



TO: Gateway Unified School District Employees

SUBJECT: Employee Notifications

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

1. Strategic Plan
2. Staff Responsibilities
3. Code of Ethics of the Education Profession
4. Tobacco Free Schools
5. AHERA Management Plan
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
11. Rights of Victims of Domestic Violence

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

GATEWAY UNIFIEDED SCHOOL DISTRICT

GUUSD

STRATEGIC PLAN

GUSD

PROMISE STATEMENT

In the Gateway Unified School District, we promise to ignite curiosity and hope in every student through engaging educational experiences. Together, with our families and community, we will promote student agency and self-belief. We promise to drive every student's discovery of purpose, empowering all to significantly and positively contribute to their communities. With unconditional commitment, we inspire lifelong learning and resilience, overcoming barriers to success.



OUR PRIORITIES

In January of 2024, a dedicated group of faculty, administration, parents and community members assembled from all Gateway Unified School District Schools over two days of intensive study and prioritization of our schools. Upon review of our findings, the District has determined five priorities on which to focus as we align our goals within the following areas:

Student Achievement
Student Experience
Collaborative Communication
Workforce Development
Facilities Optimization



G

**STRATEGIC
PLAN**

STRATEGIC INITIATIVES

Strategic initiatives are carefully planned actions and programs designed to achieve specific goals and objectives outlined in the GUSD Strategic Plan. These initiatives are proactive measures that guide the overall direction of our District.

By implementing strategic initiatives, the Gateway Unified School District can address challenges, seize opportunities, and continuously improve its performance to provide a high-quality learning experience for students.

The Gateway Unified School District will work to address each initiative with the ability to alter specific goals dependent upon its fiscal capacity. These initiatives are crucial in driving positive change and fostering a culture of innovation and excellence within the District's educational setting.



1. STUDENT ACHIEVEMENT

WE WILL ACHIEVE ACADEMIC EXCELLENCE BY SETTING HIGH STANDARDS FOR IMPROVEMENT AND IMPLEMENTING EFFECTIVE SYSTEMS, STRATEGIES, AND CURRICULUM TO SUPPORT STUDENT ACHIEVEMENT AND GROWTH IN ALL AREAS OF LEARNING.



STRATEGIC INITIATIVES

- a. Appropriately revise and update the curriculum, curriculum supports, and curriculum framework to ensure alignment with best practices, educational standards, and college/career skill demands.
- b. Ensure coherence and alignment of assessments across grade levels and subjects to accurately measure student progress and inform instructional planning.
- c. Continue to refine Professional Learning Communities (PLCs) to analyze evidence of student learning and collaboratively plan targeted instruction and interventions to enhance student achievement.
- d. Develop a K-12 College and Career Continuum program to provide students with the necessary skills and resources for post-secondary success in high-demand fields.
- e. Invest in professional development opportunities for educators to stay versed in best curriculum design, assessment, and instructional practices.



2. STUDENT EXPERIENCE

WE WILL FOCUS ON STUDENTS' OVERALL DEVELOPMENT BY PROVIDING ENRICHING AND CAPTIVATING EXPERIENCES WITHIN AND BEYOND THE TRADITIONAL CLASSROOM SETTING.



STRATEGIC INITIATIVES

- a. Implement Career and Technical Education (CTE) programs designed to pique student interest and foster enrollment, equipping students with practical skills for future success.
- b. Cultivate a thriving school culture that supports student well-being, promotes a sense of belonging, and encourages academic and personal growth.
- c. Expand extracurricular and co-curricular activities to provide students diverse opportunities for exploration, leadership development, and skill enhancement.
- d. Organize frequent celebrations and events to recognize student achievements, cultivate school spirit, and strengthen community bonds.
- e. Develop meaningful connections in concert with the local community through collaborative initiatives that positively impact student learning and societal well-being.



3. COLLABORATIVE COMMUNICATION

***WE WILL BUILD
COMMUNICATION CHANNELS
AND STRATEGIES TO ENSURE
EFFECTIVE INFORMATION FLOW
THROUGHOUT THE DISTRICT,
BETWEEN STAFF, STUDENTS,
PARENTS, AND THE
COMMUNITY.***



STRATEGIC INITIATIVES

- a. Create and maintain a communications team to organize and streamline essential information, data, and events for our school community.
- b. Establish feedback mechanisms to bolster input from parents, students, staff, and community members, ensuring their voices are heard and valued.
- c. Strengthen two-way communication between schools and families by promoting opportunities to gather input and providing timely information on events, curriculum updates, and student progress.
- d. Implement a comprehensive communication strategy by enhancing digital platforms to streamline the communication processes, including a district-wide calendar and mobile platforms for easy access to information.
- e. Promote student, school, and District successes to enhance public relations and increase the school/District profile.



4. WORKFORCE DEVELOPMENT

***WE WILL ATTRACT, RETAIN,
AND CULTIVATE A TEAM OF
EXCEPTIONAL EDUCATORS
AND SUPPORT STAFF
COMMITTED TO DELIVERING
EXEMPLARY EDUCATION AND
SUPPORT SERVICES TO OUR
STUDENTS.***



STRATEGIC INITIATIVES

- a. Develop targeted recruitment strategies to attract diverse and highly qualified candidates who embody our District's values and mission.
- b. Implement initiatives to increase staff retention, including professional growth opportunities, competitive compensation packages, and a supportive work environment.
- c. Provide comprehensive training and professional development programs to empower staff members with the skills, knowledge, and resources necessary to excel in their roles and support student success.
- d. Foster a collaborative work culture across the district that values staff input, promotes teamwork, and celebrates achievements as we work together to serve our students.



5. FACILITIES OPTIMIZATION

WE WILL IMPROVE AND MAINTAIN THE APPEARANCE AND FUNCTIONALITY OF OUR FACILITIES TO CREATE A SAFE, WELCOMING, OPTIMAL LEARNING AND WORKING ENVIRONMENT FOR ALL STUDENTS AND STAFF.



STRATEGIC INITIATIVES

- a. Conduct a comprehensive assessment of current facilities to identify areas for improvement and prioritize renovation projects.
- b. Pursue funding opportunities to modernize and improve existing facilities, ensuring they meet the evolving needs of our educational community.
- c. Investigate innovative approaches to reconfiguring the utilization of our facilities to best support staff, students, and GUSD's diverse educational programs and initiatives.
- d. Enhance our campuses' aesthetic appeal, safety, and functionality to create a welcoming and engaging environment for students, staff, and visitors.
- e. Upgrade athletic facilities to provide student-athletes with safe and high-quality spaces for physical activity, training, and competition, fostering individual skill development and team spirit.
- f. Collaborate with community partners to leverage resources and support facility improvement initiatives.





STAFF RESPONSIBILITIES

TEACHERS WORK DAY

Classroom teachers shall report for work thirty (30) minutes before the beginning of their first class (fifteen (15) minutes at CVHS), unless otherwise mutually agreed with the principal. Teachers shall work on campus or as otherwise assigned thirty (30) minutes after their last class (fifteen (15) minutes at CVHS). 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 he/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 that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

(cf. 5131.62 - Tobacco)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

The Board prohibits smoking and/or 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, 104559)

These prohibitions apply to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901) (Board Policy 3513.3)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

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. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495) (Health and Safety Code 104495)





ANNUAL NOTIFICATION OF: ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) MANAGEMENT PLAN AVAILABILITY

Pursuant to Title 40 CFR Part 763 Subpart E of the Asbestos Hazard Emergency Response Act (AHERA), the Gateway Unified School District (GUSD) is required to inform you that:

- A copy of the GUSD AHERA Management Plan is available for your inspection at our District Office located at 4411 Mountain Lakes Blvd. Redding, California 96003.
- This Management Plan contains information regarding inspections, re-inspections, response actions, and post-response action activities, including periodic re-inspections and surveillance activities that are planned or in progress.

Should you wish to review the AHERA, please contact the Facilities/Maintenance and Operations Department at (530) 245-7900.



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.

Emergency Plan for Civil Defense and Disaster

5. Move students to a safe location away from the spill/fumes.
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 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.

Emergency Plan for Civil Defense and Disaster

3. Notify the office of the location of the fire.
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 the All Call system, 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

All Personnel

BP 4119.11

4219.11

SEXUAL HARASSMENT

4319.11

The following administrative regulation shall apply to all allegations of sexual harassment involving employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by or against a student.

Definitions

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire. Conduct is considered to be sexual harassment when made against another person of the same or opposite sex in the work or educational setting under any of the following conditions: (Education Code 212.5; Government Code 12940; 2 CCR 11034)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work performance or of creating an intimidating, hostile, or offensive work environment.
4. Submission to or rejection of the conduct is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the person's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity

3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

Examples of Sexual Harassment

Examples of actions that might constitute sexual harassment under state or federal law in accordance with the definitions above, in the work or educational setting, whether committed by a supervisor, a co-worker, or a non-employee, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Title IX Coordinator/Compliance Officer

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, as well as to oversee, investigate, and resolve sexual harassment complaints processed under AR 4030 - Nondiscrimination in Employment. The Title IX Coordinator(s) may be contacted at:

Director of Human Resources
Gateway Unified School District
4411 Mountain Lakes Drive
Redding, CA 96003
(530) 245-7900

Training

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours, and nonsupervisory employees receive at least one hour, of classroom or other effective interactive training and education regarding sexual harassment. All newly hired employees and employees promoted to a supervisory position shall receive

training within six months of their assumption of the new position. (Government Code 12950.1)

A supervisory employee is any employee having the authority, in the interest of the district, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 12926)

Such training may be completed by employees individually or as part of a group presentation, may be completed in shorter segments as long as the applicable hourly requirement is met, and may be provided in conjunction with other training provided to the employees. The training shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1)

The district's sexual harassment training and education program shall include, but is not limited to, the following: (Government Code 12950.1; 2 CCR 11024)

1. Information and practical guidance regarding federal and state laws concerning the prohibition, prevention, and correction of sexual harassment
2. The types of conduct that constitute sexual harassment
3. Remedies available for victims in civil actions, and potential employer/individual exposure/liability
4. Strategies to prevent harassment in the workplace
5. Supervisors' obligation to report sexual harassment, discrimination, and retaliation of which they become aware
6. Practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources
7. The limited confidentiality of the complaint process
8. Resources for victims of unlawful harassment, such as to whom they should report any alleged harassment

9. Steps necessary to take appropriate remedial measures to correct harassing behavior, which includes the district's obligation to conduct an effective workplace investigation of a harassment complaint
10. What to do if the supervisor is personally accused of harassment
11. The essential elements of the district's anti-harassment policy, and how to use the policy if a harassment complaint is filed

Employees shall receive a copy of the district's sexual harassment policy and administrative regulations, which they shall read and acknowledge that they have received.

12. Information, including practical examples, of harassment based on gender identity, gender expression, and sexual orientation
13. Prevention of abusive conduct, including a review of the definition and elements of abusive conduct pursuant to Government Code 12950.1, the negative effects that abusive conduct has on the victim and other in the workplace, the detrimental consequences of this conduct on employee productivity and morale, and that a single act does not constitute abusive conduct unless the act is severe or egregious

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11024)

Notifications

The Superintendent or designee shall notify employees that the district does not discriminate on the basis of sex as required by Title IX, that the Title IX nondiscrimination requirement extends to employment, and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

The district shall notify employees, bargaining units, and applicants for employment of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

A copy of the Board policy and this administrative regulation shall:

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and

standards of conduct are posted (Education Code 231.5)

2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired (Education Code 231.5)
3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
4. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the district's web site (34 CFR 106.8)
5. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to employees or employee organizations (34 CFR 106.8)

All employees shall receive a copy of an information sheet prepared by the California Department of Fair Employment and Housing (DFEH) or the district that contains, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, the DFEH poster on discrimination in employment and the illegality of sexual harassment and the DFEH poster regarding transgender rights. (Government Code 12950)

Complaint Procedures

All complaints and allegations of sexual harassment by and against employees shall be investigated and resolved in accordance with law and district procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to AR 4030 - Nondiscrimination in Employment.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, and address any continuing effects.

Regulation

Original Adopted Date: 09/11/2019

Last Revised Date: 12/15/2021

Last Reviewed Date: April 11, 2018

GATEWAY UNIFIED SCHOOL DISTRICT
Redding, California

SEXUAL HARASSMENT

FACT SHEET



Civil Rights
Department
STATE OF CALIFORNIA

Sexual harassment is a form of discrimination based on sex/gender (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, or sexual orientation. Individuals of any gender can be the target of sexual harassment. Unlawful sexual harassment does not have to be motivated by sexual desire. Sexual harassment may involve harassment of a person of the same gender as the harasser, regardless of either person's sexual orientation or gender identity.

THERE ARE TWO TYPES OF SEXUAL HARASSMENT

1. **“Quid pro quo”** (Latin for “this for that”) sexual harassment is when someone conditions a job, promotion, or other work benefit on your submission to sexual advances or other conduct based on sex.
2. **“Hostile work environment”** sexual harassment occurs when unwelcome comments or conduct based on sex unreasonably interferes with your work performance or creates an intimidating, hostile, or offensive work environment. You may experience sexual harassment even if the offensive conduct was not aimed directly at you.

The harassment must be severe or pervasive to be unlawful. A single act of harassment may be sufficiently severe to be unlawful.

SEXUAL HARASSMENT INCLUDES MANY FORMS OF OFFENSIVE BEHAVIORS

BEHAVIORS THAT MAY BE SEXUAL HARASSMENT:

1. Unwanted sexual advances
2. Offering employment benefits in exchange for sexual favors
3. Leering; gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
4. Derogatory comments, epithets, slurs, or jokes
5. Graphic comments, sexually degrading words, or suggestive or obscene messages or invitations
6. Physical touching or assault, as well as impeding or blocking movements

Actual or threatened retaliation for rejecting advances or complaining about harassment is also unlawful.

Employees or job applicants who believe that they have been sexually harassed or retaliated against may file a complaint of discrimination with CRD within three years of the last act of harassment or retaliation.

CRD serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If CRD finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a civil complaint in state or federal court to address the causes of the discrimination and on behalf of the complaining party. CRD may seek court orders changing the employer's policies and practices, punitive damages, and attorney's fees and costs if it prevails in litigation. Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with CRD and a Right-to-Sue Notice has been issued.

EMPLOYER RESPONSIBILITY & LIABILITY

All employers, regardless of the number of employees, are covered by the harassment provisions of California law. Employers are liable for harassment by their supervisors or agents. All harassers, including both supervisory and non-supervisory personnel, may be held personally liable for harassment or for aiding and abetting harassment. The law requires employers to take reasonable steps to prevent harassment. If an employer fails to take such steps, that employer can be held liable for the harassment. In addition, an employer may be liable for the harassment by a non-employee (for example, a client or customer) of an employee, applicant, or person providing services for the employer. An employer will only be liable for this form of harassment if it knew or should have known of the harassment, and failed to take immediate and appropriate corrective action.

Employers have an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory and harassing conduct, and to create a workplace free of harassment.

A program to eliminate sexual harassment from the workplace is not only required by law, but it is the most practical way for an employer to avoid or limit liability if harassment occurs.

SEXUAL HARASSMENT

FACT SHEET



Civil Rights
Department
STATE OF CALIFORNIA

CIVIL REMEDIES

- Damages for emotional distress from each employer or person in violation of the law
- Hiring or reinstatement
- Back pay or promotion
- Changes in the policies or practices of the employer

ALL EMPLOYERS MUST TAKE THE FOLLOWING ACTIONS TO PREVENT HARASSMENT AND CORRECT IT WHEN IT OCCURS:

1. Distribute copies of this brochure or an alternative writing that complies with Government Code 12950. This pamphlet may be duplicated in any quantity.
2. Post a copy of the Department's employment poster entitled "California Law Prohibits Workplace Discrimination and Harassment."
3. Develop a harassment, discrimination, and retaliation prevention policy in accordance with 2 CCR 11023. The policy must:
 - Be in writing.
 - List all protected groups under the FEHA.
 - Indicate that the law prohibits coworkers and third parties, as well as supervisors and managers with whom the employee comes into contact, from engaging in prohibited harassment.
 - Create a complaint process that ensures confidentiality to the extent possible; a timely response; an impartial and timely investigation by qualified personnel; documentation and tracking for reason able progress; appropriate options for remedial actions and resolutions; and timely closures.
 - Provide a complaint mechanism that does not require an employee to complain directly to their immediate supervisor. That complaint mechanism must include, but is not limited to including: provisions for direct communication, either orally or in writing, with a designated company representative; and/or a complaint hotline; and/or access to an ombudsperson; and/or identification of CRD and the United States Equal Employment Opportunity Commission as additional avenues for employees to lodge complaints.
 - Instruct supervisors to report any complaints of misconduct to a designated company representative, such as a human resources manager, so that the company can try to resolve the claim internally. Employers with 50 or more employees are required to

include this as a topic in mandated sexual harassment prevention training (see 2 CCR 11024).

- Indicate that when the employer receives allegations of misconduct, it will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.
- Make clear that employees shall not be retaliated against as a result of making a complaint or participating in an investigation.

4. Distribute its harassment, discrimination, and retaliation prevention policy by doing one or more of the following:

- Printing the policy and providing a copy to employees with an acknowledgement form for employees to sign and return.
- Sending the policy via email with an acknowledgment return form.
- Posting the current version of the policy on a company intranet with a tracking system to ensure all employees have read and acknowledged receipt of the policy.
- Discussing policies upon hire and/or during a new hire orientation session.
- Using any other method that ensures employees received and understand the policy.

5. If the employer's workforce at any facility or establishment contains ten percent or more of persons who speak a language other than English as their spoken language, that employer shall translate the harassment, discrimination, and retaliation policy into every language spoken by at least ten percent of the workforce.

6. In addition, employers who do business in California and employ 5 or more part-time or full-time employees must provide at least one hour of training regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation, to each non-supervisory employee; and two hours of such training to each supervisory employee. Training must be provided within six months of assumption of employment. Employees must be trained every two years. Please see Gov. Code 12950.1 and 2 CCR 11024 for further information.

TO FILE A COMPLAINT

Civil Rights Department
calcivilrights.ca.gov/complaintprocess
Toll Free: 800.884.1684
TTY: 800.700.2320

THE RIGHTS OF EMPLOYEES WHO ARE TRANSGENDER OR GENDER NONCONFORMING

FACT SHEET



Civil Rights
Department
STATE OF CALIFORNIA

CALIFORNIA LAW PROTECTS TRANSGENDER AND GENDER NONCONFORMING PEOPLE FROM DISCRIMINATION, HARASSMENT, AND RETALIATION AT WORK. THESE PROTECTIONS ARE ENFORCED BY THE CIVIL RIGHTS DEPARTMENT (CRD).

THINGS YOU NEED TO KNOW

1. Does California law protect transgender and gender nonconforming employees from employment discrimination?

Yes. All employees, job applicants, unpaid interns, volunteers, and contractors are protected from discrimination at work when based on a protected characteristic, such as their gender identity, gender expression, sexual orientation, race, or national origin. This means that private employers with five or more employees may not, for example, refuse to hire or promote someone because they identify as – or are perceived to identify as – transgender or non-binary, or because they express their gender in non-stereotypical ways.

Employment discrimination can occur at any time during the hiring or employment process. In addition to refusing to hire or promote someone, unlawful discrimination includes discharging an employee, subjecting them to worse working conditions, or unfairly modifying the terms of their employment because of their gender identity or gender expression.

2. Does California law protect transgender and gender nonconforming employees from harassment at work?

Yes. All employers are prohibited from harassing any employee, intern, volunteer, or contractor because of their gender identity or gender expression. For example, an employer can be liable if co-workers create a hostile work environment – whether in person or virtual – for an employee who is undergoing a gender transition. Similarly, an employer can be liable when customers or other third parties harass an employee because of their gender identity or expression, such as intentionally referring to a gender-nonconforming employee by the wrong pronouns or name.

3. Does California law protect employees who complain about discrimination or harassment in the workplace?

Yes. Employers are prohibited from retaliating against any employee who asserts their right under the law to be free from discrimination or harassment. For example, an employer commits unlawful retaliation when it responds to an employee making a discrimination complaint – to their supervisor, human resources staff, or CRD – by cutting their shifts.

4. If bathrooms, showers, and locker rooms are sex-segregated, can employees choose the one that is most appropriate for them?

Yes. All employees have a right to safe and appropriate restroom and locker room facilities. This includes the right to use a restroom or locker room that corresponds to the employee's gender identity, regardless of the employee's sex assigned at birth. In addition, where possible, an employer should provide an easily accessible, gender-neutral (or "all-gender"), single user facility for use by any employee. The use of single stall restrooms

THE RIGHTS OF EMPLOYEES WHO ARE TRANSGENDER OR GENDER NONCONFORMING

FACT SHEET



Civil Rights
Department
STATE OF CALIFORNIA

and other facilities should always be a matter of choice. Employees should never be forced to use one, as a matter of policy or due to harassment.

5. Does an employee have the right to be addressed by the name and pronouns that correspond to their gender identity or gender expression, even if different from their legal name and gender?

Yes. Employees have the right to use and be addressed by the name and pronouns that correspond with their gender identity or gender expression. These are sometimes known as “chosen” or “preferred” names and pronouns. For example, an employee does not need to have legally changed their name or birth certificate, nor have undergone any type of gender transition (such as surgery), to use a name and/or pronouns that correspond with their gender identity or gender expression. An employer may be legally obligated to use an employee’s legal name in specific employment records, but when no legal obligation compels the use of a legal name, employers and co-workers must respect an employee’s chosen name and pronouns. For example, some businesses utilize software for payroll and other administrative purposes, such as creating work schedules or generating virtual profiles. While it may be appropriate for the business to use a transgender employee’s legal name for payroll purposes when legally required, refusing or failing to use that person’s chosen name and pronouns, if different from their legal name, on a shift schedule, nametag, instant messaging account, or work ID card could be harassing or discriminatory. CRD recommends that employers take care to ensure that each employee’s chosen name and pronouns are respected to the greatest extent allowed by law.

6. Does an employee have the right to dress in a way that corresponds with their gender identity and gender expression?

Yes. An employer who imposes a dress code must enforce it in a non-discriminatory manner. This means that each employee must be allowed

to dress in accordance with their gender identity and expression. While an employer may establish a dress code or grooming policy in accord with business necessity, all employees must be held to the same standard, regardless of their gender identity or expression.

7. Can an employer ask an applicant about their sex assigned at birth or gender identity in an interview?

No. Employers may ask non-discriminatory questions, such as inquiring about an applicant’s employment history or asking for professional references. But an interviewer should not ask questions designed to detect a person’s gender identity or gender transition history such as asking about why the person changed their name. Employers should also not ask questions about a person’s body or whether they plan to have surgery.

8. Does California law protect transgender and gender nonconforming employees from hate violence?

Yes. Acts or threats of violence against a person because of their gender identity or gender expression is forbidden everywhere, including the workplace. A person targeted for hate violence can file a claim with CRD, and may be eligible for civil remedies, such as money damages and a restraining order. Also, contact the CA vs. Hate Resource Line and Network for information and support for people targeted by hate at stop hate@calcivilrights.ca.gov or 833-8-NO-HATE.

9. Can my employer-provided health insurance plan exclude gender-affirming care?

No. Under California law, employer-provided health plans must cover medically necessary gender-affirming care.

THE RIGHTS OF EMPLOYEES WHO ARE TRANSGENDER OR GENDER NONCONFORMING



Civil Rights
Department
STATE OF CALIFORNIA

FACT SHEET

COMMON TERMS

Gender expression means a person's gender-related appearance or behavior, such as their mannerisms, clothes, or hairstyle. How someone expresses their gender may or may not be stereotypically associated with their gender identity or the sex they were assigned at birth. For example, someone who identifies as male may express his gender in stereotypically feminine ways, such as having long hair, wearing make-up, or acting "sensitive."

Gender identity means each person's internal understanding of their gender, such as being male, female, a combination of male and female, neither male nor female, and/or nonbinary. A person may have a gender identity different from the sex the person was assigned at birth.

Gender nonconforming refers to people who do not follow societal norms or stereotypes about gender identity or gender expression. A person of any gender identity can be gender nonconforming, such as a female-identified person who wears clothes typically associated with men and who uses the pronouns "they/them" and "she/her."

Gender transition refers to a process that some people who are transgender or gender nonconforming go through to affirm their gender identity. This can, but does not necessarily, include transitioning socially and/or physically. A person does not need to complete any particular step in a gender transition in order to be protected by the law.

- *Social transition* is a process of socially aligning one's gender expression with the internal sense of self (e.g., changes in name and pronoun, bathroom facility usage, dress, speech, or appearance).

- *Physical transition* refers to medical treatments an individual may undergo to physically align their body with their gender identity (e.g., hormone therapies or surgical procedures).

Non-binary is a general term for any gender identity that falls outside the gender binary of strictly male or strictly female. California officially recognizes non-binary as a gender.

Sexual orientation refers to a person's sexual or romantic attraction to others and may – but does not necessarily – include identification with terms like straight, gay, lesbian, bisexual, or pansexual.

Transgender is a general term that refers to a person whose gender identity differs from the sex they were assigned at birth, such as someone who identifies as male but whose sex on their original birth certificate was marked female.

If you have been subjected to discrimination, harassment, or retaliation at work, please contact CRD.

TO FILE A COMPLAINT

Civil Rights Department
calcivilrights.ca.gov/complaintprocess
Toll Free: 800.884.1684
TTY: 800.700.2320

Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

For translations of this guidance, visit:
www.calcivilrights.ca.gov/posters/employment



Civil Rights
Department
STATE OF CALIFORNIA

CALIFORNIA LAW PROHIBITS WORKPLACE **DISCRIMINATION & HARASSMENT**

The California Civil Rights Department (CRD) enforces laws that protect you from illegal discrimination and harassment in employment based on your actual or perceived:

- **ANCESTRY**
- **AGE** (40 and above)
- **COLOR**
- **DISABILITY** (physical, developmental, mental health/psychiatric, HIV and AIDS)
- **GENETIC INFORMATION**
- **GENDER EXPRESSION**
- **GENDER IDENTITY**
- **MARITAL STATUS**
- **MEDICAL CONDITION** (genetic characteristics, cancer, or a record or history of cancer)
- **MILITARY OR VETERAN STATUS**
- **NATIONAL ORIGIN** (includes language restrictions and possession of a driver's license issued to undocumented immigrants)
- **RACE** (includes hair texture and hairstyles)
- **RELIGION** (includes religious dress and grooming practices)
- **REPRODUCTIVE HEALTH DECISIONMAKING**
- **SEX/GENDER** (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)
- **SEXUAL ORIENTATION**

CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION & HARASSMENT



Civil Rights
Department
STATE OF CALIFORNIA

THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT AND ITS IMPLEMENTING REGULATIONS PROTECT CIVIL RIGHTS AT WORK.

HARASSMENT

1. The law prohibits harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by any person. This includes a prohibition against harassment based on any characteristic listed above, such as sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, breastfeeding, and/or related medical conditions.
2. All employers are required to take reasonable steps to prevent all forms of harassment, as well as provide information to each of their employees on the nature, illegality, and legal remedies that apply to sexual harassment.
3. Employers with five or more employees and public employers must train their employees regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation.

DISCRIMINATION/REASONABLE ACCOMMODATIONS

1. California law prohibits employers with five or more employees and public employers from discriminating based on any protected characteristic listed above when making decisions about hiring, promotion, pay, benefits, terms of employment, layoffs, and other aspects of employment.
2. Employers cannot limit or prohibit the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language restriction and consequences for violation.
3. Employers cannot discriminate against an applicant or employee because they possess a California driver's license or ID issued to an undocumented person.
4. Employers must reasonably accommodate the religious beliefs and practices of an employee, unpaid intern, or job applicant, including the wearing or carrying of religious clothing, jewelry or artifacts, and hairstyles, facial hair, or body hair, which are part of an individual's observance of their religious beliefs.
5. Employers must reasonably accommodate an employee or job applicant with a disability to enable them to perform the essential functions of a job.

ADDITIONAL PROTECTIONS

California law offers additional protections to those who work for employers with five or more employees. Some exceptions may apply. These additional protections include:

1. Specific protections and hiring procedures for people with criminal histories who are looking for employment
2. Protections against discrimination based on an employee or job applicant's use of cannabis off the job and away from the workplace

3. Up to 12 weeks of job-protected leave to eligible employees to care for themselves, a family member (child of any age, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling) or a designated person (with blood or family-like relationship to employee); to bond with a new child; or for certain military exigencies
4. Up to five days of job-protected bereavement leave within three months of the death of a family member (child, spouse, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law)
5. Up to four months of job-protected leave to employees disabled because of pregnancy, childbirth, or a related medical condition, as well as the right to reasonable accommodations, on the advice of their health care provider, related to their pregnancy, childbirth, or a related medical condition
6. Up to five days of job-protected leave following a reproductive loss event (failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction)
7. Protections against retaliation when a person opposes, reports, or assists another person to oppose unlawful discrimination, including filing an internal complaint or a complaint with CRD

REMEDIES/FILING A COMPLAINT

1. The law provides remedies for individuals who experience prohibited discrimination, harassment, or retaliation in the workplace. These remedies can include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist orders, expert witness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages.
2. If you believe you have experienced discrimination, harassment, or retaliation, you may file a complaint with CRD. Independent contractors and volunteers: If you believe you have been harassed, you may file a complaint with CRD.
3. Complaints must be filed within three years of the last act of discrimination/harassment/retaliation. For those who are under the age of 18, complaints must be filed within three years after the last act of discrimination/harassment/retaliation or one year after their eighteenth birthday, whichever is later.

If you have been subjected to discrimination, harassment, or retaliation at work, file a complaint with the Civil Rights Department (CRD).

TO FILE A COMPLAINT

Civil Rights Department
calcivilrights.ca.gov/complaintprocess
Toll Free: 800.884.1684 / TTY: 800.700.2320
California Relay Service (711)

Have a disability that requires a reasonable accommodation?
CRD can assist you with your complaint.

The Fair Employment and Housing Act is codified at Government Code sections 12900 -12999. The regulations implementing the Act are at Code of Regulations, title 2, division 4.1.

Government Code section 12950 and California Code of Regulations, title 2, section 11023, require all employers to post this document. It must be conspicuously posted in hiring offices, on employee bulletin boards, in employment agency waiting rooms, union halls, and other places employees gather. Any employer whose workforce at any facility or establishment consists of more than 10% of non-English speaking persons must also post this notice in the appropriate language or languages.



GATEWAY UNIFIED SCHOOL DISTRICT

Uniform Complaint Procedures (UCP) Annual Notice 2023–24

The Gateway Unified School District annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of our Uniform Complaint Procedures (UCP) process. The UCP Annual Notice is available on our website.

We are primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, 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 an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

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

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Contact Information

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints

District Superintendent
Gateway USD District Office
4411 Mountain Lakes Blvd.
Redding, CA 96003
(530) 245-7900

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in Gateway Unified School District. Responsibilities of the District Superintendent.

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.

We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the California Department of Education (CDE).

We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our UCP procedures shall be available free of charge.



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California Department of Education

May 2023

Authorized by: California *Education Code* Section 33315 and *California Code of Regulations*, Title 5 (5 CCR) sections 4600–4694

What is a UCP complaint?

A complaint under the Uniform Complaint Procedures (UCP) is a written and signed statement 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, county offices of education, and charter schools) and local public or private agencies which receive direct or indirect funding from the State to provide specific school programs, activities, or related services.

What programs and activities are subject to the UCP?

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, 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 an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

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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, student advancement and retention, student discipline, student records, the Bagley-Keene Open Meeting Act, the Brown Act, and other general education requirements. The LEA, however, may use its local complaint procedures to address complaints not covered by the UCP.

Only allegations within the subject matters falling within the UCP can be appealed to the California Department of Education (CDE).

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 licensed facilities operating a Child Development Program are referred to the Department of Social Services.
- Employment complaints are sent to the California Department of Fair Employment and Housing.

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 Investigation Report 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.
 1. The signature on a complaint may be handwritten, typed (including in an email) or electronically-generated.
 2. A complaint filed on behalf of an individual student may only be filed by that student or that student's duly authorized representative.
 3. All complaints must be filed within one year from the date of the alleged violation. For Local Control and Accountability Plan (LCAP) complaints, the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by the LEA.
- 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 30 calendar days of receiving the LEA's decision if they believe the LEA's decision is incorrect.

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- 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 30 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 or their designee. The request for reconsideration must specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the appeal Decision.
- When filing an appeal with the CDE, must specify and explain the basis for the appeal, including at least one of the following:
 1. The LEA failed to follow its complaint procedures, and/or;
 2. Relative to the allegations of the complaint, the LEA Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or;
 3. The material findings of fact in the LEA Investigation Report are not supported by substantial evidence, and/or;
 4. The legal conclusion in the LEA Investigation Report is inconsistent with the law, and/or;
 5. In a case in which the LEA found noncompliance, the corrective actions fail to provide a proper remedy.

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 4600–4694.
- 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 they are 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 Investigation Report to the CDE within 30 calendar days of receiving the report.
- If the LEA finds merit in a complaint, it must impose corrective actions for, including, but not limited to, complaints involving pupil fees, courses of study, instructional minutes for physical education and LCAP, and must include a remedy to all affected pupils, parents and guardians.
- LEAs shall provide the investigative file to the CDE within 10 days of notification of an appeal. An LEA's failure to provide a timely and complete response may result in the CDE ruling on the appeal without considering information from the LEA.

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What are the responsibilities of the CDE?

The UCP authorizes the CDE to process appeals of the LEA's Investigation Report 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:
 - The complainant alleges and the CDE verifies that, through no fault of the complainant, the LEA failed to act within 60 calendar days of receiving the complaint.
 - The complainant appeals an LEA decision if they believe the decision is factually and/or legally incorrect.
 - When requested by the complainant, the CDE determines when direct intervention is applicable.
- 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 30 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.
- If the CDE finds merit in an appeal, it must issue corrective actions for, including, but not limited to, complaints involving pupil fees, courses of study, instructional minutes for physical education and local control and accountability plans, and must include a remedy to all affected pupils, parents, and guardians.
- The CDE must issue an appeal Decision within 60 days, unless extended by written agreement with the Appellant, or the CDE documents exceptional circumstances and informs the Appellant, or the CDE receives notice that the matter has been resolved at the local level, or the CDE receives notice that the matter has been judicially decided.
- On reconsideration, the CDE will not consider new information unless it was unknown during the appeal and could not have become known with due diligence.
- The CDE must act on the reconsideration request within 60 days. During the reconsideration period, the CDE appeal Decision remains in effect and enforceable, unless stayed by a court.
- The CDE may at its discretion directly intervene without waiting for an LEA investigation in certain enumerated situations.
- The CDE must directly intervene if the complaint alleges that an agency that is not an LEA violated laws relating to a Child Care and Development program.

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- When the CDE declines direct intervention in an anonymous complaint, the CDE will not forward the complaint to the LEA without the complainant's permission.
- When the CDE directly intervenes, the CDE must issue a Department Investigation Report within 60 days, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant, or the matter has been resolved at the local level or judicially decided.
- On reconsideration, the CDE will not consider new information unless it was unknown during the investigation and could not have become known with due diligence.
- The CDE must act on the reconsideration request within 60 days. During the reconsideration period, the CDE Investigation Report remains in effect and enforceable, unless stayed by a court.
- Within 30 days of the date of the CDE's appeal Decision, either party may request reconsideration. Within 30 days of the date of the CDE's Investigation Report, either party may request reconsideration.

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. They 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 website and search for Williams Facilities Complaints and Appeals.

State Preschool Health and Safety Issues in LEAs Exempt from Licensing

A complaint regarding State Preschool Health and Safety issues incorporate emergency and/or urgent facilities conditions that pose a threat to the health and safety of students. They 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 state preschool classroom notifying parents and guardians of the matters subject to these complaints and where to obtain a form to file a complaint.

A state preschool health and safety 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. A complainant who is not satisfied with the resolution proffered by the preschool program administrator or the designee of the district superintendent has the right to file an appeal to the State Superintendent of Public Instruction.

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For further information please go to the CDE website and search for **State Preschool Health and Safety Issues in LEAs Exempt from Licensing** Complaints and Appeals.

Additional Information

For additional information, contact the appropriate office listed on the Contacts for Programs and Services Covered Under the UCP, or visit the Uniform Complaint Procedures Contacts web page at <https://www.cde.ca.gov/re/cp/uc/ucpcontacts.asp>.

Contact Information for Various Programs and Services Subject to the Uniform Complaint Procedures

[as of December 2022]

Accommodations for Pregnant and Parenting Pupils, Student Lactation Accommodations, and LGBTQ Resources, Education Equity UCP Office; 916-319-8239

Adult Education, Adult Education Office; 916-322-2175

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

Agricultural Career Technical Education, Career & College Transition Division; 916-445-2652

Career Technical and Technical Education; Career Technical; Technical Training; and Career Technical Education and Regional Occupational Centers and Programs, Career Technical Education Leadership Office; 916-322-5050

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

Course Periods without Educational Content, Categorical Programs Complaints Management Office; 916-319-0929

Discrimination, Harassment, Intimidation, Bullying, Education Equity UCP Office; 916-319-8239

Independent Study and Interstate Compact on Educational Opportunity for Military Children, Juvenile Court and Community School Students; and education of Pupils in Foster Care and Pupils who are Homeless, Educational Options Office; 916-323-2183 and Coordinated Student Support Division; 916-319-0914

Every Student Succeeds Act / including Compensatory Education, Migrant Education, Categorical Programs Complaints Management Office; 916-319-0929

Local Control Accountability Plans (LCAPs): Local Agency Systems Support Office; 916-319-0809

Physical Education: Instructional Minutes, Educator Excellence and Equity Division; 916-323-6440

Pupil Fees, Categorical Programs Complaints Management Office; 916-319-0929

School Plans for Student Achievement, Categorical Programs Complaints Management Office; 916-319-0929

Schoolsite Councils, Categorical Programs Complaints Management Office; 916-319-0929

State Preschool Health and Safety Issues in LEAs Exempt from Licensing, Early Learning and Care Division; 916-322-6233



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.
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.
3. 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. A complaint form may be obtained at the school office, district office or downloaded from the District's Web site at: <https://www.gatewayusd.org/>.



**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.

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

Course or Grade Level and Teacher Name: _____

Describe specific nature of the complaint in detail. You may include as much text as necessary (please use other side): _____

Please file this complaint with the principal of the school or his/her designee in which the complaint occurred and/or mail to the
Gateway Unified School District
Attn: Superintendent
4411 Mountain Lakes Blvd.
Redding, CA 9603
(530) 245-7908

A complaint about problems beyond the authority of the principal shall be forwarded within 10 working days to the appropriate school district office for resolution.

**EMPLOYERS MUST PROVIDE THIS INFORMATION TO NEW WORKERS
WHEN HIRED AND TO OTHER WORKERS WHO ASK FOR IT**

**RIGHTS OF VICTIMS OF DOMESTIC VIOLENCE,
SEXUAL ASSAULT, STALKING, CRIMES THAT
CAUSE PHYSICAL INJURY OR MENTAL
INJURY, AND CRIMES INVOLVING A THREAT
OF PHYSICAL INJURY; AND OF PERSONS
WHOSE IMMEDIATE FAMILY MEMBER IS
DECEASED AS A DIRECT RESULT OF A CRIME**

Your Right to Take Time Off:

- You have the right to take time off from work to obtain relief from a court, including obtaining a restraining order, to protect you and your children's health, safety or welfare.
- If your company has 25 or more workers, you can take time off from work to get medical attention for injuries caused by crime or abuse, receive services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse, receive psychological counseling or mental health services related to an experience of crime or abuse, or participate in safety planning and take other actions to increase safety from future crime or abuse.
- You may use accrued paid sick leave or vacation, personal leave, or compensatory time off that is otherwise available for your leave unless you are covered by a union agreement that says something different. Even if you don't have paid leave, you still have the right to time off.
- In general, you don't have to give your employer proof to use leave for these reasons.
- If you can, you should tell your employer before you take time off. Even if you cannot tell your employer beforehand, your employer cannot discipline you if you give proof explaining the reason for your absence within a reasonable time. Proof can be a police report, a court order, a document from a licensed medical professional, a victim advocate, a licensed health care provider, or counselor showing that you were undergoing treatment for domestic violence related trauma, or a written statement signed by you, or an individual acting on your behalf, certifying that the absence is for an authorized purpose.

Your Right to Reasonable Accommodation:

- You have the right to ask your employer for help or changes in your workplace to make sure you are safe at work. Your employer must work with you to see what changes can be made. Changes in the workplace may include putting in locks, changing your shift or phone number, transferring or reassigning you, or help with keeping a record of what happened to you. Your employer can ask you for a signed statement certifying that your request is for a proper purpose, and may also request proof showing your need for an accommodation. Your employer cannot tell your coworkers or anyone else about your request.

Your Right to Be Free from Retaliation and Discrimination:

Your employer cannot treat you differently or fire you because:

- You are a victim of domestic violence, sexual assault, stalking, a crime that caused physical injury or mental injury, or a crime involving threat of physical injury; or are someone whose immediate family member is deceased as a direct result of a crime.
- You asked for leave time to get help.
- You asked your employer for help or changes in the workplace to make sure you are safe at work.

You can file a complaint with the Labor Commissioner's Office against your employer if he/she retaliates or discriminates against you.

For more information, contact the California Labor Commissioner's Office. We can help you by phone at 213-897-6595, or you can find a local office on our website: www.dir.ca.gov/dlse/DistrictOffices.htm. If you do not speak English, we will provide an interpreter in your language at no cost to you. This Notice explains rights contained in California Labor Code sections 230 and 230.1. Employers may use this Notice or one substantially similar in content and clarity.

Labor Commissioner's Office Victims of Domestic Violence, Sexual Assault and Stalking Notice

3/2021