arlene Hein, at (916) 686-7700. Notification of at least 24 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodation, auxiliary aids or services.

DOCUMENT AVAILABILITY

Documents provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in District office located at 9510 Elk Grove-Florin Road, Elk Grove, CA during normal business hours.

ELK GROVE UNIFIED SCHOOL DISTRICT

Agenda Item No: 5

Board Agenda Item

Supplement No. _____

Meeting Date: January 20, 2015

Subject:

Department: Secondary Education

California Forestry Challenge – Student and Teacher Recognition

Action Requested:

The Board of Education is asked to recognize students and coaches from Elk Grove High School who earned first place at the California Forestry Challenge and fourth place statewide.

Discussion:

The California Forestry Challenge, a competitive event for high school students in technical forestry and current forestry issues, has been in existence since 2003. At each event, students spend four days in the forest interacting with nature resource professionals. Using the forest as the classroom, the California Forestry Challenge is project-based learning at its best. The challenge includes field training and testing, a current topic field trip in which students conduct research and collect data, then complete a service project, and a final presentation scored by a panel of three judges. This year, Elk Grove and Franklin High were two of 13 California high schools to participate in the challenge. Out of 250 possible points, Elk Grove received a grand total of 213.7 points putting them in first place at the Santa Cruz challenge and in fourth place statewide.

The Board is asked to recognize and commend coaches Tony White and Rebecca Anderson and students from Elk Grove High School for their accomplishment at the California Forestry Challenge.

Prepared By: Anthony J. Limoges, Ed.D.

Division Approval:  Christina Penna

Prepared By: _____

Superintendent Approval:  Christopher R. Hoffman

ELK GROVE UNIFIED SCHOOL DISTRICT

6

Board Agenda Item

Agenda Item No: _____

Supplement No. _____

Meeting Date: January 20, 2015

Subject:

Governor's Budget Update

Department:

Budget

Action Requested:

The Board is asked to receive a report regarding updated information for the 2015-16 State budget.

Discussion:

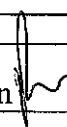
The attached report outlines the current status of the 2015-16 Governor's January Budget proposal.

Attachment to Follow

Financial Summary:

Prepared By: Shannon Stenroos 

Division Approval: _____

Rich Fagan 

Prepared By: _____

Superintendent Approval: _____

Christopher R. Hoffman 

Board Agenda Item

Meeting Date January 20, 2015**Subject:** 2015-2016 Open Enrollment Recommendations**Division:** Secondary Education**Action Requested:**

The Board is asked to receive, provide feedback, and approve staff's recommendations regarding 2015-2016 Open Enrollment options and the Open Enrollment timeline at elementary and secondary schools.

Discussion:

The Board is asked to receive staff recommendations regarding 2015-2016 Open Enrollment options at elementary and secondary schools and approve the timeline for the 2015-2016 Open Enrollment process.

For the 2015-2016 school year, it is recommended that no elementary school be designated as an open enrollment site.

This recommendation is based on four key factors:

- Program Improvement/Public School Choice
- Intra-District Transfers
- Offloading Students
- Romero Open Enrollment Act

At the secondary level it is recommended that seven middle schools and seven high schools be designated as open enrollment sites for 2015-2016. These schools are:

Middle Schools	High Schools
• Harriet Eddy Middle School	• Cosumnes Oaks High School
• Edward Harris Jr. Middle School	• Elk Grove High School
• Samuel Jackman Middle School	• Florin High School
• Joseph Kerr Middle School	• Laguna Creek High School
• Elizabeth Pinkerton Middle School	• Monterey Trail High School
• James Rutter Middle School	• Sheldon High School
• T.R. Smedberg Middle School	• Valley High School

As it has in past years, staff will again ask the Board to consider limiting the number of students allowed to transfer from any individual school should transfer requests at that school exceed 5% of the school's total enrollment. Also, staff will again recommend and ask the Board to take action to stipulate that current Elizabeth Pinkerton 8th graders on Open Enrollment transfers be allowed to matriculate to Cosumnes Oaks High School without reapplying for Open Enrollment.

Site-specific data regarding Open Enrollment transfer requests will be brought before the Board for action on February 17, 2015.

Financial Summary:Prepared By: Christina C. PennaDivision Approval: Christina C. Penna/Donna Cherry

Prepared By: _____

Superintendent Approval: Christopher R. Hoffman

Elk Grove Unified School District
AB 1114 – Parental Choice

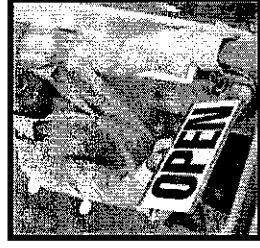
2015-2016 Intra District
Open Enrollment

Board of Education Meeting
January 20, 2015

Presented by:



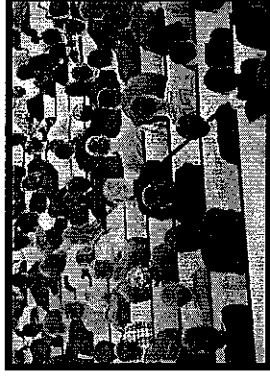
Donna Cherry
Associate Superintendent
PreK-6 Education



Robert Pierce
Associate Superintendent
Facilities and Planning



Christina C. Penna
Associate Superintendent
Secondary Education



Legal Foundation

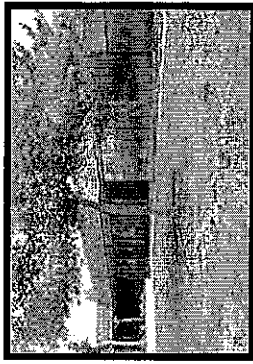
- Under Board Policy 5116.1, the Board of Education annually identifies schools available for Open Enrollment Intra-district Transfers.
- Assembly Bill 1114 allows the Board to limit Open Enrollment to schools that have space available based on future student enrollment projections.

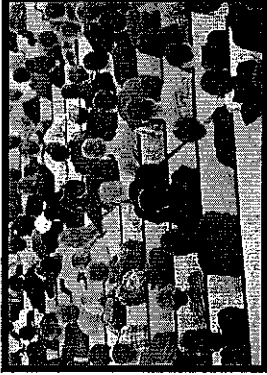


Legal Foundation (continued)

The bill further requires that:

- Parents who are district residents be able to select the school their child will attend, with the exception that the district maintains appropriate racial and ethnic balances among its schools
- Students who reside within a school's attendance boundaries not be displaced by students "open enrolling" into the attendance area.
- Any school receiving admission requests in excess of its capacity utilize a random, unbiased selection process for deciding among applicants



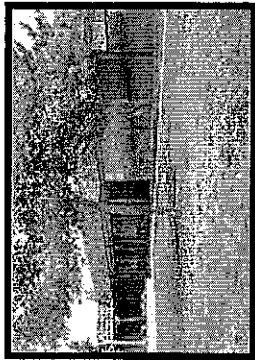


SB 1207 Language

Requires that for the purpose of Open Enrollment, the governing board of a school district calculate the capacity of district schools in a non-arbitrary manner using pupil enrollment and available space.



Open Enrollment: Elementary Considerations



- Program Improvement/Public School Choice

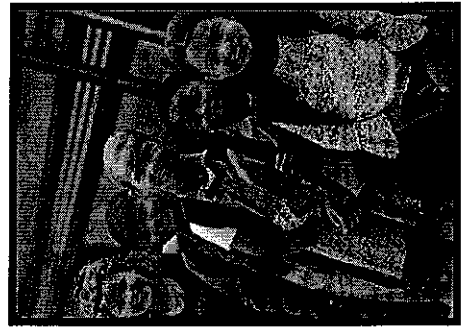
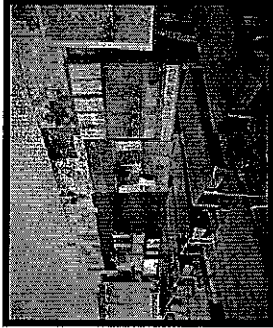


- Intra-District Transfers

- Offloading Students



- Romero Open Enrollment Act

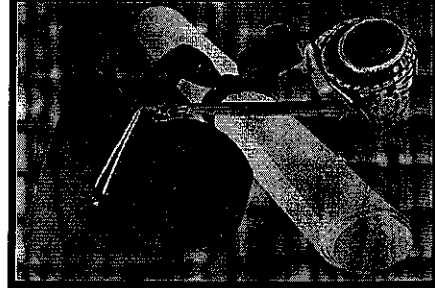
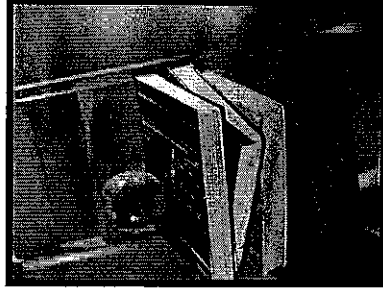
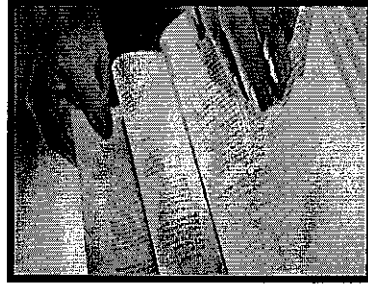


Open Enrollment: Elementary Recommendation

For the 2015-2016 school year, it is recommended that no elementary school be designated as an open enrollment site.

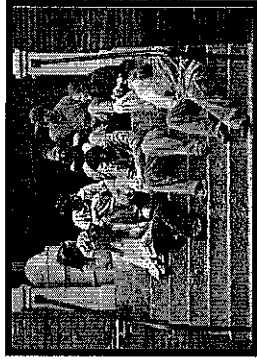
7-12 Open Enrollment Objectives

- Enhance school choice for parents and students
- Provide equitable access to schools' academies and specialized programs
- Balance enrollment among schools

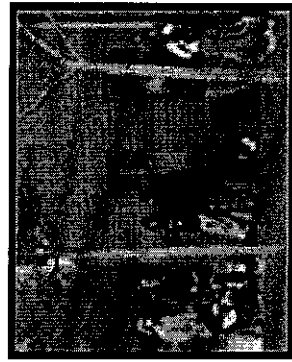
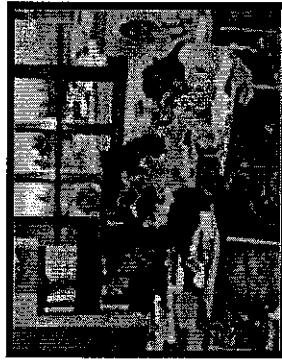




Open Enrollment: Secondary Considerations

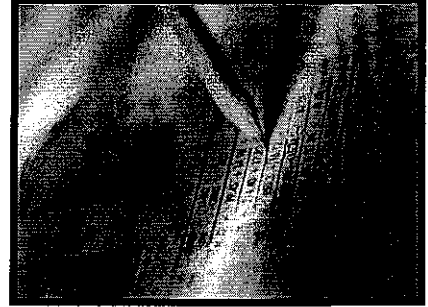
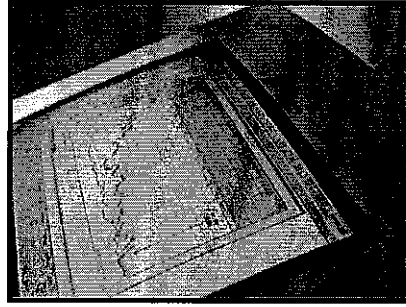


- Each school's projected enrollment
- Capacity for increased enrollment for multiple years
- 7 middle schools and 7 high schools meet criteria



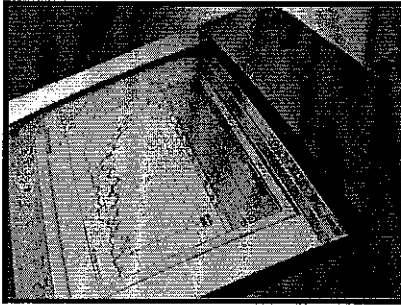
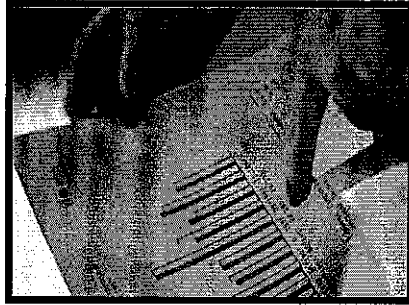
2015-2016 Open Enrollment Capacity/Availability Projections

MIDDLE SCHOOL			
School	Capacity	2015-16 Projected Enrollment (Prior to New 2015 Open Enrollees)*	Projected Excess Capacity
Albani	1,424	1,483	-59
Eddy	1,361	987	374
Harris	1,424	1,172	252
Jackman	1,297	899	398
Johnson	1,424	1,471	-47
Kerr	1,519	914	605
Pinkerton	1,424	897	527
Rutter	1,361	843	518
Smedberg	1,329	1,083	246



Elk Grove Unified School District 2015-2016 Open Enrollment Capacity/Availability Projections

HIGH SCHOOL			
School	Capacity	2015-16 Projected Enrollment (Prior to New 2015 Open Enrollees)*	Projected Excess Capacity
Cosumnes Oaks	2,568	2,186	382
Elk Grove	2,659	1,800	859
Florin	2,417	1,537	880
Franklin	2,538	2,750	-212
Laguna Creek	2,508	1,935	573
Monterey Trail	2,356	2,136	220
Pleasant Grove	2,477	2,654	-177
Sheldon	3,142	2,242	900
Valley	2,568	1,464	1,104

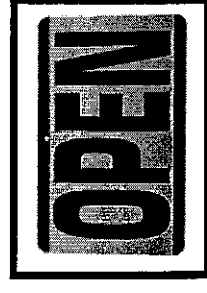




Open Enrollment: Secondary Recommendation

Based on enrollment projections and school capacities, the following middle schools are recommended for Open Enrollment for the 2015-2016 school year:

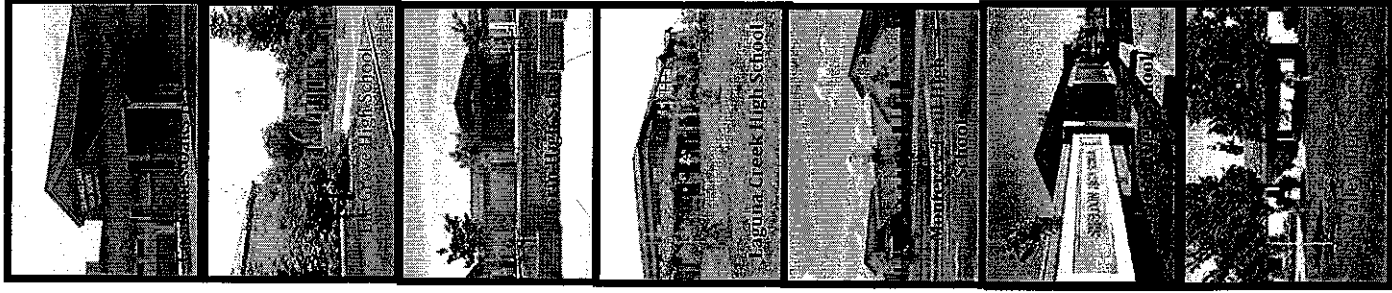
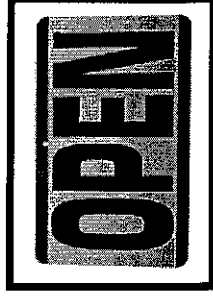
- Harriet Eddy Middle School
- Edward Harris, Jr., Middle School
- Samuel Jackman Middle School
- Joseph Kerr Middle School
- Elizabeth Pinkerton Middle School
- James Rutter Middle School
- T.R. Smedberg Middle School



Open Enrollment: Secondary Recommendation

Based on enrollment projections and school capacities, the following high schools are recommended for Open Enrollment for the 2015-2016 school year:

- Cosumnes Oaks High School
- Elk Grove High School
- Florin High School
- Laguna Creek High School
- Monterey Trail High School
- Sheldon High School
- Valley High School

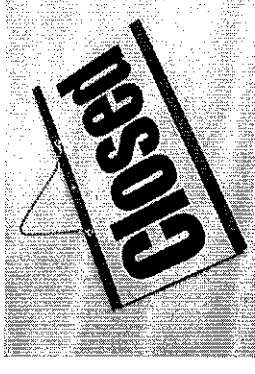




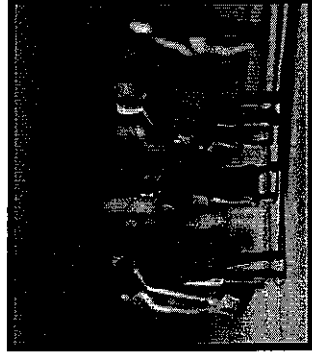
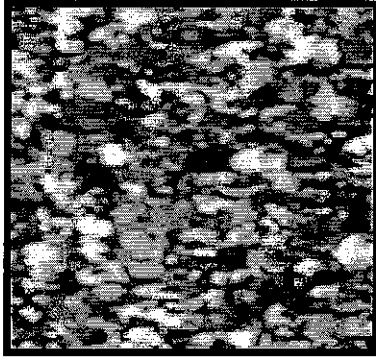
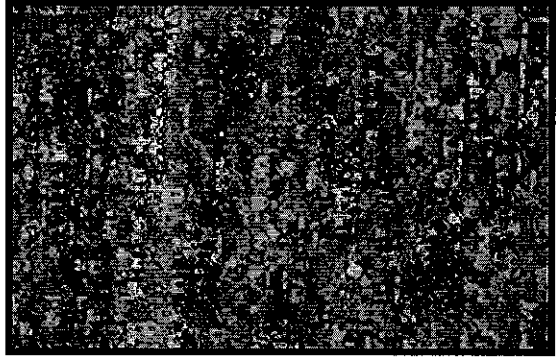
Secondary Open Enrollment Transfer Process

It is recommended that the following enrollment-impacted schools be exempted from the open enrollment process:

- Katherine Albani Middle School
- Toby Johnson Middle School
- Franklin High School
- Pleasant Grove High School



- The residing population and anticipated future growth at each school is projected to exceed enrollment capacity.
- Schools' enrollments are currently being monitored to assess the need for redirection of students moving into the schools' boundaries.
- Newly-enrolling students at these schools may be redirected to another school with enrollment capacity.



Open Enrollment Parent Survey

This year, at the request of the Board, we will survey parents to determine the reason(s) for their Open Enrollment requests. The survey questions added to the Open Enrollment Application are:

Please identify the primary reason(s) you are requesting an Open Enrollment transfer for your student. Select up to 3 options.

- | | | | |
|--------------------------|---|--------------------------|------------------------------|
| <input type="checkbox"/> | Course or program not offered at current school (i.e., Career Academies, International Baccalaureate, etc.) | <input type="checkbox"/> | Newer facility |
| <input type="checkbox"/> | More challenging instructional program at requested school | <input type="checkbox"/> | Student's peer group/friends |
| <input type="checkbox"/> | Safety/Security | <input type="checkbox"/> | Athletic program |
| <input type="checkbox"/> | Child care in proximity to requested school | <input type="checkbox"/> | School size |
| <input type="checkbox"/> | Employment in proximity to requested school | <input type="checkbox"/> | School staff |
| | | <input type="checkbox"/> | Other (specify) _____ |

2014-2015 Open Enrollment Results Summary



- The district received 1,477 requests for Open Enrollment
- Three schools had incoming transfer request rates exceeding 5%
- Six schools had outgoing transfer request rates exceeding 5%

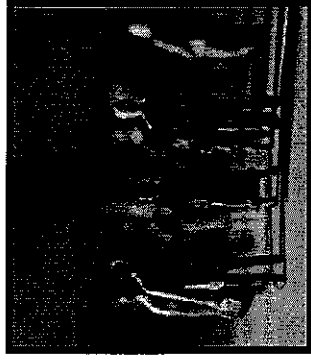
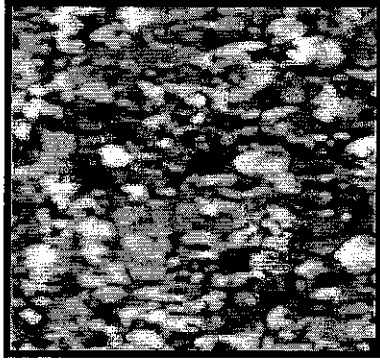
Requests To School	Requests From School
Edward Harris	Harriet Eddy
Elizabeth Pinkerton	Samuel Jackman
Cosumnes Oaks	Toby Johnson
	James Rutter
	Florin
	Valley

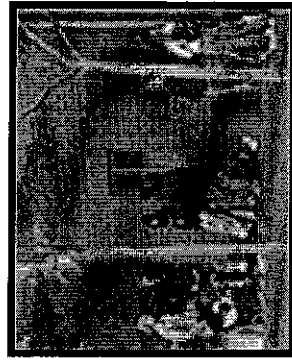
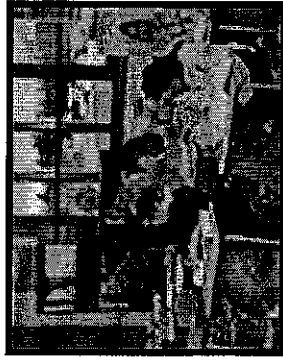
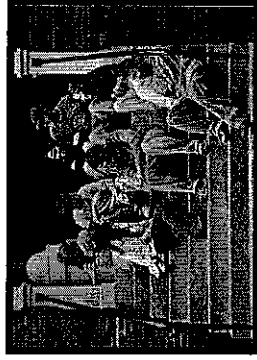


Secondary Open Enrollment Recommended Cap



In order to maintain viable and stable enrollments at each of our schools, we will again seek the Board's approval in establishing that no more than 5% of a school's students be allowed to open enroll at another school.





Secondary Open Enrollment Recommendation: Elizabeth Pinkerton Middle School/Cosumnes Oaks High School

- In completing the analysis of enrollment projections for 2015-2016 at Cosumnes Oaks High School, we are prepared to allow the 202 8th grade Open Enrollment students currently attending Elizabeth Pinkerton Middle School to attend Cosumnes Oaks High School without reapplying for Open Enrollment.
- This recommendation is for this year's students only; a new analysis will be completed each year.



Open Enrollment Request

- In order to expedite the Open Enrollment process to support students' course selection and the district's staffing timelines, we are asking to begin the application process January 21, 2015.
- Data reflecting actual Open Enrollment requests will be presented to the Board on February 17 to assist in decision-making around the proposed 5% transfer limit.
- The Board will be asked to take action to approve Open Enrollment transfers on February 17, 2015.

Suggested Open Enrollment Timeline

Dates	Task
January 20, 2015	➤ Parental Choice/Open Enrollment Recommendations and Timeline presented to the Board for information and direction
January 21, 2015	➤ Information about Open Enrollment timeline and procedures placed in local newspapers – the <u>Elk Grove Citizen</u> and the <u>Sacramento Bee</u> , on the EGUUSD website, and School Loop. Calls to families will be made through Autodialer
January 21, 2015	Open Enrollment Application Period Begins
January 28, 2015	➤ Parent meeting to describe Open Enrollment procedures to be held at Monterey Trail High School in the Multipurpose Room from 6:30 to 7:30 p.m.
February 2, 2015	➤ Parent meeting to describe Open Enrollment procedures to be held at Sheldon High School in the Multipurpose Room from 6:30 to 7:30 p.m.
February 6, 2015	➤ Application Deadline

Suggested Open Enrollment Timeline

February 17, 2015	➤ Board takes action on open enrollment numbers for each school
February 23, 2015	➤ Random Selection Process conducted, if necessary – Cosumnes Oaks High School, MP Room 6:00 p.m.-7:00 p.m.
February 25, 2015	➤ List of incoming students sent to requested schools ➤ List of student transfers sent to home schools
Week of March 2, 2015	➤ Parents notified of acceptance, (or placement on waiting list if needed) and asked to submit Open Enrollment agreement to requested school
March 16, 2015	➤ Deadline for parents to submit Open Enrollment Agreement Form to requested school
March 20, 2015	➤ Any remaining spaces allocated to students on waiting lists ➤ Lists of incoming/outgoing students sent to high schools

Agenda Item No. _____

Board Agenda Item

Supplement No. _____

Meeting Date January 20, 2015**Subject:**Department: Curriculum/Professional Learning**African-American History Month Resolution****Action Requested:**

The Board of Education is asked to approve the resolution designating February 2015 as African-American History Month.

Discussion:

This resolution celebrates efforts and achievements made by African-American individuals which have benefited all mankind.

The month of February has been designated African-American History Month by the California Department of Education. This observance permits the society at large, and the schools in particular, to celebrate the achievements of African-Americans and also to re-examine society's role in preserving the Civil Rights of all of its citizens. Although the study of the contributions and the literature about and authored by African-Americans is part of the curriculum throughout the year, this designation in February adds special emphasis.

Elk Grove Schools have many special events during African-American History Month in addition to activities and classwork that occur throughout the year in accordance with sites' and departments' student unity and diversity goals. At the elementary level, the African-American history activities are integrated into classroom discussions, art projects, social studies, and language arts. Some examples include the primary literature pieces of *Drinking Gourd*, *Wagon Wheels*, and folktales. All elementary schools include the study of famous African-Americans. At the secondary level, the specific pieces of African-American literature include *Black Boy*, *I Know Why the Caged Bird Sings*, *Native Son*, *Raisin in the Sun*, and *Kaffir Boy*. History/social science teachers teach students to view historical and contemporary events from diverse, ethnic perspectives and to clarify their ethnic identities.

Financial Summary:Prepared By: Anna Trunnell Division Approval: Mark CeruttiPrepared By: _____ Superintendent's Approval: Christopher R. Hoffman

ELK GROVE UNIFIED SCHOOL DISTRICT
ELK GROVE, CALIFORNIA

RESOLUTION NO. 34, 2014-2015

AFFIRMATION OF FEBRUARY AS AFRICAN-AMERICAN HISTORY MONTH

WHEREAS, African-American History Month permits society and schools to celebrate the achievements of African-Americans; and

WHEREAS, the Elk Grove Unified School District recognizes that each student needs an opportunity to understand the common humanity underlying all people; to develop pride in his or her own identity and heritage; and to understand, respect, and accept the identity and heritage of others;

WHEREAS, this observance permits society to re-examine its role in preserving the Civil Rights of all citizens; and

WHEREAS, corresponding school activities held during this month encourage students to continue to strive for the best education as a means to fulfill their potential; and

WHEREAS, achievements of African-Americans have benefited all mankind; and

WHEREAS, the *History-Social Science Framework for California Public Schools, Kindergarten Through Grade Twelve*, states that the history curriculum of community, state, region, nation, and world must reflect the experiences of men and women and of different racial, religious, and ethnic groups and must be integrated at every level;

THEREFORE, BE IT RESOLVED by the Governing Board of the Elk Grove Unified School District that February be designated African-American History Month.

Christopher R. Hoffman
Superintendent and Secretary to the
Board of Education

ELK GROVE UNIFIED SCHOOL DISTRICT

Agenda Item No: 9

Board Agenda Item

Supplement No. _____

Meeting Date: January 20, 2015

Subject:

Division: Secondary Education

Career Technical Education Month Resolution

Action Requested:

The Board of Education is asked to approve a resolution designating February 2015 as Career Technical Education Month.

Discussion:

The month of February has been designated as Career Technical Education Month. This observance allows us to celebrate the contribution of Career Technical Education (CTE) as a vehicle to provide our students with high quality school-to-career job placement experiences, as well as applied, academically rigorous curriculum to prepare them for both college and workplace success.

The Elk Grove Unified School District offers its students a broad spectrum of CTE opportunities, beginning with middle school exploratory programs that lead to high school introductory, intermediate, and advanced courses. Students also receive CTE training through the district's Regional Occupational Programs (ROP).

Elk Grove Unified School District's CTE programs are considered exemplary throughout the region and state. This resolution affirms the work of district staff in continuing to provide students with educational and workplace opportunities beyond those found in traditional instructional models.

Financial Summary:

N/A

Prepared By: Kathy Hamilton

Division Approval:  Christina Penna

Prepared By: _____ Superintendent Approval:  Christopher R. Hoffman, Superintendent

ELK GROVE UNIFIED SCHOOL DISTRICT
ELK GROVE, CALIFORNIA

RESOLUTION NO. 35, 2014-2015

AFFIRMATION OF FEBRUARY AS CAREER TECHNICAL EDUCATION MONTH

WHEREAS, February 2015, has been designated Career and Technical Education Month by the Association for Career and Technical Education; and

WHEREAS: profound economic and technological changes in our society are rapidly reflected in the structure and nature of work, thereby placing new and additional responsibilities on our educational system; and

WHEREAS: career and technical education provides Americans with a school-to-careers connection and is the backbone of a strong, well-educated workforce, which fosters productivity in business and industry and contributes to America's leadership in the international marketplace; and

WHEREAS: career and technical education, and the Elk Grove Unified School District Regional Occupational Program in particular, gives high school students experience in practical, meaningful applications of basic skills such as reading, writing and mathematics, thus improving the quality of their education, motivating potential dropouts and giving all students leadership opportunities in their fields and in their communities; and

WHEREAS: career and technical education offers individuals life long opportunities to learn new skills, which provide them with career choices and potential satisfaction; and

WHEREAS: the ever-increasing cooperative efforts of career and technical educators, business and industry stimulate the growth and vitality of our local economy and that of the entire nation by preparing graduates for career fields forecast to experience the largest and fastest growth in the next decade;

NOW THEREFORE, the Elk Grove Unified School District Board of Education does hereby proclaim February 2014 in the Elk Grove Unified School District as:

Career and Technical Education Month

and urges all citizens to become familiar with the services and benefits offered by the Regional Occupational Program in this community and to support and participate in these programs to enhance their individual work skills and productivity.

CHRISTOPHER R. HOFFMAN, SUPERINTENDENT
AND SECRETARY to the
GOVERNING BOARD of the ELK GROVE UNIFIED
SCHOOL DISTRICT

ELK GROVE UNIFIED SCHOOL DISTRICT

Agenda Item No: 10

Board Agenda Item

Supplement No. _____

Meeting Date: January 20, 2015

Subject:

Day of Remembrance Resolution

Division: PreK-6 Education

Action Requested:

The Board is requested to (1) adopt a resolution reaffirming a resolution originally introduced by the Elk Grove Unified School District Board of Education in February 1983 which declared annually a "Day of Remembrance" in the Elk Grove Unified School District, and (2) acknowledge the efforts of Marielle Tsukamoto, the Japanese American Citizens' Leagues (JACLs) of Florin, Lodi, Placer County, Sacramento, the California Museum, and the California State University, Sacramento Archive Library for their efforts in continuing to make the events of the internment of Japanese citizens during World War II a living history experience.

Discussion:

The late Al and Mary Tsukamoto, the Florin Japanese American Citizens' League (JACL), the Veterans of Foreign Wars (VFW), and the California Museum, have provided a unique living history experience for Elk Grove Unified School District's fifth grade students since 1983.

Elk Grove's fifth grade students continue to experience this hands-on learning opportunity by visiting the Time of Remembrance Program at the California Museum. Students learn about the Japanese internment and the rights denied to United States citizens under the Constitution.

This year, Elk Grove Unified School District's fifth grade teachers and their students will visit the museum and participate in the Time of Remembrance Program from January 26 – March 20, 2015.

In 2013-2014, a total of 2,647 fifth grade students, teachers and chaperones from Elk Grove Unified attended the Time of Remembrance exhibit.

We are happy to share that again this year, The California Museum, will continue offering reduced admission fees for our students as well provide free admissions for two classroom chaperones. The admission for the classroom teacher also remains free. Because of this generosity our students are able to continue their participation in this worthy endeavor.

Financial Summary

Reduced admission prices:

\$4.00 per student

Free for two classroom chaperones

Free for teachers

Prepared By: Donna Cherry 

Division Approval: _____

Prepared By: _____

Superintendent Approval: 

ELK GROVE UNIFIED SCHOOL DISTRICT
ELK GROVE, CALIFORNIA

RESOLUTION NO. 36, 2014-2015

DAY OF REMEMBRANCE

WHEREAS, the government of the United States has acknowledged that the evacuation, relocation, and internment of over 110,000 United States citizens of Japanese ancestry, permanent resident Japanese aliens, as well as the Aleuts, during World War II was an injustice and a violation of their basic civil liberties and human rights by passing and signing into law the Civil Liberties Act of 1988 (Public Law No. 100-383), and

WHEREAS, it is stated in the Civil Liberties Act of 1988 that the Act was intended to discourage the occurrence of similar injustices and violations in the future and make more credible and sincere any declaration of concern by the United States over violations of human rights committed by other nations, and

WHEREAS, historically, textbooks used by California's Public School students have not accurately portrayed this evacuation, relocation, and internment experience as a violation of basic civil liberties and human rights, nor included a discussion of findings of the Federal Commission on Wartime Relocation and Internment of Civilians, court decisions that dealt with this event, the passage and signing of the Civil Liberties Act of 1988, nor the provisions of ACR 37 of the State of California, and

WHEREAS, the 1987 History/Social Science Framework states: "Attention should be paid to the effect of the war on the home front"...."The relocation and internment of 110,000 Japanese Americans during the war on grounds of national security was a governmental decision that should be analyzed as a violation of their human rights."

THEREFORE, BE IT RESOLVED, by the Governing Board of the Elk Grove Unified School District, that the annual Day of Remembrance be reaffirmed with January 20, 2014, as a "Day of Remembrance" and that January 26 through March 20, 2015, be affirmed as the time for student visits to the California Museum.

CHRISTOPHER R. HOFFMAN, SUPERINTENDENT
and SECRETARY to the GOVERNING BOARD
of the ELK GROVE UNIFIED SCHOOL DISTRICT

DATE: January 20, 2015

Agenda Item No: _____

Board Agenda Item

Supplement No. _____

Meeting Date 1-20-15

Subject: Approval of Minutes

Department: Board of Education

Action Requested: Approve minutes of the regular board meetings held December 9, 2014, and January 6, 2015.

Discussion:

Financial Summary:

Prepared By: _____ Department Approval: _____

Prepared By: _____ Superintendent Approval: Christopher R. Hoffman

Board Agenda Item**Subject:** Personnel Actions**Division:** Human Resources**Action Requested:**

Recommend the Board of Education approve the personnel actions as attached.

Discussion:**CERTIFICATED:**



APPROVE:

1. New Hire(s) [2]
2. Leave(s) of Absence
3. Resignation(s)
4. Retirement(s)
5. Returning from Leave(s) of Absence

CLASSIFIED:

APPROVE:

1. New Hire(s) [26]
2. Leave(s) of Absence
3. Promotion(s)
4. Resignation(s)
5. Retirement(s)
6. Returning from Leave(s) of Absence
7. Status Change(s)

Financial Summary:Prepared by: Bindy Grewal, Ed.D. Departmental Approval: Brandon Krueger, Ed.D. Prepared by: Evelyn Laluan Superintendent Approval: Christopher R. Hoffman 

Agenda Item No. _____

Board Agenda Item

Supplement No. _____

Meeting Date January 20, 2015**Subject:****APPROVAL OF PURCHASE ORDER HISTORY.**Department: Finance & School Support**Action Requested:**

The Board of Education is asked to approve purchase orders for the weeks of December 13, 2014 through January 02, 2015..

Discussion:

The Purchase Order History and Cost Modifications for the month December 13, 2014 through January 02, 2015 are listed below. The purchase orders are on file in the Purchasing Department if you wish to review them.

Encumbrances:

<u>Fund</u>	<u>Purchase Orders Issued</u>	<u>Purchase Order Encumbrance Costs</u>
01 General Fund	251	\$ 2,182,839.49
09 Elk Grove Charter School Fund	2	\$ 2,538.95
11 Adult Education Fund	7	\$ 25,017.16
12 Child Development Fund	30	\$ 9,714.33
13 Food and Nutrition Services Fund	2	\$ 60,000.00
35 State School Facilities Fund	3	\$ 60,467.54
49 Special Projects Fund	6	\$ 405,993.59
67 Self Insurance Fund	1	\$ 265.68

Total Encumbrances \$ 2,746,836.74

Modifications:

<u>Fund</u>	<u>Purchase Orders Modified</u>	<u>Purchase Order Modification Costs</u>
01 General Fund	20	\$ 52,032.00
11 Adult Education Fund	1	\$ 500.00
13 Food and Nutrition Services Fund	4	\$ 333,000.00
35 State School Facilities Fund	1	\$ 75,000.00

Total Modifications \$ 460,532.00
Financial Summary Grand Total \$ 3,207,368.74

Prepared By: Ruth DewDivision Approval: Rich FaganPrepared By: Ruth DewSuperintendent Approval: Christopher R. Hoffman

ELK GROVE UNIFIED SCHOOL DISTRICT

Agenda Item
No:

14

Board Agenda Item

Supplement No.

Meeting Date:

January 20, 2015

Subject:

Warrant Register No. 6

All Funds: December 1, 2014 thru December 31, 2014

Department:

Fiscal Services

Action Requested:

Approve Warrant Register No. 6 – Warrant Numbers 971860-973142, 309287-310273

Discussion:

Education Code 42632 requires that all payments from the funds of a school district shall be made by written order of the governing board of the district.

It is also required that district orders (warrants) must be numbered and include the following per Education Code 42634:

- The particular fund or funds of the district against which it is drawn
- The amount of payment to be made
- An itemized bill showing separate items and the price of each item (This information is retained in Fiscal Services).
- The rate of salary and the period of service of any employee of the district for whom an order is issued for payment of salary or wages (This information is retained in the Payroll Office).

The Board is asked to approve Warrant Register No. 6 – Warrant Numbers 971860-973142, 309287-310273.

See attached report for Warrant Register No. 6 expenditures.

Financial Summary:

Total expenditures for all funds from December 1, 2014 thru December 31, 2014 are \$24,370,152.09.

Prepared By:

Shelley Clark *Shelley Clark*

Division Approval:

Rich Fagan *RF*

Prepared By:

Carrie Hargis *Carrie Hargis*

Superintendent Approval:

Christopher R. Hoffmann *CH*

REPORTING PERIOD:

ACCOUNTS PAYABLE WARRANTS

[illegible]

PAYROLL WARRANTS FUND 11

DATE	WARRANT NUMBERS	AMOUNT	1000 Certificated Salaries	2000 Classified Salaries	3000 Employee Benefits	4000 Books & Supplies	5000 Services & Other Operating Exps	6000 Capital Outlay Exps	7000 Indirect Costs & Transfers	8000 Revenue	9000 Accts Receivable & Accts Payable
12/10/14	309287-310163	79655.85	67011.12	12644.73							
12/16/14	310164-310252	1080.50		1080.50							
TOTALS		80736.35	67011.12	13725.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00
(CANCELS)		-578.50					-578.50				
GRAND TOTAL		139219.13	67011.12	13725.23	0.00	39597.98	11316.28	0.00	7542.52	26.00	0.00

ACCOUNTS PAYABLE WARRANTS

[illegible]

PAYROLL WARRANTS FUND 14

[illegible]

1/0/1900

REPORTING PERIOD:

ACCOUNTS PAYABLE WARRANTS

[illegible]

PAYROLL WARRANTS FUND 40

DATE	WARRANT NUMBERS	AMOUNT	1000 Certificated Salaries	2000 Classified Salaries	3000 Employee Benefits	4000 Books & Supplies	5000 Services & Other Operating Exps	6000 Capital Outlay Exps	7000 Indirect Costs & Transfers	8000 Revenue	9000 Accts Receivable & Accts Payable
TOTALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
(CANCELS)											
GRAND TOTAL		77894.83	0.00	0.00	0.00	0.00	77894.83	0.00	0.00	0.00	0.00

ACCOUNTS PAYABLE WARRANTS

[illegible]

PAYROLL WARRANTS FUND 47

[illegible]

ACCOUNTS PAYABLE WARRANTS

[illegible]

PAYROLL WARRANTS FUND 67

DATE	WARRANT NUMBERS	AMOUNT	1000 Certificated Salaries	2000 Classified Salaries	3000 Employee Benefits	4000 Books & Supplies	5000 Services & Other Operating Exps	5000 Capital Outlay Exps	7000 Indirect Costs & Transfers	8000 Revenue	9000 Accts Receivable & Accts Payable
TOTALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
(CANCELS)											
GRAND TOTAL		470765.55	0.00	0.00	0.00	127.07	120638.58	0.00	0.00	0.00	350000.00

TOTAL EXPENDITURES

\$24,370,152.09

\$1,709,898.60

\$1,434,176.16

\$2,133,407.42

\$2,212,900.99

\$4,102,123.64

\$4,981,493.64

\$57,312.51

\$33,686.16

\$7,705,152.97

ELK GROVE UNIFIED SCHOOL DISTRICT

Agenda Item
No:

15

Board Agenda Item

Supplement No.

Meeting Date:

January 20, 2015

Subject:

Ratification of Contracts

Department:

Fiscal Services

Action Requested:

The Board is asked to ratify contracts which have been signed by authorized district staff, in accordance with Board Policy 3312-Contracts.

Discussion:

Under current Board Policy 3312 "contracts under the bid limits can be approved by the Designated Personnel, subject to Board ratification". Staff recommends that the Board ratify the contracts on the attached sheet, which are under the bid limit of \$86,000 and have been approved by authorized district staff.

Copies of the contracts are on file with Fiscal Services, should you wish to review them in detail.

Financial Summary:

Please see funding information provided on attached schedule.

Prepared By:

Carrie Hargis

Carrie Hargis

Division Approval:

Rich Fagan

Rich Fagan

Prepared By:

Superintendent Approval:

Christopher R. Hoffman

Christopher R. Hoffman

ELK GROVE UNIFIED SCHOOL DISTRICT
Fiscal Services

January 20, 2015 Board of Education Meeting
Agenda Item – Ratification of Contracts
Contracts under bid limit authorized through 1/5/2015

	Agreement With	Services Provided	Term of Agreement	Department	Funding Source	Amount
1.	Sutter County Superintendent of Schools, Region 3 Local Educational Consortium	Duties associated with the preparation of quarterly time studies using the Random Moment Time Study related to Medi-Cal billing	7/1/14 – 6/30/17 (participation effective 1/1/15)	Student Support & Health Services	No Cost	\$0
2.	Communication Strategies	Technology consulting/project management for VOIP phone system	12/22/14 – project completion	Technology Services	General Fund, Unrestricted	\$45,045
3.	Ideal Computer Services, Inc.	Server Lease	2/1/15 – 1/31/17	Technology Services	General Fund, Unrestricted	\$16,259
4.*	Another Choice Another Chance	Implementation of educationally based drug and alcohol prevention groups at James Rutter and Samuel Jackman Middle Schools	2014/15 – 2015/16	Student Support & Health Services	No Cost	\$0
5.	Lexia Reading CORE5	Web-delivered foundational reading skills program for Roy Herburger Elementary School	12/22/14 – 8/31/15	PreK-6 Education	Local Grant Funds	\$7,225
6.	Kelli Richardson (Independent Contractor Agreement)	Project GLAD training at Herman Leimbach Elementary School	3/10/15 – 5/29/15	Learning Support Services	Title I Grant Funds	\$14,025
7.	Kathryn Wyffels (Independent Contractor Agreement)	Project GLAD training at Herman Leimbach Elementary School	3/10/15 – 5/29/15	Learning Support Services	Title I Grant Funds	\$14,025
8.	Sunshine Swim and Fitness Center	Facility rental for high school spring swim season	2/1/15 – 12/31/17	Secondary Education	General Fund, Unrestricted	\$4,500 Annually
9.*	Black Belt in Fitness	Afterschool fitness classes at Barbara Comstock Morse Elementary School	12/15/14 – 12/19/14	Learning Support Services	Afterschool Grant Funds	\$1,000
10.*	C.A.S.E. Programs, Inc.	Drama, Choir, and Piano classes for Charles Mack Elementary School afterschool program	1/1/15 – 7/31/15	Learning Support Services	Afterschool Grant Funds	\$2,310 Drama \$2,310 Choir <u>\$1,155 Piano</u> \$5,775
11.	Best Pool Service	Pool maintenance services for Jessie Baker School	10/1/14 – 10/1/19	Special Education	Special Education State Funds	\$3,600 Annually

*Memorandum of Understanding

Page 1 of 3

ELK GROVE UNIFIED SCHOOL DISTRICT**Fiscal Services****January 20, 2015 Board of Education Meeting****Agenda Item – Ratification of Contracts**

Contracts under bid limit authorized through 1/5/2015

	Agreement With	Services Provided	Term of Agreement	Department	Funding Source	Amount
12.*	People Reaching Out	Youth programs for James Rutter Middle School Afterschool program	1/9/15 – 5/22/15	Learning Support Services	Afterschool Grant Funds	\$4,635
13.	Mercy Education	Third party provider for Al Arqam Islamic School Title I services	2014/15 school year	Learning Support Services	Title 1 Grant Funds	\$11,185
14.*	Friends of the Arts Commission	Professional development workshops for visual and performing artists, District arts specialists, classroom teachers and administrators	12/22/14 – 6/30/15	Curriculum/ Professional Learning	CCSS Grant Funds	\$1,750
15.	Wild Things, Inc.	Wildlife presentation at Elk Grove High School on 11/20/14	11/20/14	Secondary Education	California Partnership Academy Grant & Ag Incentive Grant Funds	\$450
16.*	ERC, LLC (Fusion International Arts/Fusion Live)	Afterschool integrated arts and education classes at Samuel Jackman Middle School	12/19/14 – 6/30/15	Learning Support Services	Afterschool Grant Funds	\$3,354
17.	Discovery Education	Streaming Plus HS license	1/7/15 – 6/30/16	Secondary Education	Elk Grove Charter School Funds	\$4,725
18.	DataWORKS Educational Research	Explicit Direct Instruction for English Learners at Roy Herburger Elementary School	1/5/15	Curriculum/ Professional Learning and Learning Support Services	Title II Grant Funds and General Fund, Unrestricted	\$2,882
19.	Dr. Arthur Singer (Independent Contractor Agreement)	Psycho-educational evaluations	11/12/14 – 4/1/15	Special Education	Special Education State Funds	\$3,000
20.	Hann Productions	Develop short film and book for Sheldon High School in accordance with National Endowment for the Arts Grant	11/23/13 – 6/30/15 (amendment)	Secondary Education	Sheldon High School NEA Grant Funds	Increase of \$12,00 for total of \$34,580
21.	Follett	Destiny Resource Management for Florin, Samuel Kennedy, Barbara Comstock Morse and Joseph Sims Elementary Schools	12/17/14 – 12/16/15	Technology Services	Microsoft Voucher Funds and School Site Unrestricted Funds	\$13,495 one time and \$3,200 annual license

ELK GROVE UNIFIED SCHOOL DISTRICT

Fiscal Services

January 20, 2015 Board of Education Meeting

Agenda Item – Ratification of Contracts

Contracts under bid limit authorized through 1/5/2015

	Agreement With	Services Provided	Term of Agreement	Department	Funding Source	Amount
22.	Far West Business Systems	Annual maintenance and service agreement	2/1/15 – 1/31/16	Human Resources	General Fund, Unrestricted	\$6,475
23.	San Juan USD, San Joaquin COE – ROP	Continue established consortium to participate in Carl D. Perkins Career and Technical Improvement Act of 2006 Section 132 (Adult) Funds	12/18/14 – duration of grant funding	Secondary Education	N/A	\$0
24.	Emerson Network Power	Computer network infrastructure monitoring software license	1/5/15 – 1/4/16	Technology Services	General Fund, Unrestricted	\$9,999

*Memorandum of Understanding

Page 3 of 3

ELK GROVE UNIFIED SCHOOL DISTRICT

Agenda Item No: 16

Board Agenda Item

Supplement No. _____

Meeting Date: January 20, 2015

Subject: Acceptance of Gifts

Department: Fiscal Services

Action Requested:

The Board is asked to accept the following donations to the District's schools/programs.

Discussion:

<u>Item</u>	<u>Donor</u>	<u>School/Program</u>	<u>Value</u>	<u>Date Received</u>
Gift Donation (Surface Pro 3)	DonorsChoose.org	Helen Carr Castello Elementary School	\$1,549.99	11/2/14
Gift Donation (Software for Surface Pro 3)	Katie Hedrick	Helen Carr Castello Elementary School	\$150.36	12/2/14
Cash Donation	Save Mart Supermarkets	Joseph Kerr Middle School (Music Department)	\$1,793.38	11/19/14
Gift Donation (1 Laptop HP Computer – Notebook)	DonorsChoose.org (submitted by Daphne Moss, 5 th Grade teacher)	Florence Markofer Elementary School	\$572.93	11/19/14
Cash Donation	Wilma and James Hanson	Ellen Feickert Elementary School (\$250 each to Mrs. Horn and Mrs. Thomas' classes)	\$500.00	12/19/15
Cash Donation	Wells Fargo Foundation	Elk Grove Charter School (Principal's Discretion)	\$500.00	12/10/14
Gift Donation (Yamaha Trombone)	Leonard Marr	Joseph Kerr Middle School (Music Department)	\$385.00	9/19/14
Cash Donation	Priscilla Cox	Raymond Case Elementary School (Choir)	\$50.00	1/5/15
Cash Donation	Priscilla Cox	Cosumnes Oaks High School (CulinaryArts Department)	\$100.00	1/5/15
Cash Donation	Priscilla Cox	Elk Grove High School (Graphic Arts Department)	\$100.00	1/5/15
Cash Donation	Box Tops for Education	Toby Johnson Middle School (Science Department)	\$629.10	1/5/15

Prepared By: Carrie Hargis *Carrie Hargis*

Division Approval:

Rich Fagan *[Signature]*

Prepared By: _____

Superintendent Approval:

Christopher R. Hoffman *CH*

ELK GROVE UNIFIED SCHOOL DISTRICT

Agenda Item No: 17

Board Agenda Item

Supplement No. _____

Meeting Date January 20, 2015

Subject:

Department: Human Resources

BOARD POLICIES: SECOND READING

1312.3 UNIFORM COMPLAINT PROCEDURES

Action Requested:

The Board of Education is asked to hear the second reading of modifications made to Board Policy 1312.3 Uniform Complaint Procedures.

Discussion:

Financial Summary:

Prepared By: L. Deissroth Division Approval: Brandon Krueger, Ed.D.

Prepared By: _____ Superintendent Approval: Christopher R. Hoffman

Board Policy 1312.3

Uniform Complaint Procedures

Proposed Revision to Current Board Policy 1312.3

Because of changes to the uniform complaint procedures that are being required by state laws and regulations, it is recommended that the district's current Board Policy 1312.3 be eliminated in its entirety and that a new Board Policy 1312.3, consistent with a sample policy issued by the California Department of Education on July 24, 2014, be adopted by the district.

A copy of the district's prior Board Policy 1312.3 is attached for informational purposes. A copy of the sample uniform complaint policy issued by the California Department of Education on July 24, 2014 is also attached.

In addition, a clean copy of the new proposed Board Policy 1312.3 is attached for the Board's review and approval.

Please Note that the new proposed Board Policy 1312.3 will replace both the existing Board Policy 1312.3 and the existing Administrative Regulation 1312.3. The latter administrative regulation will be eliminated by the Cabinet upon approval by the Board of this new board policy.

Also, please note that the last section of the new proposed Board Policy 1312.3, regarding the handling of oral reports of concerns of unlawful discrimination, was added as the result of the negotiated settlement of an administrative complaint that was entered into by and between the district and the Office of Civil Rights of the United States Department of Education.

Current Board Policy 1312.3 – Uniform Complaint Procedures

(Last Revised on March 5, 2013)

It is recommended that the current Board Policy 1312.3 be eliminated in its entirety. Upon adoption of the new proposed Board Policy 1312.3, the current Administrative Regulation 1312.3 will also be eliminated in its entirety by the Cabinet.

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, 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 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.1 - Complaints against District Employee)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment/Intimidation/Bullying)

(cf. 5145.7 - Sexual Harassment)

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 3260 - Fees and Charges)

(cf. 3320 - Claims and Actions Against the District)

(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. 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)

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.

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

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

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

(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 district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and misassignments
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)

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: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)

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>

(A copy of Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures, along with a copy of a complaint form that can be used to file a complaint under the uniform complaint procedures, is located on the district's Internet web site at egusd.net. Once the web site is accessed, please follow the links for "Students & Parents" and then "District Policies/Procedures/Notices".)

Policy:

Adopted: September 8, 1992

Revised: April 6, 1998

Revised: July 1, 2002

Revised: March 6, 2007

Revised: March 5, 2013

Elk Grove Unified School District
Elk Grove, California

Sample Uniform Complaint Procedures Policies and Procedures

Issued by the California Department of Education

Issue Date – July 24, 2014

Sample UCP Policies and Procedures

The Sample Uniform Complaint Procedures (UCP) Policies and Procedures document will assist LEAs in meeting the federal and state requirements for describing how LEAs process UCP complaints according to California Code of Regulations, Title 5.

Local Educational Agencies (LEAs) are required to have their own UCP Policies and Procedures consistent with 5 CCR Sections 4600-4695. This Sample UCP Policies and Procedures below is a document provided by CDE to assist LEAs in meeting the federal and state requirements for describing how LEAs process UCP complaints. This Sample UCP Policies and Procedures is in the form of one document and includes required language from AB 9, 'Seth's Law' and AB 1575, 'Pupil Fees.' This document will assist LEAs in meeting the requirement to make available information in their areas for the investigation and resolution of UCP complaints according to 5 CCR Section 4621(a). LEAs will ensure their UCP Policies and Procedures are approved and adopted by their governing boards (approval date must be on final draft) and that the requirements remain current.

UCP Policies and Procedures

Name of your LEA

Address

Phone Number and e-mail address

Date UCP Policies and Procedures approved by Governing Board

Uniform Complaint Procedures (UCP)

This document contains rules and instructions about the filing, investigation and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by a local educational agency of federal or state laws or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, bullying and noncompliance with laws relating to pupil fees.

This document presents information about how the [name of your LEA] processes UCP complaints concerning particular programs or activities in which we receive state or federal funding. A complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying and charging pupil fees for participation in an educational activity. A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation, bullying and noncompliance with laws relating to pupil fees. If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, [name of your LEA] shall assist the complainant in the filing of the complaint.

Programs or activities in which [name of your LEA] receives state or federal funding are [customize to identify only those programs in your LEA]:

- Adult Education
- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Special Education Programs
- Safety Planning Requirements

A pupil fee is a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of state codes and constitutional provisions which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers. Educational activities are those offered by a school, school district, charter school, or county office of education that constitute a fundamental part of education, including, but not limited to, curricular and extracurricular activities.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

This document also applies to the filing of complaints which allege unlawful discrimination, harassment, intimidation, and bullying against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

The following complaints shall be referred to other agencies for appropriate resolution and are not subject to our UCP process set forth in this document unless these procedures are made applicable by separate interagency agreements:

1. Allegations of child abuse shall be referred to County Dept of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.
2. Health and safety complaints regarding a Child Development Program shall be referred to Dept of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.
3. Employment discrimination complaints shall be sent to the State Dept of Fair Employment and Housing (DFEH).
4. Allegations of fraud shall be referred to the Legal, Audits and Compliance Branch in the California Department of Education (CDE).

The responsibilities of the [name of your LEA]

[Name of your LEA] has the primary responsibility to insure compliance with applicable state and federal laws and regulations. We shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination, harassment, intimidation, bullying and charging pupil fees for participation in an educational activity and seek to resolve those complaints in accordance with our UCP procedures.

In regards to complaints of noncompliance with laws relating to pupil fees, if [name of your LEA] finds merit in a complaint a remedy will be provided to all affected pupils, parents and guardians, that, where applicable, will include reasonable efforts by [name of your LEA] to ensure full reimbursement to all affected pupils, parents and guardians.

Our UCP policies shall ensure that complainants are protected from retaliation and that the identity of a complainant alleging discrimination, harassment, intimidation, and bullying remain confidential as appropriate. We submitted our UCP policies and procedures to our local governing board for approval and adoption (see the top of this document for final adoption date).

The person responsible for receiving and investigating complaints and ensuring our compliance with state and federal laws and regulations is:

Name or title:
Unit or office:
Address:
Phone Number:

We ensure that the person above, who is responsible for compliance and/or investigations, is knowledgeable about the laws/programs that he/she is assigned to investigate. Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school.

We shall annually notify in writing our pupils, employees, parents or guardians of our pupils, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties of our UCP process regarding an alleged violation by a local agency of federal or state law or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, bullying and noncompliance with laws relating to pupil fees. The UCP Annual Notice will be disseminated to all of the six required groups each year and will include information on how to appeal to the CDE. An appeal is a request made in writing to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or a reinvestigation of the lower adjudicating body's decision.

Our UCP Annual Notice shall also advise the recipient of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation, and bullying laws, if applicable, and of the appeal pursuant to Education Code section 262.3. Our UCP Annual Notice shall be in English and in the primary language, pursuant to section 48985 of the Education Code, or mode of communication of the recipient of the notice.

A copy of this UCP complaint policies and procedures document shall be available free of charge.

Filing a complaint with the [name of your LEA]

Except for Williams Complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of pupils or staff, and teacher vacancies or misassignments, and complaints that allege discrimination, harassment, intimidation, and bullying, any individual, public agency or organization may file a written complaint with our district superintendent or his or her designee alleging a matter which, if true, would constitute a violation by our LEA of federal or state law or regulation governing a program. A complaint of noncompliance with laws relating to pupil fees may be filed with the principal of a school under the Uniform Complaint Procedures and may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.

An investigation of alleged unlawful discrimination, harassment, intimidation, and bullying shall be initiated by filing a complaint no later than six months from the date the alleged discrimination, harassment, intimidation, or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, and bullying. The time for filing may be extended in writing by our district superintendent or his or her designee, upon written request by the complainant setting forth the reasons for the extension. The period for filing may be extended by our superintendent or his or her designee for good cause for a period not to exceed 90 calendar days following the expiration of the six month time period. Our superintendent shall respond immediately upon a receipt of a request for extension.

The complaint shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, harassment, intimidation, and bullying or by one who believes an individual or any specific class of individuals has been subjected to discrimination, harassment, intimidation, and bullying prohibited by this part.

An investigation of a discrimination, harassment, intimidation, and bullying complaint shall be conducted in a manner that protects confidentiality of the parties and maintains the integrity of the process.

Except for Williams Complaints, within 60 calendar days from the date of the receipt of the complaint, we shall conduct and complete an investigation of the complaint in accordance with our UCP policies and procedures and prepare a written Decision; also known as a final report. This time period may be extended by written agreement of the complainant.

The investigation shall include an opportunity for the complainant, or the complainant's representative, or both, to present the complaint(s) and evidence or information leading to evidence to support the allegations of non-compliance with state and federal laws and/or regulations.

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 the allegations.

Refusal by [name of your LEA] 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 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.

We shall issue a Decision based on the evidence. The Decision shall be in writing and sent to the complainant within 60 calendar days from receipt of the complaint by the local educational agency. The Decision should contain:

- the findings of fact based on the evidence gathered,
- conclusion of law,
- disposition of the complaint,
- the rationale for such disposition,
- corrective actions, if any are warranted,
- notice of the complainant's right to appeal our LEA Decision to the CDE, and
- procedures to be followed for initiating an appeal to the CDE.

Nothing in this document shall prohibit anyone involved in the complaint from utilizing alternative methods to resolve the allegations, such as mediation. Nor are we prohibited from resolving complaints prior to the formal filing of a written complaint. Mediation is a problem solving activity whereby a third party assists the parties to the dispute in resolving the complaint.

Federal and State Laws cited:

- 34 Code of Federal Regulations [CFR] §§ 300.510-511
- California Code of Regulations [CCR] Title 5 §§ 4600-4687
- California Code of Regulations [CCR] Title 5 § 4610(b)
- California Code of Regulations [CCR] Title 5 § 4622
- California Code of Regulations [CCR] Title 5 §§ 4630-4631
- California Education Code [EC] §§ 200, 220, 262.3
- California Education Code [EC] §§ 234 – 234.5
- California Education Code [EC] § 35186
- California Education Code [EC] § 48985
- California Education Code [EC] §§ 49010 - 49013
- California Government Code [GC] §§ 11135, 11138
- California Penal Code (PC) § 422.55

Questions: Categorical Programs Complaints Management Office | 916-319-0929

Last Reviewed: Thursday, July 24, 2014

California Department of Education
1430 N Street
Sacramento, CA 95814

Board Policy 1312.3
Uniform Complaint Procedures
CLEAN COPY

UNIFORM COMPLAINT PROCEDURES

This document contains rules and instructions about the filing, investigation and resolution of a uniform complaint procedures (UCP) complaint regarding an alleged violation by a local educational agency of federal or state laws or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, bullying, noncompliance with laws relating to pupil fees, and noncompliance with the local control and accountability plan (LCAP).

This document presents information about how the Elk Grove Unified School District (hereinafter "district") processes UCP complaints concerning particular programs or activities in which we receive state or federal funding. For purposes of this board policy, a complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying, charging pupil fees for participation in an educational activity, and noncompliance with the local control and accountability plan (LCAP). A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation, bullying and noncompliance with laws relating to pupil fees. If the complainant is unable to put the complaint in writing due to a disability or illiteracy, the district shall assist the complainant in the filing of the complaint.

Programs or activities in which the district receives state or federal funding are:

- Adult Education
- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Special Education Programs
- Homeless Education
- Foster Youth Services
- Comprehensive School Safety Plans
- Local Control and Accountability Plans (LCAP)

A pupil fee is a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of state codes and constitutional provisions which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers. Educational activities are those offered by a school, school district, charter school, or county office of education that constitute a fundamental part of education, including, but not limited to, curricular and extracurricular activities.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

UNIFORM COMPLAINT PROCEDURES (continued)

This document also applies to the filing of complaints which allege unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity of the district that receives or benefits from state or federal financial assistance.

This document also applies to complaints alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan (LCAP) (Education Code 52075).

The following complaints shall be referred to other agencies for appropriate resolution and are not subject to our UCP process set forth in this document unless these procedures are made applicable by separate interagency agreements:

1. Allegations of child abuse shall be referred to the County Department of Social Services (DSS), Protective Services Division or an appropriate law enforcement agency.
2. Health and safety complaints regarding a Child Development Program shall be referred to the Department of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.
3. Employment discrimination complaints shall be sent to the State Department of Fair Employment and Housing (DFEH).
4. Allegations of fraud shall be referred to the Legal, Audits and Compliance Branch in the California Department of Education (CDE).

The responsibilities of the Elk Grove Unified School District

The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations. We shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination, harassment, intimidation, bullying and charging pupil fees for participation in an educational activity and seek to resolve those complaints in accordance with our UCP procedures.

In regard to complaints of noncompliance with laws relating to pupil fees, if district finds merit in a complaint, a remedy will be provided to all affected pupils, parents and guardians that, where applicable, will include reasonable efforts by the district to ensure full reimbursement to all affected pupils, parents and guardians.

Our UCP policy shall ensure that complainants are protected from retaliation and that the identity of a complainant alleging discrimination, harassment, intimidation, and bullying remain confidential as appropriate. We submitted our UCP policy to our local governing board for approval and adoption and this revised policy was approved on the last date indicated at the bottom of this document.

/

/

/

/

/

/

/

/

UNIFORM COMPLAINT PROCEDURES (continued)

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officers who shall investigate complaints and ensure district compliance with state and federal law and regulations.

Adult Education Programs - *Director, College/Career Options; (916) 686-7717*
Consolidated Categorical Aid Programs - *Director, Learning Support Services; (916) 686-7712*
Migrant Education - *Director, Learning Support Services; (916) 686-7712*
Career Technical and Technical Education and Career Technical and Technical Training Programs - *Director, College/Career Options; (916) 686-7709*
Child Care & Development Programs - *Director, College/Career Options; (916) 686-7704*
Child Nutrition Programs - *Director, Food & Nutrition Services; (916) 686-7735*
Special Education Programs - *Director, Special Education; (916) 686-7780*
Homeless Education - *Director, Student Support & Health Services; (916) 686-7568*
Foster Youth Services - *Director, Student Support & Health Services; (916) 686-7568*
Comprehensive School Safety Plans - *Chief, Police Services Department; (916) 686-7786*
Local Control and Accountability Plan (LCAP) - *Director, Learning Support Services (916) 686-7712*

Discrimination, Intimidation, Harassment or Bullying Complaints

Involving District Employee(s):
Associate Superintendent, Human Resources; (916) 686-7795
Involving Student(s):
Associate Superintendent, PreK-6 Education; (916) 686-7704;
Associate Superintendent, Secondary Education (7-12); (916) 686-7706

Student Fees

Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Written complaints pursuant to the UCP can be sent by mail to any of the foregoing compliance officers by mailing the complaint to the attention of the relevant compliance officer and department at Elk Grove Unified School District, 9510 Elk Grove-Florin Road, Elk Grove, CA 95624. Complaints regarding student fees can be delivered or mailed to the principal of the school at the school's address.

We ensure that the persons above, who are responsible for compliance and/or investigations, are knowledgeable about the laws/programs that he/she are assigned to investigate. Designated employees may also have access to legal counsel as determined by the superintendent or designee.

We shall annually notify our pupils, employees, parents or guardians of our pupils, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties, in writing, of our UCP process regarding an alleged violation by the district of federal or state law or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, bullying noncompliance with laws relating to pupil fees, and noncompliance with the local control and accountability plan (LCAP). The UCP annual notice will be disseminated to all of the six required groups each year and will include information on how to appeal to the California Department of Education. An appeal is a request made in writing to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or a reinvestigation of the lower adjudicating body's decision.

UNIFORM COMPLAINT PROCEDURES (continued)

Our UCP annual notice shall also advise the recipient of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation, and bullying laws, if applicable, and of the appeal process pursuant to Education Code section 262.3. Our UCP annual notice shall be in English and in the primary language, pursuant to section 48985 of the Education Code, or mode of communication of the recipient of the notice.

A copy of the UCP (Board Policy 1312.3) shall be available free of charge. In addition, a copy of the UCP (Board Policy 1312.3), along with a copy of a complaint form that can be used to file a complaint under the UCP, is located on the district's Internet web site at egusd.net. Once the web site is accessed, please follow the links for "Students & Parents" and then "District Policies/Procedures/Notices". It shall also be posted in all district schools and offices, including staff lounges and pupil government meeting rooms.

Filing a written complaint with the Elk Grove Unified School District

Except for Williams complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of pupils or staff, and teacher vacancies or misassignments, and complaints that allege discrimination, harassment, intimidation, and bullying, any individual, public agency or organization may file a written complaint with our district superintendent or his or her designee alleging a matter which, if true, would constitute a violation by the district of federal or state law or regulation governing a program. A complaint of noncompliance with laws relating to pupil fees may be filed with the principal of a school under the UCP and may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.

An investigation of alleged unlawful discrimination, harassment, intimidation, and bullying shall be initiated by filing a written complaint no later than six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying occurred, or six (6) months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, and bullying. The time for filing may be extended in writing by our district superintendent or his or her designee, upon written request by the complainant setting forth the reasons for the request for an extension of time to file a written complaint. The period for filing may be extended by our superintendent or his or her designee for good cause for a period not to exceed ninety (90) calendar days following the expiration of the six month time period. Our superintendent shall respond immediately upon receipt of a request for an extension of time to file a written complaint.

The complaint shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, harassment, intimidation, and bullying or by one who believes an individual or any specific class of individuals has been subjected to discrimination, harassment, intimidation, and bullying prohibited by this policy.

Investigation and written decision following the filing of a written complaint

An investigation of a discrimination, harassment, intimidation, or bullying complaint shall be conducted in a manner that protects confidentiality of the parties and maintains the integrity of the process.

Except for Williams Complaints, within 60 calendar days from the date of the receipt of the written complaint, we shall conduct and complete an investigation of the complaint in accordance with this UCP policy and prepare a written decision, also known as a final report. This time period may be extended by written agreement with the complainant.

The investigation shall include an opportunity for the complainant, or the complainant's representative, or both, to present the complaint(s) and evidence or information leading to evidence to support the allegations of non-compliance with state and federal laws and/or regulations.

UNIFORM COMPLAINT PROCEDURES (continued)

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 the allegations.

Refusal by the district to provide the investigator with access to records and/or other information related to the allegation in the written complaint, or to otherwise fail or refuse to 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.

We shall issue a decision based on the evidence. The decision shall be in writing and sent to the complainant within sixty (60) calendar days from receipt of the written complaint by the district. The decision shall be written in English and, when required by Education Code section 48985, in the complainant's primary language. The decision should contain:

- The findings of fact based on the evidence gathered,
- Conclusion(s) of law,
- Disposition of the complaint,
- The rationale for such disposition,
- Corrective actions, if any are warranted,
- Notice of the complainant's right to appeal the district's decision to the California Department of Education, and
- Procedures to be followed for initiating an appeal to the California Department of Education.

Nothing in this document shall prohibit anyone involved in the complaint from utilizing alternative methods to resolve the allegations, such as mediation. Nor are we prohibited from resolving complaints prior to the formal filing of a written complaint. Mediation is a problem solving activity whereby a third party assists the parties to the dispute in resolving the complaint.

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials,
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff,
3. Teacher vacancies and misassignments,
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination.

/

UNIFORM COMPLAINT PROCEDURES (continued)

Oral reporting of concerns of unlawful discrimination

Any individual who believes that he/she or another student or group has been subjected to unlawful discrimination, may orally report the alleged discrimination to the involved student's teacher (or a teacher of a student in the alleged group), or to the principal, or to the principal's designee of the school site where the alleged discrimination occurred. If the report of alleged discrimination is made to the student's teacher or a teacher of a student in the alleged group, that teacher shall notify the principal of the report. The principal or principal's designee shall, in process of following up on the report, inform the individual making the report of the right to file a written complaint.

Oral reports of unlawful discrimination involving the student's teacher shall be made to the school site principal or to the school site principal's designee. Oral reports of unlawful discrimination involving the principal's designee shall be made directly to the school site principal. Oral reports of unlawful discrimination involving the principal shall be made directly to the compliance officer.

The district, at its option, may document an oral report of alleged discrimination in writing for the person making the report to sign. The purpose of this shall be to memorialize the district's understanding of the specific concerns being alleged. This action shall not be interpreted to be the filing of a formal written complaint by the individual making the report unless so requested by the individual making the report.

The principal/designee shall inform the individual making the report of the resolution options including the option to file a formal written complaint which shall be formally investigated and responded to consistent with this policy. If a complainant wishes to file a formal written complaint but is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of a written complaint.

If the individual making the oral report does not want to file a written complaint, does not want to be identified, or does not give names of the perpetrators, the school may still have a duty to respond in some way depending on the seriousness of the allegations and the risk of future harm to the student or others (for example, the notification of other district administration, law enforcement or Child Protective Services). However, the extent to which these concerns can be investigated and/or responded to may be limited given the lack of information made available to the district. A written decision (final report) shall be required only for written complaints submitted consistent with this Board Policy 1312.3.

*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**48985 Notices in language other than English**49010-49013 Student fees**49060-49079 Student records**49490-49590 Child nutrition programs**52060-52077 Local control and accountability plan, especially**Legal Reference continued: (see next page)*

UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference: (continued):

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 section

4600-4687 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 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

Legal Reference continued: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference: (continued)

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

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

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

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

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:

Adopted: September 8, 1992

Revised: April 6, 1998

July 1, 2002

March 6, 2007

March 5, 2013

_____, 2015

Elk Grove Unified School District

Elk Grove, California

ELK GROVE UNIFIED SCHOOL DISTRICT

Agenda Item No: 18

Board Agenda Item

Supplement No. _____

Meeting Date: January 20, 2015

Subject:

EGUSD Graduate Profile

Division: Secondary Education

Action Requested:

The Board of Education is asked to review and approve the district's Graduate Profile.

Discussion:

The Board is asked to review and approve EGUSD's Graduate Profile. The profile was developed by a broad-based group of internal and external stakeholders as part of the district's on-going Linked Learning efforts to expand local and regional structures to support students' readiness for college and career. The profile establishes a common vision of student success through a list of outcomes that stakeholders agree are essential for students to master by the time they graduate from high school in order to succeed in college, career and civic life.

The outcomes included in EGUSD's Graduate Profile encompass a set of academic, career and 21st-century knowledge and skills; productive dispositions and behaviors; and engagement strategies to navigate the worlds of higher education, career and civic life. Specifically, the profile states that EGUSD graduates demonstrate their readiness to succeed in college, career and life through:

- Creative problem-solving
- Self-awareness, self-reliance and self-discipline
- Technical literacy
- Communication and collaboration
- Community engagement
- Integrity

Each outcome includes three to four indicators through which achievement of the outcome can be measured.

The next step in implementation of the Graduate Profile will be to develop a matrix of benchmarks that educators and administrators can use to evaluate student progress toward mastering each outcome at specific grade levels, such as third, sixth, eighth, tenth and twelfth grades. The benchmarks will be correlated as appropriate to the Common Core State Standards, components of social and emotional learning, and the expectations of EGUSD's higher education and business partners for successful students and employees. The further development of the Graduate Profile and its benchmarks also will be informed by the work of such organizations as the Stanford Center for Opportunity Policy in Education, Educational Policy Improvement Center, and the College and Career Academy Support Network, which is affiliated with the University of California, Berkeley, Graduate School of Education.

Development of the Graduate Profile benchmarks will be coordinated through the Department of College and Career Options and will include teams of stakeholders from the Elementary Education, Secondary Education, Special Education and Student Supports Services departments, as well as higher education and the local business community.

The Graduate Profile supports the vision of E4, EGUSD's instructional delivery system, that all students will graduate college- and career-ready.

Financial Summary:

None

Prepared By: Kathy Hamilton

Division Approval:  Christina Penna, Associate Superintendent

Prepared By: _____ Superintendent Approval:  Christopher R. Hoffman, Superintendent

Elk Grove Unified School District GRADUATE PROFILE



GRADUATE PROFILE

EGUSD graduates demonstrate their readiness to succeed in college, career, and life readiness through:



Creative problem-solving

- Analyzes problems by exercising critical thinking to formulate and ask pertinent questions
- Develops solutions using innovative, inventive, and intuitive ideas and approaches
- Utilizes resources and processes necessary to solve problems



Self-awareness, self-reliance, self-discipline

- Possesses and applies skills necessary for living independently
- Sets and meets realistic, measurable goals; makes adjustments as needed
- Articulates strengths, weaknesses, abilities, and limitations as these apply to achieving plans and goals after graduation
- Manages and balances time, resources, and responsibilities

THINK

PLAN



Technical literacy

- Demonstrates mastery of technology necessary for college and career success
- Exhibits willingness to learn and utilize new technology
- Understands the evolving role of technology in industry and society



Communication and collaboration

- Articulates thoughts and ideas in all forms of communication: oral, written, and non-verbal
- Reads, listens, and observes effectively
- Relates to and collaborates with diverse groups to achieve a common purpose

CONNECT

COMMUNICATE



Community engagement

- Demonstrates knowledge about school, local, and global issues
- Respects cultural differences
- Participates in diverse school and community organizations willingly and cooperatively



Integrity

- Makes commitments and keeps them, giving full effort
- Takes responsibility for actions
- Acts with honesty, authenticity, and sincerity

ENGAGE

ACT