

**Annual Employee
Notifications**

**(All Employees, Substitutes, and
Short-Term Temporary)**

Board of Education

Jessie Ryan, President (Trustee Area 7)
Darrel Woo, Vice President (Trustee Area 6)
Michael Minnick, 2nd Vice (Trustee Area 4)
Jay Hansen, (Trustee Area 1)
Ellen Cochrane, (Trustee Area 2)
Christina Pritchett, (Trustee Area 3)
Mai Vang, (Trustee Area 5)
Rachel Halbo, Student Board Member

Executive Cabinet

Jorge A. Aguilar, Superintendent
Cathy Allen, Chief Operations Officer
Lisa Allen, Deputy Superintendent
Alex Barrios, Chief Communications Officer
Gerardo Castillo, Chief Business Officer
Vincent Harris, Chief Continuous Improvement and Accountability Officer
Elliot Lopez, Chief Information Officer
Cancy McArn, Chief Human Resources Officer
Iris Taylor, Ed.D., Chief Academic Officer

Human Resource Services

Cancy McArn, Chief Human Resources Officer
Roxanne Findlay, Director II, Human Resource Services
Cindy Nguyen, Director II, Employee Relations, Human Resource Services
Tiffany Smith-Simmons, Ed.D., Director II, Human Resource Services

ANNUAL EMPLOYEE NOTIFICATIONS

NON-DISCRIMINATION IN EMPLOYMENT (BP/AR 4030)

The Governing Board prohibits unlawful discrimination, intimidation, bullying against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ethnicity, nationality, ancestry, religious creed, religion, age, marital status, pregnancy, physical or mental disability, disability, gender identity, gender expression, medical condition, veteran status, genetics, gender or sexual orientation, sex, or association with a person or a group with one or more of these actual or perceived characteristics at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains,

te012.6(ai)c -0.0 -0. 8 12.2at0.tbie, ctbebie,tdin15.3o 11.733Tc 1.573 Oi acTj 0.00n es8 12.st333 0

ANNUAL EMPLOYEE NOTIFICATIONS

related to domestic violence, sexual assault, or stalking. The employee must give reasonable notice, if feasible. The Sacramento City Unified School District may require certification of domestic violence: a police report, protection order, and documentation from court or from a medical professional, domestic violence advocate, or counselor. To the extent the law allows, the Sacramento City Unified School District must maintain the employee's confidentiality. (California Labor Code §230-230.1, as amended by 2000 Cal. Stat. 487) Additionally, you have a right to be free from retaliation and discrimination. You can file a complaint with the Labor Commissioner's Office at www.dir.ca.gov/dlse.

The Sacramento City Unified School District declares that violent conduct of any kind will not be condoned or tolerated. Discipline up to and including termination of employment will occur to any employee who threatens or abuses others on work time or using work resources. Employees convicted of a crime as a result of domestic violence may be subject to corrective or disciplinary procedures, up to and including termination, when work performance or normal operation of the workplace is affected.

UNIFORM COMPLAINT (UC) PROCEDURES

60esnc7in1of2.7(s)-2.pe-n car an7ernc (o)3(010.6(i)-0.6(o)ab3.4(c)p2.7(n4(17(e-)s0(nc)den)3(g w)19.3(

ANNUAL EMPLOYEE NOTIFICATIONS

reasonable period of time to conduct an investigation will depend upon the quantity of witnesses and complexity of the investigation. If the district fails to respond within a specified or adjusted time limit, a complainant may proceed to the next level. If a complainant fails to take the complaint to the next step within the prescribed time, the complaint shall be considered settled at the preceding step.

Level I: The complainant shall first meet informally with the principal of the school or department where the allegedly discriminatory act occurred. A complaint regarding discrimination away from a school site should be discussed informally with an administrator selected by the Superintendent. If the complainant's concerns are not clear or cannot be resolved through informal discussion, the principal or other administrator shall prepare, within 10 working days, a written summary of his/her meeting(s) with the complainant. This report shall be available if requested by the nondiscrimination coordinator.

Level II: If a complaint cannot be satisfactorily resolved at Level I, the complainant may submit a formal written complaint to the district nondiscrimination coordinator within 10 days of his/her

ANNUAL EMPLOYEE NOTIFICATIONS

work shall be done by state-certified asbestos abatement contractors in compliance with state and federal standards. The district's complete, updated management plan for material containing asbestos in school buildings shall be available for inspection in district and school offices during normal business hours. Parent, teacher, and employee organizations shall annually be informed of the availability of this plan. (40 CFR 763.93)

Other Environmental Safety Precautions:

Principals or their designees shall enforce schooechooechooeceeso P

ANNUAL EMPLOYEE NOTIFICATIONS

„ ANNUAL EMPLOYEE NOTIFICATIONS „

the school and community. This responsibility requires standards of exemplary professional conduct. It must be recognized that the professional's actions will be viewed and appraised by the community, associates, and students. To these ends, the profes-

HUMAN RESOURCE SERVICES
P.O.Box 246870 • Sacramento, CA 95824-6870
(916)643-9050 • FAX (916)399-2016

Jorge A. Aguilar, Superintendent
Cancy McArn, Chief Human Resources Officer

SUBJECT: TITLE IX I SEXUAL HARASSMENT I DISCRIMINATION HR-01
TO: All Employees, Substitutes, and Short Term Temps
DATE: July 1, 2018
PREPARED BY: Christina Villegas DEPARTMENT: Human Resources Services
REVIEWED BY: Roxanne Findlay
Cindy Nguyen

Includes Nondiscrimination & Sexual Harassment (BP/AR 0410, 4119.11 & 4030)

The Governing Board prohibits unlawful discrimination, intimidation, bullying against and/or harassment of district employees, job applicants, and District programs & activities on the basis of actual or perceived race, color, national origin, sex, or sexual orientation.

Confidentiality



Human Resource Services

Process of Investigation of Student-to-Student Harassment, Discrimination, Intimidation, or Bullying

(Director, Student Services/Alternative Education) or Bullying Prevention Specialist

STEP I: School Site

- a) Parent/guardian or student submits a complaint either verbal or in writing to the Principal, Assistant Principal, Counselor, Teacher, Activities Advisor, or makes a finding and recommendation to

resolve the complaint.

- e) A copy of the written findings must be kept at the site and a copy must be sent to the Title IX Officer (Director, Student Services/Alternative Education) within 10 days of resolution. A copy of the bullying complaints finding should be submitted to the Bullying Prevention Specialist.

At anytime during the process please do not hesitate to contact the Title IX Officer at 643-9425. For addressing issues related to bullying, please contact Jessica Wharton, Bullying Prevention Specialist at (916) 314-9217 or (916) 314-9218.

a Title IX

Complaint The Title IX Officer investigates and documents the process.

- b) The Title IX Officer makes a finding and recommendation to resolve the complaint.
- c) A written finding is filed in the Student Services Office and a copy is sent to the school site and parent.

STEP III: Appeal Process

- a) Appeals can be made to the California Department of Education (CDE) at <https://www.cde.ca.gov/re/cp/>
- b) The complainant has a right to appeal SCUSD's Decision to CDE by filing a written appeal within 15 days of receiving SCUSD's Decision. The appeal must include a copy of the complaint filed with SCUSD and a copy of SCUSD's Decision. You may also file a complaint through the U.S. Office of Civil Rights.



Human Resource Services

Employment Discrimination/Harassment Review Request

CONFIDENTIAL

Instructions: Individuals alleging harassment and/or discrimination and requesting review are required to complete this form and submit it to the appropriate Compliance Coordinator:
Student Related Issues (Title IX): Director of Student Services/Alternative Education OR
Employee Related Issues (Title VII) : Chief Human Resources Officer

Notifications

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

Complainants will receive written acknowledgement identifying the person(s), employee(s), or agency position(s), or unit(s) responsible for receiving complaints, investigating complaints and ensuring District compliance. The written acknowledgement will also include a statement that ensures that such person(s), employee(s), position(s), or unit(s) responsible for compliance and/or investigation shall be knowledgeable about the laws/programs that he/she is assigned to investigate. [T5CCR 4621, 4631]

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Title 5 California Code of Regulations 4632.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. [T5 CCR 4630]

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. [T5 CCR 4600]

Step 2: Mediation

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

Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. The District ensures that complainants are protected from retaliation and that the identity of a complainant alleging discrimination will remain confidential as appropriate, except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis. [T5CCR 4621]

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

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. [T5 CCR 4652]



Human Resource Services

Williams Uniform Complaint Procedure

damage creating a hazardous or uninhabitable condition. (Education Code 17592.72 paragraph (1) of subdivision (c))

Filing of Complaint

A complaint alleging any condition(s) specified above shall be filed with the principal of the school or his or her designee, in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee within 10 working days. (Education Code 35186)

The school shall have a complaint form available for such Williams Complaints. (Education Code 35186(a)(1), Title 5 California Code of Regulations (T5CCR) 4680):

The complainant need not use the Williams Complaint form to file a complaint.

The Williams Complaint form shall identify the place for filing the complaint.

The Williams Complaint form will include a space to indicate whether a response is requested.

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186)

The Williams complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to his/her complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186)

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

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstructions of the investigation, may result in the dismissal of the complaint because of lack of evidence to support the allegations. (T5CCR 4631)

Refusal by the District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail to refuse or cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (T5CCR 4631)

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

If a complainant is not satisfied with the resolution of the complaint, he/she may describe the complaint to the Governing Board at a regularly scheduled hearing. (Education Code 35186)

For complaints concerning a facility condition that poses an emergency or urgent threat to the health or safety of pupils or staff as described in item #3 above, a complainant who is not satisfied with the

resolution proffered by the principal or Superintendent or designee may file an appeal to the State Superintendent of Public Instruction within 15 days of receiving the report. (T5CCR 4687)

Reports

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code 35186, T5CCR 4686)

If a response is requested, the response shall be made to the mailing address of the complainant indicated on the complaint. (Education Code 35186(a)(1), T5CCR 4680)

If Section 48985 of the Education Code is applicable, the response, if requested, and report shall be written in English and the primary language in which the complaint was filed. T5C10 1a(R)0 >8868

HUMAN RESOURCE SERVICES
P.O. Box 246870 z Sacramento, CA 95824-6870
(916) 643-9050 z FAX (916) 399-2016

educational content for more than one week per semester or to courses they have previously completed, and physical educational instructional minutes in elementary schools.

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

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

- o The District shall not establish a two-tier educational system by requiring a minimal

on the basis or a person's association with a person or group with one or more of these actual or per-

HUMAN RESOURCE SERVICES

P.O. Box 246870 Sacramento, CA 95824-870

(916) 643-9150 zFAX (916) 399-2016

Jorge A. Aguilar Superintendent

Cancy McArn Chief Human Resources Officer

Williams Complaints Classroom Notice

Community Relations E 13124

Notice to Parents/Guardians, Pupils, Teachers: Complaint Rights

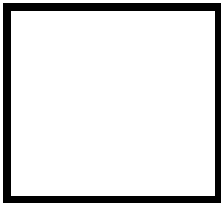
Parents/Guardians, Pupils, and Teachers:

Education Code 35186 requires that the following notice be posted in each classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials,
School Construction.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.
Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.
4. If you do not think these requirements are being met, a Uniform Complaint form (PSL-F089 Complaint Form) may be obtained at the school office, district office, or download from the Sacramento City Unified School District website at <http://www.scusd.edu/uniformcomplaintprocedure> You may also download a copy of the California Department of Education complaint form from the following website:
<http://www.cde.ca.gov/re/cp/uc>

If you have other questions, please contact the following Administrators:

Matt Turkie, Assistant Superintendent, Curriculum and Instruction at (916) 643-9120, or Instructional Assistant Superintendents: Tu Moua Carroz at (916) 643-9411, Mary



Human Resource Services

Complaint Form

For Office Use Only

Check One

Case #:

...Employee

...Applicant

...Parent/Guardian

...Public

...Student*

...Anonymous

Date (mm/dd/yy):

/

/

Response Requested: ...Yes ...No

Site/Location:

Administrator:

Course or Grade Level:

Room Number or Location:

Site/Location Address:

Email address:

Name of Complainant (Print):

Complainant Address:

Complainant Home/Work Phone:

Location:

Please indicate the type of complaint below: (BP refers to Board Policy; E refers to Exhibit.)

Employee/Applicant:

Person(s) Involved in Complaint:

- 1.
- 2.

Date of Occurrence
(mm/dd/yy):

/ /

Time:

Witness:

Ethnicity (if applicable):

Age (if applicable):

Sex:

..Male

..Female

Describe the

HUMAN RESOURCE SERVICES

P.O. Box 246870 z Sacramento, CA 95824-6870

(916) 643-9050 z FAX (916) 399-2016

Jorge A. Aguilar, Superintendent

Cancy McArn, Chief Human Resources Officer

BOARD OF EDUCATION

Jessie Ryan
President
Trustee Area 7

Darrel Woo

Page 2

Memo—Reporting Child Abuse

July 1, 2018

by the District; however, the absence of training shall not excuse a mandated reporter from the duties imposed under reporting laws.

Volunteers whose duties require contact and supervision of children should also obtain training. (Penal Code Section 11165.7)

Definitions and Types of Child Abuse:

The term "child abuse or neglect" includes:

- Physical Abuse
- Neglect
- Sexual Abuse
- Willful Cruelty or Unjustifiable Punishment
- Unlawful Corporal Punishment

Physical Abuse means a physical injury, which is inflicted by other than accidental means on a child by another person. (Partial excerpt from Penal Code section 11165.6.)

Neglect means negligent treatment or maltreatment of a child by a person responsible for the

model alone or with others for purposes of preparing a film, photograph, negative, slide, drawing, painting or other pictorial depiction involving obscene sexual conduct; and knowingly depicting a child in, or knowingly developing, duplicating, printing or exchanging any film, photograph, video tape, negative or slide in which a child is engaged in an act of obscene sexual conduct. (Penal Code Section 11165.1)

Willful Cruelty or Unjustifiable Punishment means a situation where any person willfully causes or permits any child to suffer, or inflicts thereon, unjustifiable physical pain or mental suffering, or having the care or custody of any child, willfully causes or permits the person or health of the child to be placed in a situation such that the child's person or health is endangered. (Penal Code Section 11165.3)

Unlawful Corporal Punishment means a situation where any person willfully care

However, if the selected person fails to report, then the other person is responsible for reporting. (Penal Code Section 11166 11166 (h))

The reporting duties are individual. No supervisor or administrator may impede or inhibit the reporting duties and no person making a report shall be subject to any sanction for making the report. Internal procedures to apprise administrators and supervisors of reports may be established; however, they cannot require any employee to disclose his or her identity to the employer. Reporting possible child abuse or neglect to an employer, supervisor, principal, school counselor, coworker or other person does not substitute for making a mandated report. (Penal Code Section 11166(i))

IMMUNITY FROM CIVIL OR CRIMINAL LIABILITY FOR MANDATED REPORTERS:

No mandated reporter shall be civilly or criminally liable for any required report. Any other person reporting known or suspected child abuse or neglect shall not incur civil or criminal liability unless it can be proven that a false report was made and the person knew that the report was false or was made with reckless disregard for the truth or falsity of the report and, in that event, the person is liable for any damages caused. (Penal Code Section 11172)

+(\$ / 7 + 6 (5 9 , & (6 ' (3 \$ 5 7 0 (1 7

WK \$ Y B D X W D P H Q W R & \$

z) \$;

- R U J H \$ \$ J X L O D U 6 X S H U

9 L F W R U L D) O R U H V ' L U H F

6 W X G H Q W 6 X S S R U W D

' \$ 7 (\$ X J X V W

7 2 \$ O O (P S O R \ H H V

%ORRGERUQH 3DWKRJHQV

%ORRGERUQH 3DWKRJHQV

.1)(&7.286 '.6(\$6(6

:+\$7 ,6 \$,'6 +,9 ,1)(&7,21"

%ORRG ERUQH 3DWKRJHQV

Volunteer Agreement to Administer Epinephrine Auto-Injectors



Volunteer Agreement to Administer Epinephrine Auto-Injectors

Rescission. Any employee who volunteers may rescind his or her offer to administer epinephrine auto-injectors up to three days after the completion of the training. After that time, a volunteer may rescind his or her offer to admini2.6(s)]TJ -4.0CP hne ahrine auto-i