

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 8, 2019

To: All Site Administrators, Counselors, Registrars, and Site Technicians

Subject: REVISION OF DISTRICT UNIFORM COMPLAINT PROCEDURES
BP 1312.3 AND GRADES/EVALUATIONS OF STUDENT
ACHIEVEMENT PROCEDURE AR 5121

**Department and/or
Persons Concerned:** Title IX Office, Office of Secondary Schools, Site Administrators,
Counselors, Registrars, and Site Technicians

Due Date: None

Reference: District Uniform Complaint Procedures BP 1312.3
District Grades/Evaluations of Student Achievement Procedure
AR 5121

Action Requested: Review procedure revisions below to understand the process when a
student disputes a grade due to discrimination based on a disability.

Brief Explanation:

Pursuant to a complaint and investigation, the Office for Civil Rights required modifications to two policies to address alleged discrimination in grading based upon disability. The effects of the changes are to ensure that where a student disputes a grade due to discrimination based on a disability, that the district ensure a full investigation under the Uniform Complaint Procedure (UCP) is conducted and any corrective actions where a finding of discrimination occurred result in a remedy to the student's grade.

Uniform Complaint Procedure BP 1312.3 revision includes the following statement:

“When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

For example, a UCP regarding discrimination based on a disability that includes a request for grade change, the grade change request portion shall be forwarded to the Office of Secondary Schools (OSS) or equivalent department/division and the alleged discrimination based on disability complaint shall be investigated under the UCP. Any findings of discrimination based on disability will be forwarded to OSS or equivalent department/division for consideration in the grade change

review. If the UCP investigation determines that discrimination occurred, the UCP/OSS response will be tailored to stop the discrimination, remedy the effects on any such student who was discriminated against, including with respect to that student's grade (if the grade was impacted), and the District will take steps reasonably calculated to prevent such discrimination from recurring."

Grades/Evaluations of Student Achievement Procedure AR 5121 revision includes the following statement:

"If the requested grade change involves an allegation of discrimination based on disability, the discrimination portion of the request shall be forwarded to the Title IX Office for investigation according to the district's Uniform Complaint Procedure (UCP). Any findings of discrimination based on disability will be forwarded to the Office of Secondary Schools (OSS) or equivalent department/division for consideration in the grade change review. If the UCP investigation determines that discrimination occurred and impacted the student's grade, the OSS response will be tailored to remedy the effects of any such discrimination on any such students who was discriminated against, including with respect to that student's grade."

<https://www.sandiegounified.org/policies-procedures>



Sarah Ott
Executive Director

SO:lr

Attachments (2)