



TO: Gateway Unified School District Employees

SUBJECT: New Employee Packet

Attached please find the District Employee Packet. Please take the time to review the information provided.

1. Mission Statement
2. Strategic Goals
3. Staff Responsibilities
4. Code of Ethics of the Education Profession
5. Tobacco Free Schools
6. Emergency Plan for Civil Defense and Disaster
7. Equal Opportunity/Notice of Nondiscrimination
8. Sexual Harassment
9. Uniform Complaint Procedures
10. Williams Uniform Complaints Notice & Form

Welcome everyone! We are looking forward to an exciting school year.



GATEWAY UNIFIED SCHOOL DISTRICT

VISION - PROVIDING EXCELLENCE IN LEARNING: EVERY STUDENT, EVERY DAY

Mission

The Gateway Unified School District Will:

- Create and sustain a culture of learning embedded with high expectations, a positive work ethic, and accountability for students, staff, parents and community;
- Value the uniqueness of each student and their family;
- Foster caring relationships among students and adults through mutual trust and respect;
- Provide a safe, supportive and orderly learning environment for all to learn and work;
- Ensure adequate time for students to demonstrate proficiencies;
- Incorporate relevancy into rigorous academic learning experiences;
- Engage all students to develop character, social/emotional assets and prepare students to respect and celebrate diversity;
- Provide and maintain facilities that meet the future academic needs of students;
- Support staff members in their commitment to meeting the needs of all learners;
- Provide students with the education needed to be competitive, productive, and successful in the 21st century.

Belief Statement

We Believe:

- A clear and articulated mission through which the staff shares an understanding of and a commitment to instructional goals, priorities, assessment and accountability;
- All students can achieve mastery of the intended curriculum;
- The staff has the capacity and the responsibility to help all students achieve mastery;
- Students may not opt out of learning;
- Strong instructional leadership is imperative;
- Providing significant time for instruction in the essential skills promotes student learning;
- Students learn best when actively engaged in teacher-directed planned learning activities;
- A safe, supportive, caring, and respectful environment is critical to student learning;
- Parents and the community play a vital role in a student's educational success;
- Strong co-curricular and extra curricular programs support learning;
- Education is directly related to an improved quality of life.

Learning Goals

Learners will:

- Exhibit appropriate interpersonal skills, self-discipline, and self-confidence;
- Exhibit respect for others and property;
- Demonstrate language literacy in a variety of settings as a reader, writer, listener, observer and speaker;
- Demonstrate competency in mathematical and scientific reasoning and apply critical thinking to solve problems in and out of school;
- Demonstrate an understanding and appreciation of the humanities and arts;
- Exhibit a commitment to health and wellness;
- Demonstrate technological literacy;
- Demonstrate understanding of the principles of democracy and develop skills to become responsible citizens;
- Demonstrate an awareness of career opportunities connecting personal strengths to various career pathways and develop a post-graduation plan.



Providing Excellence in Learning: Every Student, Every Day
"Preparing your children for college and career success with a 21st century learning experience"

Gateway Unified School District Strategic Goals

- Gateway Unified School District will work in partnership with parents and the community to assure that all students meet or exceed state standards. Developing and sustaining high performing schools for all PreK-12 students to graduate career and college ready without remediation.
- Gateway Unified School District students/staff will learn and work in a safe, supportive and caring environment.
- Gateway Unified School District will engage with the community to meet the District's Mission and Vision.
- Gateway Unified School District will ensure that the work force is highly qualified and well trained.
- Gateway Unified School District will provide and maintain facilities and grounds that enhance student learning and accommodate student capacity.
- Gateway Unified School District will be fiscally accountable to the public and will allocate resources based on Board Goals.



STAFF RESPONSIBILITIES

TEACHERS WORK DAY

Classroom teachers shall report for work thirty (30) minutes before the beginning of their first class, unless otherwise mutually agreed with the principal. Teachers shall work on campus or as otherwise assigned thirty (30) minutes after their last class. All employees shall be provided with a thirty (30) minute, duty-free lunch period. On student non-attendance workdays, employees shall report for duty as designated by the site administrator or Superintendent.

TEACHER WORK DUTIES

Teachers are expected to attend activities, such as Open House, Back-to-School Night, parent/student conferences, student study teams, etc. All adjunct duties within the workday, which do not require full faculty participation, shall be equitably distributed among unit members. Any services by a unit member beyond the contractually specified time, which involves supervision of students, shall be on a voluntary basis.

STUDENT SUPERVISION

At no time is a student to be left unattended by an adult in the classroom or on the playground. All classroom doors should be locked when all adults are out of the room.

ACCIDENTS

A staff member who suffers an injury while working during school hours or during a school activity must fill out an Accident Report Form and inform the office as soon as possible that an injury has occurred.

EMERGENCY SITUATIONS

Staff members may not leave their school sites unless they have been released by their principal/supervisor. (Government Code 3100)

STUDY TRIPS/ATHLETIC TRANSPORTATION PROCEDURES

Teachers must complete the Application for Study Trip and/or Transportation Request for each trip, whether using a school bus, private car, public transportation or walking. This application must be completed at least 10 days before the study trip. This form is to be submitted to the principal for routing to the various departments for approval. If using private transportation, all drivers must have district approval five days prior to the day of the study trip and complete an Authorization to Use Private Vehicle for District Business form.

FLAG SALUTE

The flag salute should be said in every classroom every school day.

STUDENT ATTENDANCE

It is very important that attendance be taken accurately. Please follow site level attendance procedures.

VISITORS

All visitors must register and pick up a visitor's pass in the school's main office. If staff members observe visitors without a pass, please notify the office immediately and ask the visitor to report to the office.

GUEST SPEAKER

Prior approval, in writing on the appropriate form, at least five days in advance of the presentation is required for guest speakers. In the event a presenter is available on short notice, please obtain prior approval from the principal.

SUSPENSION BY TEACHER (E.C. 48910)

- A. A teacher may suspend any pupil from his/her class, for any of the acts enumerated in Education Code Section 48900, for up to two days. The teacher shall immediately report the suspension to the principal for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board. The teacher shall contact the parent/guardian of the pupil regarding the suspension and arrange for the parent/guardian to attend a parent-teacher conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not return to the class from which eh/she was suspended, during the period of the suspension, without the concurrence of the teacher.
- B. If the pupil is assigned to more than one class per day, the suspension shall apply only to that class.
- C. A teacher may also refer a pupil for any of the acts enumerated in Section 48900 to the principal or for possible suspension from school. (Renumbered and Amended Stats. 1983.ch.498.)



CODE OF ETHICS OF THE EDUCATION PROFESSION

Preamble:

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognized the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designed by the NEA or its affiliates.

Principle I

Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator –

1. Shall not reasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religion beliefs, family, social, or cultural background, or sexual orientation, unfairly –
 - a. Exclude any student from participation in any program
 - b. Deny benefits to any student
 - c. Grant any advantage to any student.

7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

Principle II

Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgement, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator –

1. Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a noneducator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

Source: National Education Association, 1975

TOBACCO-FREE SCHOOLS

The Governing Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff.

(cf. 4159/4259/4359 - Employee Assistance Programs)

(cf. 5131.62 - Tobacco)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)

(Board Policy 3513.3)





EMERGENCY PLAN FOR CIVIL DEFENSE AND DISASTER

This emergency plan has been prepared in compliance with California Administrative Code Title 5, Section 56C, which requires all public schools, kindergarten through junior college, to have written civil defense plans which must be reviewed by the local school board.

This plan includes specific courses of action to be taken in case of a disaster. Each employee of the district should be completely familiar with this plan so that we will be prepared in case of an emergency. Our major objective is to protect our students' and staff's lives and property in the event of a disaster.

The principal/supervisor/designee shall determine which action should be implemented. However, where necessary, district personnel shall take immediate action to ensure the safety of students without waiting for specific direction from the principal/supervisor/designee. The severity of the incident and the time it occurs shall dictate the course of action to be taken.

BOMB THREAT

The vast majority of bomb threats are not real. However, all threats must be handled quickly and efficiently. Should such a threat occur, the following procedures shall be followed:

1. The person receiving the threat shall immediately notify the principal/supervisor/designee, with specific details.
2. The principal/supervisor/designee will determine the need to evacuate the building.
3. Students and faculty will vacate the building to a designated safety area.
4. Roll is to be taken and the names of any missing (not absent) students must be reported to the office.
5. Staff members or law enforcement will conduct a search of the school premises.
6. All action regarding disposal of a bomb will be directed by law enforcement or other appropriate agencies.
7. The principal/supervisor/designee shall notify the Superintendent's office.
8. Upon approval to return to the classroom by the appropriate person, normal school activities are to be resumed.
9. During and after the threat, minimum publicity should be given to the threat.

CHEMICAL ACCIDENTS

Chemical accidents of disaster magnitude could include tank truck accidents involving large quantities of gases, chemicals, etc. Should such an accident endanger the students or staff, the following procedures will be followed:

1. The principal/supervisor/designee will determine the need to evacuate the building.
2. Students and faculty will vacate the classrooms to a designated safety area.
3. The principal/supervisor/designee will determine whether the students and staff should leave the school grounds. When leaving the school grounds, each route selected must be the safest route possible for everyone.
4. Move cross wind; never up or down wind, to avoid fumes.
5. Move students to a safe location away from the spill/fumes.
6. Render first aid.

Emergency Plan for Civil Defense and Disaster

7. Roll is to be taken and the names of any missing (not absent) students must be reported to the office.
8. The principal/supervisor/designee will notify 911 and the Superintendent's office.
9. The Superintendent may implement GO HOME procedures.

EXPLOSION OR THREAT OF EXPLOSION

In the event of an explosion, or threat of an explosion, the following procedures will be followed:

1. Give the command "drop." Students must be in a dropped position with both hands behind their necks, faces buried in their arms, bodies made as small as possible, eyes closed and ears covered with their forearms.
2. If the explosion occurred within the building, or threatened the building, immediately evacuate the building to a designated safety area.
3. Render first aid.
4. Roll is to be taken and the names of any missing (not absent) students must be reported to the office.
5. Activate the fire alarm.
6. Use fire extinguishers without endangering yourself.
7. The principal/supervisor/designee will call 911.
8. The principal/supervisor/designee shall notify the utility companies of any breaks, or suspected breaks.
9. Students and staff should not return to their classrooms until the appropriate officials declare the area safe.
10. The principal/supervisor/designee shall notify the Superintendent's office.
11. The Superintendent may implement GO HOME procedures.

FALLEN AIRCRAFT

In the event of a fallen aircraft near or on the school grounds, the following procedures will be followed:

1. All students and staff shall be kept at a safe distance from the fallen aircraft, considering the possibility of an explosion.
2. Roll is to be taken and the names of any missing (not absent) students must be reported to the office.
3. The principal/supervisor/designee will call 911.
4. The principal/supervisor/designee will direct further action as required.
5. The principal/supervisor/designee shall notify the Superintendent's office.
6. The Superintendent may implement GO HOME procedures.

FIRE

In the event of a fire, the following procedures will be followed:

1. The person discovering the fire shall immediately activate the fire alarm and call 911.
2. Evacuate the building to a designated safety area.
3. Notify the office of the location of the fire.

Emergency Plan for Civil Defense and Disaster

4. Keep access roads clear for emergency vehicles at a safe distance from the fire and fire fighting equipment.
5. Render first aid.
6. Roll is to be taken and the names of any missing (not absent) students must be reported to the office.
7. The principal/supervisor/designee shall notify the Superintendent's office.
8. Do not return to the building until the appropriate officials declare the area safe.
9. The Superintendent may implement GO HOME procedures.

FIRE NEAR THE SCHOOL

1. The principal/supervisor/designee will determine the need to evacuate.
2. Vacate the building to a designated safety area.
3. The principal/supervisor/designee will call 911.
4. The principal/supervisor/designee will determine whether the students and staff should leave the area or school grounds.
5. When leaving the school grounds or school area, each route selected will be the safest route possible from immediate danger for students and staff. Students are to be kept at a safe distance from the fire.
6. Roll is to be taken and the names of any missing (not absent) students must be reported to the office.
7. The principal/supervisor/designee will notify the Superintendent's office.
8. Do not return to their building until the fire department officials declare the area safe.
9. The Superintendent may implement GO HOME procedures.

FLOOD

The warning may be received by telephone or messenger from the Superintendent's office, Emergency Control Center, or from other official sources.

The principal/supervisor/designee may initiate the following procedures:

1. Staff members shall maintain responsibility for students in their classrooms waiting for directions from the principal/supervisor/designee.
2. The principal/supervisor/designee will direct further action as required.
3. Roll is to be taken and the names of any missing (not absent) students must be reported to the office.
4. The Superintendent may implement GO HOME procedures.

RIOT OR CIVIL DISORDERS

The principal/supervisor/designee may initiate the following procedures:

1. Staff members shall maintain responsibility for students in their classrooms waiting for directions from the principal/supervisor/designee.
2. The principal/supervisor/designee will notify the appropriate law enforcement agency.
3. The principal/supervisor/designee will direct further action as required.
4. The principal/supervisor/designee will notify the Superintendent's office.
5. The Superintendent may implement GO HOME procedures.

VOLCANO AND EARTHQUAKE

The principal/supervisor/designee may initiate the following procedures:

A. If students are inside a building

1. Move away from light fixtures and windows where there are large panes of glass.
2. Give the command to drop. Students are to drop under their desks or classroom furniture, with their backs to the windows, cover their necks with both hands, bury their faces in their arms, make their bodies as small as possible, close their eyes and cover their ears with their forearms.
3. Evacuate the building only after the earthquake is over.
4. Do not light any fires.
5. Avoid electrical wires.
6. Render first aid.
7. Roll is to be taken and the names of any missing (not absent) students must be reported to the office.
8. The principal/supervisor/designee will call 911.
9. The principal/supervisor/designee will notify utility companies of any breaks, or suspected breaks.
10. The principal/supervisor/designee will notify the Superintendent's office.
11. The principal/supervisor/designee will determine the advisability of closing the school.
12. The Superintendent may implement GO HOME procedures.

B. If students are outside on school grounds:

1. Give the drop command.
2. Move students away from buildings, trees and exposed wires.
3. Students are not to move until the earthquake is over.
4. Render first aid.
5. Roll is to be taken and the names of any missing (not absent) students must be reported to the office.
6. Do not light any fires.
7. Avoid electrical wires.
8. The principal/supervisor/designee will call 911.
9. The principal/supervisor/designee will notify utility companies of any breaks, or suspected breaks.
10. The principal/supervisor/designee will notify the Superintendent's office.
11. The Superintendent may implement GO HOME procedures.

C. If students are on a school bus:

1. When it is safe, the bus driver will pull to the side of the road away from any buildings and will give the command "drop" when and where it is safe.
2. Render first aid.
3. Roll is to be taken and the names of any missing (not absent) students must be reported to the appropriate school or supervisor.
4. Request assistance.

Emergency Plan for Civil Defense and Disaster

5. If possible, notify the school of your location.
6. Do not light any fires.
7. Avoid electrical wires.
8. The principal/supervisor/designee will notify the Superintendent's office.

D. If students are walking to and from school:

1. Drop immediately in an open area away from buildings, trees and exposed wires.
2. Do not run.
3. After the earthquake, if on the way to school, go directly to school, if on the way home from school, go directly home.

WAR-CAUSED DISASTER

The federal government, through the Air Force and the Department of Defense, Office of Civil Preparedness, has established facilities designed to provide warning of an impending attack.

A. Strategic warning:

1. This is a notification that enemy-initiated hostilities may be imminent.
2. In a tense international situation, there is a possibility that the government may warn the public to prepare for an enemy attack using the news media.
3. Necessary steps may be taken to close the school.
4. The Superintendent may implement GO HOME procedure.
5. The principal/supervisor/designee will notify the Superintendent when this has been accomplished.

B. Take cover - attack imminent:

1. Receipt of a warning may come from the North American Air Defense Command (NORAD) through the Office of Civil Defense Warning System.
2. Information that hostile forces have been detected and are committed to an attack against our area will be provided.
3. Red Alert (3 minute warbling, or series of short blasts) on a public warning device will be sounded.
4. Give the command "drop."
5. Students should be in the dropped position with both their hands behind their necks, faces buried in their arms, bodies made as small as possible, eyes closed, and ears covered with their forearms.
6. Roll is to be taken and the names of any missing (not absent) students must be reported to the office.
7. Students remain in the drop position until other action is advised by the adult in charge.
8. The principal/supervisor/designee will direct further action as required.

CANCELING SCHOOL

1. The Superintendent will cancel school only if school facilities are not safe for students. Notification will be coordinated with the radio and television stations. Broadcasts will be utilized to maintain communication between school and parents prior to school resuming.

Emergency Plan for Civil Defense and Disaster

2. Notification to agencies responsible for providing services to the schools will be the responsibility of the principal/supervisor/designee.

GO HOME

A GO HOME procedure will be considered by the Superintendent only in extreme emergencies and if there is time for students to return safely to their homes. Notification of parents will be by radio and television.

A. Walking and Bicycling Students:

1. All walking and bicycling students will be dismissed first and told to go directly home. Parents are not to come to school. Students are to take their normal route home.

B. Bus Students:

1. All students who ride school buses will be transported to drop off points on a staggered schedule. The youngest students will be taken to the emergency bus drop off location first, followed by the older students approximately 30 minutes later. Parents are to meet their children at the drop off location.

If the disaster is extreme, communication from the district will be maintained by radio and television stations.

In the event that the GO HOME procedure must be implemented, parents should have made prior arrangements with a neighbor to care for their children in case they are not at home.

C. Interdistrict Agreement Students:

1. Parents shall make prior arrangements to have their child go home with a student who resides within the Gateway Unified School District.



EQUAL OPPORTUNITY/ NOTICE OF NONDISCRIMINATION

The Gateway Unified School District, is committed to ensuring equal, fair, and meaningful access to employment and education services. The Gateway Unified School District does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all bases of discrimination will apply to both education services and employment. The Gateway Unified School District Human Resources/Department of Instructional Services is charged with overseeing, leading, and directing the Gateway Unified School District efforts to meet the legal obligations set forth in state and federal civil rights laws, and regulations in Gateway Unified School District employment and delivery of education services. Inquiries regarding nondiscrimination and civil rights should be directed to the Gateway Unified School District Human Resources Department/Department of Instructional Services. Any questions regarding Title IX, Education Amendments of 1972 or Section 504, Rehabilitation Act of 1974, please contact:

Title IX Coordinator: Superintendent
Gateway Unified School District
4411 Mountain Lakes Blvd.
Redding, CA 96003
(530) 245-7900

Coordinator for Nondiscrimination in Employment: Director of Human Resources
Gateway Unified School District
4411 Mountain Lakes Blvd.
Redding, CA 96003
(530) 245-7900

The Gateway Unified School District recognizes its obligation to provide overall program accessibility throughout the district for handicapped persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by handicapped persons.

504 Coordinator: Director of Special Education
Gateway Unified School District
4411 Mountain Lakes Blvd.
Redding, CA 96003
(530) 245-7900

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the district's compliance with those provisions may also be directed to:

Office for Civil Rights
San Francisco Office
U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105-1813



SEXUAL HARASSMENT

The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff
3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

Title IX Coordinator: Superintendent
Gateway Unified School District
4411 Mountain Lakes Blvd.
Redding, CA 96003
(530) 245-7908



GATEWAY UNIFIED SCHOOL DISTRICT
ANNUAL NOTIFICATION OF
THE UNIFORM COMPLAINT PROCEDURES (UCP)

For students, employees, parents/guardians, school and district advisory committee members, private school officials and other interested parties

The Gateway Unified School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in 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 agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

Adult Education	Local Control Accountability Plan
After School Education	Migrant Education
Agricultural Vocational Education	Physical Ed – Instructional Minutes
American Indian & Early Childhood	Pupil Fees
Education Program Assessments	Regional Occupational Programs
Bilingual Education	School Safety Plans
California Peer Assistance & Review Programs	Special Education / Compensatory Ed.
for Teachers	Student Lactation Accommodations
Career Technical Education & Training	Tobacco/Use Prevention Education
Child Care & Development (including State Preschool)	
Child Nutrition Services	
Consolidated Categorical Aid / Economic Impact Aid	
Education of Foster and Homeless Youth	
Every Student Succeeds Act / No Child Left Behind	
Instruction: Courses without Educational Content or Previously Completed Courses	

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.



UCP Annual Notice California Department of Education

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

District Superintendent
Gateway USD District Office
4411 Mountain Lakes Blvd.
Redding, CA 96003
(530) 245-7908

A pupil fees complaint is filed with the Gateway Unified School District and/or the principal of a school.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) 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, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of our UCP compliant policies and procedures is available free of charge.

- Requires corrective action by the LEA if noncompliance issues are identified during the investigation.
- Provides monitoring and technical assistance to LEAs to ensure resolution of findings of noncompliance.
- Where applicable, notifies the parties of the right to request reconsideration of the CDE's decision/report by the Superintendent of Public Instruction at the CDE within 35 calendar days of the receipt of the decision/report.
- For those programs governed by part 76 of Title 34 of the *Code of Federal Regulations*, notifies the parties of the right to appeal to the United States Secretary of Education.

Williams Complaints

A Williams complaint concerns instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or misassignment, and may be filed anonymously. LEAs must have a complaint form available for these types of complaints, but will not reject a complaint if the form is not used as long as the complaint is submitted in writing. Under applicable regulations, a notice must be posted in each classroom in each school notifying parents and guardians of the matters subject to a Williams complaint and where to obtain a form to file a complaint.

A Williams complaint must be resolved by the school principal or by the district superintendent or his or her designee. A complainant who is not satisfied with the resolution has the right to describe the complaint to the governing board of the school district at a regularly scheduled meeting of the board. Except for complaints involving a condition of a facility that poses an emergency or urgent threat, there is no right of appeal to the CDE.

In the case of complaints concerning a condition of a facility that poses an emergency or urgent threat, a complainant who is not satisfied with the resolution has the right to file an appeal to the Superintendent of Public Instruction at the CDE within 15 calendar days of receiving the LEA's decision.

For further information on Williams complaints please go to the CDE Web site and search for Williams Facilities Complaints and Appeals.

Additional Information

For additional information, contact the appropriate office listed, or visit the UCP Web page at <http://www.cde.ca.gov/re/cp/uc>.

Contacts for Programs and Services Covered Under the UCP

Adult Education and Regional Occupational Centers and Programs, *Career Tech Ed (CTE) Leadership and Instructional Support Office*; 916-322-5050

After School Education and Safety, *After School Division*; 916-319-0923

Agricultural Vocational Education, *Career & College Transition Division*; 916-319-0887

American Indian Education Centers and Early Childhood Education Program Assessments, *Coordinated Student Support Division*; 916-319-0506

Career Technical Education, *Career and College Transition Division*; 916-322-5050

Child Care and Development (including State Preschool), *Early Education and Support Division*; 916-322-6233

Child Nutrition, *Nutrition Services Division*; 800-952-5609

Discrimination, Harassment, Intimidation, Bullying, Student Lactation Accommodations, and LGBTQ Resources, *Education Equity UCP Appeals Office*; 916-319-8239

Educational Rights of Foster and Homeless Students, *Coordinated School Health and Safety Office*; 916-319-0914

Local Control Funding Formula/Local Control and Accountability Plan (LCFF/LCAP): Content or Procedures, *Local Agency Systems Support Office*; 916-319-0809; Fiscal, *School Fiscal Services Division*; 916-322-3024

No Child Left Behind (2001) programs (Title I-VII), including improving academic achievement, compensatory education, English learners, and migrant education (to be replaced by the Every Student Succeeds Act [ESSA] beginning in 2016-17), *Categorical Programs Complaints Management (CPCM) Office*; 916-319-0929

Physical Education: Instructional Minutes, *Science, Technology, Engineering, and Mathematics (STEM) Office*; 916-323-5847

Pupil Instruction: Course Periods Without Educational Content or Previously Completed Courses, *Categorical Programs Complaints Management (CPCM) Office*; 916-319-0929

School Facilities (for Williams Complaints), *School Facility Planning Division*; 916-322-2470

Special Education, *Procedural Safeguards and Referral Services Unit*; 800-926-0648

Tobacco-Use Prevention Education, *Coordinated School Health & Safety Office*; 916-319-0914

Unlawful Pupil Fees, *Categorical Programs Complaints Management (CPCM) Office*; 916-319-0929

Uniform Complaint Procedures

Authorized by:
California Code of Regulations, Title 5
Sections 4600-4687



CALIFORNIA DEPARTMENT OF EDUCATION
1430 N Street
Sacramento, CA 95814-5901

Revised April 2016



Uniform Complaint Procedures

What is a UCP complaint?

A complaint under the Uniform Complaint Procedures (UCP) is a written and signed statement by an individual, public agency, or organization alleging a violation of federal or state laws governing certain educational programs.

What agencies are subject to the UCP?

The UCP covers alleged violations by local educational agencies (LEAs) (school districts and county offices of education) and local public or private agencies which receive direct or indirect funding from the State to provide any school programs, activities, or related services. Charter schools which receive federal funds are also subject to the UCP or where specified in statute.

What educational programs and services are covered by the UCP?

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Career Technical Education
- Child Care and Development (including State Preschool)
- Child Nutrition
- Discrimination, harassment, intimidation, bullying, student lactation accommodations, and Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) resources
- Foster and Homeless Students
- Local Control Funding Formula (LCFF) and Local Control and Accountability Plans (LCAP)
- No Child Left Behind Act (2001) programs (Titles I-VII), including improving academic achievement, compensatory education, English learner programs, and migrant education (to be replaced by the Every Student Succeeds Act [ESSA] beginning in 2016-17)
- Physical Education: Instructional Minutes
- Pupil Instruction: Course Periods Without Educational Content or Previously Completed Courses
- Regional Occupational Centers and Programs
- Special Education
- Tobacco-Use Prevention Education
- Unlawful Pupil Fees

What issues are not covered by the UCP?

Not all complaints fall under the scope of the UCP. Many concerns are the responsibility of the LEA, including classroom assignments, common core, grades, graduation requirements, hiring and evaluation of staff, homework policies and practices, provision of core curricula subjects, public meeting laws (such as the Brown Act), student advancement and retention, student discipline, student records, and other general education requirements. The LEA, however, may use its local complaint procedures to address complaints not covered by the UCP.

In addition, the following complaints are referred to other agencies for resolution and not subject to the UCP:

- Allegations of child abuse are referred to County Departments of Social Services, Protective Services Divisions, or appropriate law enforcement agency.
- Health and safety complaints regarding a Child Development Program are referred to the Department of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.
- Employment complaints are sent to the California Department of Fair Employment and Housing.
- Allegations of fraud are referred to the responsible Division Director at the California Department of Education (CDE).

How do I file a UCP complaint and how is it processed?

The LEA's UCP complaint policies and procedures provide the information needed to file a local complaint. Each LEA must annually notify its students, employees, parents/guardians, school and district advisory committees, appropriate private school officials and other interested parties of the LEA's UCP complaint policies and procedures, and the opportunity to appeal the LEA's Decision to the CDE. LEAs must provide their complaint policies and procedures free of charge.

What are the responsibilities of the complainant?

- Receives and reviews the UCP complaint policies and procedures from the LEA.
- Files a written complaint by following the steps described in the LEA's UCP complaint procedures.
- Cooperates in the investigation and provides the LEA investigator with information and other evidence related to the allegations in the complaint.
- May file a written appeal to the CDE within 15 calendar days of receiving the LEA's decision if he or she believes the LEA's decision is incorrect.
- Must specify the basis for the appeal and whether the LEA's facts are incorrect and/or the law is misapplied. The appeal packet must contain a copy of the original complaint to the LEA and a copy of the LEA's decision.

- Where applicable, within 35 calendar days of receiving the CDE's decision or report, may submit a request for reconsideration by the Superintendent of Public Instruction at the CDE. The CDE's decision or report will notify the complainant if there is a right to request reconsideration. The request for reconsideration must designate the finding(s), conclusion(s), or corrective action(s) in the CDE's decision or report for which reconsideration is requested, and the specific basis for requesting reconsideration. The request must also state whether the findings of fact are incorrect and/or the law is misapplied.

What are the responsibilities of the LEA?

- Ensures compliance with applicable federal and state laws and regulations.
- Adopts UCP complaint policies and procedures consistent with the *California Code of Regulations*, Title 5 Sections 4600-4687.
- Designates a staff member to be responsible for receiving, investigating and resolving complaints and makes sure the staff member is knowledgeable about the laws/programs he or she is assigned.
- Must give the filing party an opportunity to present information and/or evidence relevant to the complaint.
- Protects complainants from retaliation.
- Resolves the complaint and completes a written report within 60 calendar days of receipt of the complaint unless extended by written agreement of the complainant.
- Must advise the complainant of the right to appeal the LEA's decision to the CDE within 15 calendar days of receiving the decision.

What are the responsibilities of the CDE?

The UCP authorizes the CDE to process appeals of the LEA's decision on UCP complaints; or, in certain specified situations, to intervene directly and investigate the allegations in the complaint. The CDE:

- Reviews, monitors and provides technical assistance to all LEAs regarding the adoption of UCP complaint policies and procedures by the LEA's governing board.
- Refers a complaint to the LEA for resolution when appropriate.
- Considers a variety of alternatives to resolve a complaint or appeal when:
 1. The complainant alleges and the CDE verifies that, through no fault of the complainant, the LEA fails to act within 60 calendar days of receiving the complaint.
 2. The complainant appeals an LEA decision if he or she believes the decision is factually and/or legally incorrect.
 3. When requested by the complainant, the CDE determines when direct intervention is applicable.



Gateway Unified School District Uniform Complaint Reporting Form

In accordance with the District's Uniform Complaint Procedures (5 CCR 4620) each school district shall follow uniform complaint procedures to address complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any protected group, complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

To be checked by complainant:

☐ Parent/Guardian ☐ Student ☐ District Employee ☐ Other

Last Name _____ First Name _____

Student Name (if applicable) _____ Grade _____ Date of Birth _____

Address _____ Apt. # _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email Address _____

Date of Alleged Violation _____ School/Office of Alleged Violation _____

You are filing this complaint on behalf of:

☐ Yourself ☐ Your Child or a Student ☐ Another Student ☐ A Group

For allegations of noncompliance of state or federal laws governing educational programs, please check the program or activity referred to in your complaint, if applicable:

- | | |
|---|--|
| <input type="checkbox"/> Adult Education | <input type="checkbox"/> Local Control Accountability Plan |
| <input type="checkbox"/> After School Education & Safety | <input type="checkbox"/> Migrant Education |
| <input type="checkbox"/> Agricultural Vocational Education | <input type="checkbox"/> Physical Ed – Instructional Minutes |
| <input type="checkbox"/> American Indian & Early Childhood Ed Program Assessments | <input type="checkbox"/> Pupil Fees |
| <input type="checkbox"/> Bilingual Education | <input type="checkbox"/> Regional Occupational Programs |
| <input type="checkbox"/> California Peer Assistance & Review Programs for Teachers | <input type="checkbox"/> School Safety Plans |
| <input type="checkbox"/> Career Technical Education & Training | <input type="checkbox"/> Special Education/Compensatory Ed |
| <input type="checkbox"/> Child Care & Development (including State Preschool) | <input type="checkbox"/> Student Lactation Accommodations |
| <input type="checkbox"/> Child Nutrition Services | <input type="checkbox"/> Tobacco/Use Prevention Education |
| <input type="checkbox"/> Consolidated Categorical Aid/Economic Impact Aid | |
| <input type="checkbox"/> Economic Impact Aid | |
| <input type="checkbox"/> Education of Foster and Homeless Youth | |
| <input type="checkbox"/> Every Student Succeeds Act/No Child Left Behind | |
| <input type="checkbox"/> Instruction: Courses without Educational Content or Previously Completed Courses | |

For complaints alleging discrimination, harassment, intimidation and/or bullying (employee-to-student, student-to-student, and third party to student), please check which of the actual or perceived protected characteristics upon which the alleged conduct was based:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Sex | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Gender | <input type="checkbox"/> Marital, Pregnancy or |
| <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Gender Expression | <input type="checkbox"/> Ancestry | <input type="checkbox"/> Parental Status |
| <input type="checkbox"/> Ethnic Group Identification | <input type="checkbox"/> Race or Ethnicity | <input type="checkbox"/> Religion | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Nationality | <input type="checkbox"/> National Origin | <input type="checkbox"/> Age | |
| <input type="checkbox"/> Color | <input type="checkbox"/> Mental or Physical Disability | <input type="checkbox"/> Lactating Student | |
| <input type="checkbox"/> Association with a person or group with one or more of the actual or perceived categories listed above | | | |

For complaints of bullying that are not based on the above listed protected characteristics, and other complaints not listed on this form, please contact your school Principal/Administrator or school Title IX Officer.

Please answer the following questions to the best of your ability. Attach additional sheets of paper if you need more space.

Details of Complaint:

Please **describe** the type of incident(s) you experienced that led to this complaint, including the events or actions, in as much detail as possible:

List the names of **individuals** involved in the incident(s) complaint:

List any **witnesses** to the incident(s):

Describe the **location where** the incident(s) occurred:

Please list **all the date(s) and times** when the incident(s) occurred or when the alleged acts first came to your attention:

What steps, if any, have you taken to resolve this issue before filing a complaint?

Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents. ☐ Yes ☐ No

Signature of person filing complaint

Date

Received by & Title

Date

Please provide a duplicate copy to the complainant.



WILLIAMS COMPLAINTS NOTICE

Notice to Parents, Guardians, Pupils and Teachers

Pursuant to California *Education Code* Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe and maintained in good repair.
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 one-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. Pupils, including English Learners, who have not passed one or both parts of the high school exit examination by the end of the 12th grade are to be provided the opportunities to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.

A complaint form may be obtained at the school office, district office or downloaded from the District's Web site at: <http://www.gateway-schools.org> click on the Parents Tab and select Uniform Complaint Procedures. You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.



**Williams Complaints Form
For Education Code Section 35186 Complaints**

Education Code (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: ☐ Yes ☐ No

Name (Optional): _____ Mailing Address (Optional): _____

Phone Number Day (Optional): _____ Evening (Optional): _____

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

- ☐ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- ☐ A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ☐ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- ☐ A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- ☐ A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- ☐ The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

3. Teacher Vacancy or Misassignment

- ☐ Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is 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 one-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.)
- ☐ Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- ☐ Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

4. High School Exit Examination (For school districts who receive intensive instruction funds)

- ☐ Pupils who have not passed the high school exit exam by the end of 12th grade were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254 (d) (4) and (5) after the completion of grade 12.

Date of Problem: _____

Location of Problem (School Name, Address, and Room Number or Location): _____

Course or Grade Level and Teacher Name: _____

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation. _____

Please file this complaint at the following location:

Gateway Unified School District, Attn: Superintendent, 4411 Mountain Lakes Blvd., Redding, CA 96003