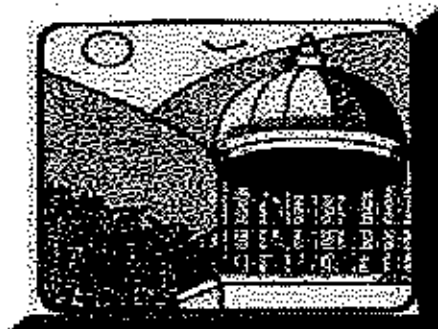




**El Tejon Unified School District  
BOARD OF TRUSTEES**

4337 Lebec Road, Lebec, CA 93243  
PH: 248-6247 FAX: 248-6714

Stephanie Pope, President  
Patrice Barnes, Clerk,  
Deborah Turner, Trustee, Cindy McNalt, Trustee

**BOARD OF TRUSTEES  
REGULAR BOARD MEETING**

**Wednesday, August 13, 2025**

**Frazier Park School Room 1**

**3149 San Carlos Trail, Frazier Park, CA 93225**

|                        |                  |                   |
|------------------------|------------------|-------------------|
| <b>CLOSED SESSION:</b> | <b>6:15 p.m.</b> | <b>FPS Room 1</b> |
| <b>OPEN SESSION:</b>   | <b>6:30 p.m.</b> | <b>FPS Room 1</b> |

**AGENDA**

Agendas are posted at the El Tejon Unified School district at least 72 hours prior to each meeting as well as at each school site. Any materials required by law to be made available to the public prior to the meeting of the Board of Trustees of the El Tejon Unified School District can be inspected at the following address between the hours of 7:30 a.m. to 3:30 p.m., Monday through Friday: El Tejon Unified School District, 4337 Lebec Road, Lebec, CA 93243.

**SPECIAL NEEDS ACCOMMODATIONS**

Assistive listening devices, agenda in Braille and/or alternate formats are available upon request. American Sign Language (ASL) interpreters, other auxiliary aids and services, or reasonable modifications to Board meeting policies and/or procedures, such as to assist members of the disability community who would like to request a disability-related accommodation in addressing the Board, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent feasible. Please contact the Superintendent's Office, El Tejon Unified School District at 661-248-6247 from 7:30 a.m. to 3:30 p.m., Monday through Friday (Government Code 54954.2).

**HEARING OF INDIVIDUALS ON AGENDA ITEMS**

Members of the public shall have an opportunity to address the Board of Trustees either before or during the Board's consideration of each item of business to be discussed at regular or special board meetings. Each member of the public wishing to speak must fill out a "Request to Address the Board Regarding Items on the Agenda" (blue card) prior to the start of the meeting. The presiding officer must first recognize each person who addresses the Board.

**Call to Order – Time:** \_\_\_\_\_

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**ADJOURNMENT TO CLOSED SESSION – Time** \_\_\_\_\_

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**1. Consideration and Approval of Inter-district Transfer #26-17.**

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**2. Consideration and Approval of Inter-district Transfer #26-18.**

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**3. Consideration and Approval of Inter-district Transfer #26-19.**

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**4. Consideration and Approval of Inter-district Transfer #26-20.**

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**5. Consideration and Approval of Inter-district Transfer #26-21.**

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**6. Consideration and Approval of Inter-district Transfer #26-22.**

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**7. Employment Recommendations Classified:**

A. Employ Cafeteria Worker II, Frazier Mountain High School.

B. Employ Cafeteria Worker II, Frazier Mountain High School.

C. Employ Speech Language Pathology Assistant, ETUSD.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**8. Employment Recommendations Certificated:**

A. Employ 4<sup>th</sup> Grade Elementary School Teacher, Frazier Park School.

B. Employ Moderate/Severe School Teacher, Frazier Park School.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**ADJOURNMENT FROM CLOSED SESSION** – Time \_\_\_\_\_

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**RECONVENING IN OPEN SESSION** – Time \_\_\_\_\_

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**FLAG SALUTE**

**PUBLIC PRESENTATIONS**

Members of the public shall have an opportunity to address the Board of Trustees either before or during the Board's consideration of each item of business to be discussed at regular or special board meetings. The time allotted shall be limited to 3 minutes. This time may be used to address any item on the agenda, or any matter of concern within the jurisdiction of the El Tejon Unified School District. Each person who addresses the Board must be first recognized by the presiding officer.

If a member of the public initiates specific complaints or charges against an employee(s), the Board president shall inform the complainant of the appropriate complaint procedure.

The Board and staff are not obligated to comment on, or respond to, addresses by the public.

### **REVISION/ADOPTION/ORDERING OF AGENDA**

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

### **REPORT FROM CLOSED SESSION**

Closed session report, if required.

### **PUBLIC COMMENT**

### **REPORTS AND PRESENTATIONS**

- A. California Community Schools Partnership Program – Corey Hansen
- B. El Tejon Teachers Association (ETTA) – (Ann Coyle, President)
- C. California School Employee Association #552 – (Daria Davis, President)
- D. Trustee's Reports

### **APPROVAL OF MINUTES**

Approval of Minutes from Regular Board Meeting of June 11, 2025.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

Approval of Minutes from Special Board Meeting of June 16, 2025.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

Approval of Minutes from Special Board Meeting of July 17, 2025.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

Approval of Minutes from Special Board Meeting of August 5, 2025.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

### **SUPERINTENDENT'S REPORT**

- 1. District Enrollment – in packet
- 2. Field Trips 00 Approved
- 3. Staff of the Month – FPS –, ETS -, FMHS –ETUSD - .
- 4. Other Items

### **ITEMS FOR DISCUSSION AND ACTION**

#### **Business Items**

- A. Consideration and Approval of California Community Schools Partnership Program (CCSPP) Annual Progress Report for 2024-2025 school year.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**Board Items**

- B. June Board Policy Updates:** BP 0410 Nondiscrimination in District Programs and Activities, BP/AR 0420.4 Charter School Authorization, BP/E(1) 0420.41 Charter School Oversight, BP/AR 0440 District Technology Plan, BP 0441 Artificial Intelligence, BP/AR 0450 Comprehensive Safety Plan, BP/AR/E(1) 1113 District and School Websites, BP/AR/E(1)/E(2) 1312.3 Uniform Complaint Procedures, AR/E(1) 3512 Equipment, AR 3542 School Bus Drivers, BP/AR 4030 Nondiscrimination in Employment, BP 4033 Lactation Accommodation, BP/E(1) 4112.9 Employee Notifications, BP/E(1) 4212.9 Employee Notifications, BP/E(1) 4312.9 Employee Notifications, BP/AR 4119.11 Sexual Harassment, BP/AR 4219.11 Sexual Harassment, BP/AR 4319.11 Sexual Harassment, AR/E(1) 4119.12 Title IX Sexual Harassment Complaint Procedures. AR/E(1) 4219.12 Title IX Sexual Harassment Complaint Procedures. AR/E(1) 4319.12 Title IX Sexual Harassment Complaint Procedures, BP/AR/E(1) 5125.1 Release of Director Information, AR 5131.41 Use of Seclusion and Restraint, BP/AR 5145.3 Nondiscrimination/Harassment, BP/E(1) 5145.6 Parent/Guardian Notifications, BP/AR 5145.7 Sexual Harassment, AR/E(1) 5145.71 Title IX Sexual Harassment Complaint Procedures, BP 5146 Married/Pregnant/Parenting Students, BP 6142.91 Reading/Language Arts Instruction, BP/AR 6145.2 Athletic Competition, AR 6159.4 Behavioral Interventions for Special Education Students, BB 9011 Disclosure of Confidential /Privileged Information.

**CONSENT AGENDA**

Items required by law and/or items in Accordance.  
With the District Administrative Code and/or Education Code  
Items C-S

- C. Renewal of Agreement between El Tejon Unified School District, ETUSD and Wayne W. Hoefft, O.D. for Vision Screening Services.**
- D. Renewal of Memorandum of Understanding, MOU between El Tejon Unified School District, ETUSD and Jose Bucio, Master Welder for Welding Education at El Tejon School for the 2025-2026 school year.**
- E. Renewal of Memorandum of Understanding, MOU between El Tejon Unified School District, ETUSD and Jose Bucio, Master Welder for Welding Education at Frazier Mountain High School for the 2025-2026 school year.**
- F. Renewal of Memorandum of Understanding, MOU between El Tejon Unified School District, ETUSD and Samantha Hansen Smith to provide Services for Child Development Education to students at El Tejon School for the 2025-2026 school year.**
- G. Renewal of Memorandum of Understanding, MOU between El Tejon Unified School District, ETUSD and Chef Jeffrey Johnston to provide Culinary Education to Students at El Tejon School for the 2025-2026 school year.**
- H. Renewal of Memorandum of Understanding, MOU between El Tejon Unified School District, ETUSD and Chef Jeffrey Johnston to provide Culinary Education to Students at Frazier Mountain High School for the 2025-2026 school year.**



- I. Renewal of Memorandum of Understanding, MOU between El Tejon Unified School District, ETUSD and Tim Kleiman, Live From Earth Music to provide Music Education to students and families at El Tejon School for the 2025-2026 school year.
- J. Renewal of Memorandum of Understanding, MOU between El Tejon Unified School District, ETUSD and Rachelle Roldan to provide Tutoring Services for AVID students at El Tejon School for the 2025-2026 school year.
- K. Renewal of Memorandum of Understanding, MOU between El Tejon Unified School District, ETUSD and Melissa Termini to provide Performing Arts Instruction to students at Frazier Mountain High School for the 2025-2026 school year.
- L. Renewal of Memorandum of Understanding, MOU between El Tejon Unified School District, ETUSD and Melissa Termini to provide Performing Arts Instruction to students at El Tejon School for the 2025-2026 school year.
- M. Receive Williams Settlement - Fourth Quarterly Report: April-July 2025 for El Tejon School.
- N. Receive Williams Settlement - Fourth Quarterly Report: April-July 2025 for Frazier Park School.
- O. Receive Quarterly Report on Williams Uniform Complaints for April 1 – July 31, 2025.
- P. Approval of Renewal of Agreement between ETUSD and Infinity Communications & Compliance for dates July 1, 2025 – June 30, 2028.
- Q. Approval of Renewal of Agreement between ETUSD & Boys & Girls Club of Kern County for special services the 2025-2026 school year.
- R. Approval of Renewal of agreement between ETUSD and Actuarial Retirement Consulting for the Government Accounting Standards Board Statement 75 (GASB 75).
- S. Approval of B warrant batches for 2024-25 #0077 for \$79,429.73, #0078 for \$37,696.84, #0079 for \$50,951.78, #0080 for \$2109.82, #0082 for \$56,949.42, #0001 for \$36,431.35, #0002 for \$2384.90, and for 2025-26 #0001 for \$16,431.35, #0002 for \$2,384.90, #0003 for \$810.30, #0004 for \$92,591.30, #0005 for \$200,798.28, #0006 for \$34,253.89, #0007 for \$64,329.95, #0008 for \$11,361.47, #0009 for \$132.00, #0010 for \$48,612.15, #0011 for \$65,202.29, #0012 for \$29,646.30, #0013 for \$46,619.71.

Approval of Consent Agenda.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

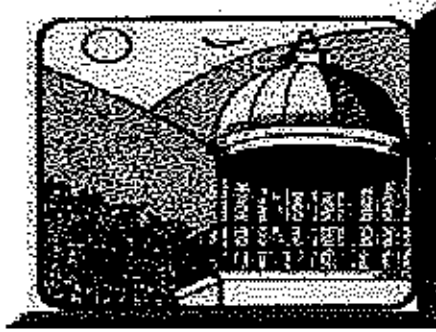
**ADJOURNMENT** – Time: \_\_\_\_\_

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_









**El Tejon Unified School District  
BOARD OF TRUSTEES**

4337 Lebec Road, Lebec, CA 93243  
PH: 248-6247 FAX: 248-6714

Stephanie Pope, President  
Patrice Barnes, Clerk, Deborah Turner Trustee  
Cindy McNatt, Trustee, Holli Willibey, Trustee

**BOARD OF TRUSTEES  
REGULAR BOARD MEETING**

**Wednesday, June 11, 2025  
Frazier Park School Room 1  
3149 San Carlos Trail, Frazier Park, CA 93225**

|                        |                  |                   |
|------------------------|------------------|-------------------|
| <b>CLOSED SESSION:</b> | <b>6:15 p.m.</b> | <b>FPS Room 1</b> |
| <b>OPEN SESSION:</b>   | <b>6:30 p.m.</b> | <b>FPS Room 1</b> |

**OFFICIAL MINUTES**

The June 11, 2025 Regular Board Meeting of the Board of Trustees of the El Tejon Unified School District was called to order at 6:15 p.m. by Trustee Pope. Trustee Barnes moved, seconded by Trustee McNatt in Room 1 at 3149 San Carlos Trail, Frazier Park, CA 93225.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**ADJOURNMENT TO CLOSED SESSION**

Trustee Turner moved, Trustee McNatt seconded adjournment to closed session at 6:15 p.m.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**ADJOURNMENT FROM CLOSED SESSION**

Trustee Barnes moved, Trustee McNatt seconded adjournment from closed session at 6:29 p.m.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**RECONVENING IN OPEN SESSION**

Trustee Barnes moved, Trustee McNatt seconded reconvening in open session at 6:30 p.m.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**REVISION/ADOPTION/ORDERING OF AGENDA**

Trustee McNatt moved, Trustee Turner seconded adoption of agenda as presented.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

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## **REPORT FROM CLOSED SESSION – All approved**

**1. 1 Consideration and Approval of Inter-district Transfer #26-14.**

Trustee Barnes moved, Trustee Turner seconded Consideration and Approval of Inter-district Transfer #26-14.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**2. Consideration and Approval of Inter-district Transfer #26-15.**

Trustee McNatt moved, Trustee Barnes seconded Consideration and Approval of Inter-district Transfer #26-15.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**3. Consideration and Approval of Inter-district Transfer #26-16.**

Trustee Barnes moved, Trustee Turner seconded Consideration and Approval of Inter-district Transfer #26-16.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**4. Employment Recommendations Classified:**

**A. Employ Part-Time School Secretary (2025-26 SY), El Tejon School.**

**B. Accept Resignation of Cafeteria Worker II/Driver, Frazier Mountain High School**

**C. Employ Custodian, Frazier Park School.**

**D. Accept Resignation of Campus Security, Frazier Mountain High School.**

Trustee Turner moved, Trustee Barnes seconded Consideration and Approval of Employment Recommendations Classified.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**5. Employment Recommendations Certificated:**

**A. Employ English Teacher, El Tejon School.**

**B. Employ Art Teacher (Grant-Funded), El Tejon School, Frazier Park School.**

**C. Accept Resignation of Elementary Teacher, Frazier Park School.**

Trustee Turner moved, Trustee McNatt seconded Consideration and Approval of Employment Recommendations Certificated.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

## **PUBLIC COMMENT**

Blue Cards were presented as follows:

Corey Hansen – Spoke of the State Community Schools Grant

Suellen Brown – Support for El Tejon District.

Mary Hon – Spoke about her new ETTA position.

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## **REPORTS AND PRESENTATIONS**

- A. 2025-2026 Local Control and Accountability Plan, LCAP – Sara Haflich
- B. LCAP Local Indicators
- C. 2025-2026 Budget – Misty Johnston
- D. El Tejon Teachers Association (ETTA) – (Suellen Brown, President) Ann Coyle who is now the new ETTA/CTA President spoke about her excitement in her new role.
- E. California School Employee Association #552 – (Darla Davis, President) Johnny McNatt spoke on behalf of Darla Davis regarding ETUSD's receipt of the CSEA Chapter 552 Sunshine Proposal.
- F. Trustee's Reports
  - Stephanie Pope, Board President read BP 1313 Civility in its entirety and added the statement, "If a Boardmember/Trustee is not able to demonstrate civility, we will pivot the Trustee's Report altogether". She then talked about Community Initiative Sunbucks. \$120 for summer food. She also talked about Mr. McNelis of Math and Reading scores. Kudos!
  - Debbie Turner spoke about the Senior Awards night and scholarships given to students.
  - Patrice Barnes spoke about the graduation ceremonies she attended at El Tejon School & Frazier Mountain High School and the slideshows with each graduate's Post-High School plans.
  - Cindy also spoke about the graduation ceremonies that she attended.

## **APPROVAL OF MINUTES**

Trustee Barnes moved, Trustee Turner seconded Approval of Board Meeting Minutes, May 14, 2025.  
**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

## **SUPERINTENDENT'S REPORT**

- 1. District Enrollment – in packet
- 2. Field Trips 22 Approved
- 3. Staff of the Month FPS – Oliver Piza Arciniega, ETS – Roxanne Castanon, FMHS Lorena Esparza, ETUSD - Charles Stewart
- 4. Other Items

## **OPEN PUBLIC HEARING – Time: 7:22 pm**

Trustee McNatt moved, Trustee Barnes seconded Open Public Hearing  
**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

Notice of Public Hearing to Review Local Control Accountability Plan (LCAP) and Parental Summary for 2025-2026 School Year. Public Comments.

## **CLOSE PUBLIC HEARING – Time: 7:22 pm**

Trustee Turner moved, Trustee McNatt seconded Close Public Hearing.  
**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

## **OPEN PUBLIC HEARING – Time: 7:23 pm**

Trustee McNatt moved, Trustee Barnes seconded Open Public Hearing  
**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

Notice of Public Hearing to Review Annual Budget for 2025-2026 School Year. Public Comments.

**CLOSE PUBLIC HEARING – Time: 7:23 pm**

Trustee Turner moved, Trustee Barnes seconded Close Public Hearing.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**ITEMS FOR DISCUSSION AND ACTION**

**Board Items**

- A. Approval of Overnight Field Trip, El Tejon School Student Voice Ambassadors to present ETUSD's Community Model and to receive State Awards.**

Trustee Barnes moved, Trustee Turner seconded to approval of Overnight Field Trip, El Tejon School Student Voice Ambassadors to present ETUSD's Community Model and to receive State Awards.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

- B. Consideration and Approval of MOU, Memorandum of Understanding between ETUSD and MCFRC, Mountain Communities Family Resource Center, provided advocate services to Students and Families at El Tejon Unified School District.**

Trustee Turner moved, Trustee McNatt seconded to approve MOU, Memorandum of Understanding between ETUSD and MCFRC, Mountain Communities Family Resource Center, provided advocate services to Students and Families at El Tejon Unified School District.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

- C. Receive CSEA, California School Employees Association Reopener Initial Proposal 2025-2028 Fiscal Year to ETUSD, El Tejon Unified School District.**

Trustee Barnes moved, Trustee McNatt seconded Receipt of CSEA, California School Employees Association Reopener Initial Proposal 2025-2028 Fiscal Year to ETUSD, El Tejon Unified School District.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**Business Items**

- D. Consideration and Approval of Agreement between El Tejon Unified School District (ETUSD) and Mangini Associates Inc. for Architectural Services for TK Building at Frazier Park Elementary School.**

Trustee Turner moved, Trustee McNatt seconded to approve Agreement between El Tejon Unified School District (ETUSD) and Mangini Associates Inc. for Architectural Services for TK Building at Frazier Park Elementary School.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

- E. Certify Annual Budget 2025-2026.**

Trustee McNatt moved, Trustee Turner seconded to Certify Annual Budget 2025-2026.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

- F. Consideration and Approval of Resolution #25-17 regarding the Commitment of the General Fund and Special Reserve for other than Capital Outlay Fund Balance for the year ending June 30, 2026.**

Trustee Barnes moved, Trustee Turner seconded to approve Resolution #25-17 regarding the Commitment of the General Fund and Special Reserve for other than Capital Outlay Fund Balance for the year ending June 30, 2026.



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**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

- G. Approval of Agreement between ETUSD and Solution Tree for Professional Development “PLC at Work” on October 6, 7 & 8, 2026 (Corrected Year to 2025).**  
Trustee Barnes moved, Trustee Turner seconded to approve Agreement between ETUSD and Solution Tree for Professional Development “PLC at Work” on October 6, 7 & 8, 2026 (Corrected Year to 2025).  
**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**
- H. Approval of California Community Schools Partnership Program Implementation Plan for El Tejon School.**  
Trustee Turner moved, Trustee Barnes seconded to approve California Community Schools Partnership Program Implementation Plan for El Tejon School.  
**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**
- I. Approval of California Community Schools Partnership Program Implementation Plan for Frazier Mountain High School.**  
Trustee Barnes moved, Trustee McNatt seconded to approve California Community Schools Partnership Program Implementation Plan for Frazier Mountain High School.  
**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**
- J. Adoption of Expanded Learning Opportunities Program Plan.**  
Trustee McNatt moved, Trustee Turner seconded to approve Adoption of Expanded Learning Opportunities Program Plan.  
**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**Instruction Items**

- K. Consideration and Approval of Proposal of UCSF Dyslexia Center for Annual Dyslexia Testing (Corrected to “Screener”) for Grades K-2 at Frazier Park School.**  
Trustee Barnes moved, Trustee Turner seconded to approve Proposal of UCSF Dyslexia Center for Annual Dyslexia Testing (Corrected to “Screener”) for Grades K-2 at Frazier Park School.  
**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

|                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><b>CONSENT AGENDA</b><br/>Items required by law and/or items in Accordance.<br/>With the District Administrative Code and/or Education Code<br/>Items L-P</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- L. Approval of Renewal of Agreement between ETUSD and Aeries Student Information System for the 2025-2026 School Year.**
- M. Approval of Renewal of Agreement #26-235155 between ETUSD and Kern County Superintendent of Schools for QSS initial and ongoing training in the use of QSS/OASIS system.**
- N. Consideration and Approval of Renewal of MOU, Memorandum of Understanding between ETUSD and Greenfield Union School District for Bear Mountain Youth Sports League (BMYSL) Athletic Opportunities, Competition and Character Development.**

- O. Approval of Renewal of agreement between ETUSD and Clinica Sierra Vista to provide medical services to its students including without limitation, conducting physical exams, providing vaccination and immunization services and other health screening activities to assess healthcare needs on individual students.**
- P. Approval of B warrant batches #0071 for \$176,850.65, #0072 for \$82,637.04, #0073 for \$4,289.00, #0074 for \$48,673.04, #0075 for \$68,121.91, #0076 for \$33,685.77.**

**Approval of Consent Agenda.**

Trustee Turner moved, Trustee Barnes seconded approval of Consent Agenda.

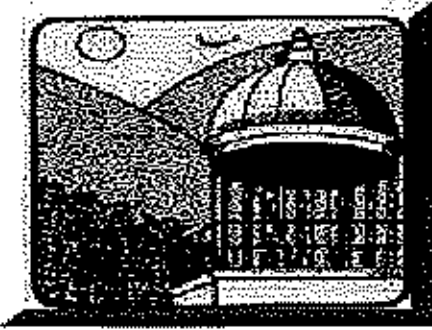
**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**ADJOURNMENT**

Trustee Barnes moved to adjourn the regular meeting of June 11, 2025 at 7:29 p.m. The motion was seconded by Trustee McNatt.

The minutes are an unofficial draft until reviewed, modified and approved by the ETUSD Governing Board on August 13, 2025.

Clerk of the Board \_\_\_\_\_



**El Tejon Unified School District  
BOARD OF TRUSTEES**

4337 Lebec Road, Lebec, CA 93243

PH: 248-6247 FAX: 248-6714

Stephanie Pope, President  
Patrice Barnes, Clerk, Deborah Turner, Trustee  
Cindy McNatt, Trustee

**BOARD OF TRUSTEES  
SPECIAL BOARD MEETING**

**Tuesday August 5, 2025**

**Frazier Park School Room 1**

**3149 San Carlos Trail, Frazier Park, CA 93225**

**OPEN SESSION: 8:30 a.m. FPS Room 1**

**OFFICIAL MINUTES**

The August 5, 2025 Special Board Meeting of the Board of Trustees of the El Tejon Unified School District was called to order at 8:30 a.m. by Trustee Barnes (clerk). Trustee McNatt moved, seconded by Trustee Turner in Room 1 at 3149 San Carlos Trail, Frazier Park, CA 93225.

**VOTE: 3 AYES, 0 NAYES, 1 ABSENT (Pope)**

**PUBLIC COMMENT**

No Blue Cards were presented.

**REVISION/ADOPTION/ORDERING OF AGENDA**

Trustee McNatt motioned, Trustee Turner seconded approval of Revision/Ordering/Adoption of Agenda.

**The Resolution #26-01 will be voted on with edits made to the due date and the specific Board Bylaw reference.**

**VOTE: 3 AYES, 0 NAYES, 1 ABSENT (Pope)**

**ITEMS FOR DISCUSSION AND ACTION**

**Business Items**

**A. Consideration and possible approval of Resolution #26-01 for the process the District will follow to fill the vacant Trustee seat for Area Five (5).**

Trustee Turner moved, Trustee McNatt seconded to approve Resolution #26-01 for the process the District will follow to fill the vacant Trustee seat for Area Five (5).

**VOTE: 3 AYES, 0 NAYES, 1 ABSENT (Pope)**

**Resolution #26-01 was approved with corrections to the Trustee Vacancy application due date from August 21, 2025 to August 20, 2025 and Board Bylaw from BB 9233 to BB 9223.**

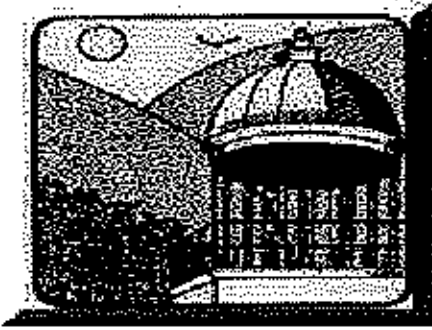
**ADJOURNMENT – Time 8:36 a.m.**

Trustee McNatt moved, Trustee Turner seconded approval of Adjournment at 8:36 a.m.

**VOTE: 3 AYES, 0 NAYES, 1 ABSENT (Pope)**

The minutes are an unofficial draft until reviewed, modified and approved by the ETUSD Governing Board on August 13, 2025.

Clerk of the Board \_\_\_\_\_



**El Tejon Unified School District  
BOARD OF TRUSTEES**

4337 Lebec Road, Lebec, CA 93243

PH: 248-6247 FAX: 248-6714

Stephanie Pope, President  
Patrice Barnes, Clerk, Deborah Turner Trustee  
Cindy McNatt, Trustee, Holli Willibey, Trustee

**BOARD OF TRUSTEES  
SPECIAL BOARD MEETING**

**Monday, June 16, 2025**

**Frazier Park School Room 1**

**3149 San Carlos Trail, Frazier Park, CA 93225**

**OPEN SESSION:**

**8:30 a.m.**

**FPS Room 1**

**OFFICIAL MINUTES**

The June 16, 2025 Special Board Meeting of the Board of Trustees of the El Tejon Unified School District was called to order at 8:36 a.m. by Trustee Pope. Trustee Barnes moved, seconded by Trustee McNatt in Room 1 at 3149 San Carlos Trail, Frazier Park, CA 93225.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**PUBLIC COMMENT**

No Blue Cards were presented.

**PRESENTATIONS**

LCAP Local Indicators

**REVISION/ADOPTION/ORDERING OF AGENDA**

Trustee Turner moved, Trustee Barnes seconded adoption of agenda as presented.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**ITEMS FOR DISCUSSION AND ACTION**

**Business Items**

**A. Approval and Adoption of 2025-2026 Local Control and Accountability Plan, LCAP, for ETUSD.**

Trustee Barnes moved, Trustee Turner seconded to approve and adopt 2025-2026 Local Control and Accountability Plan, LCAP, for ETUSD.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**B. Approval and Adoption of 2025-2026 Budget for ETUSD.**

Trustee Barnes moved, Trustee McNatt seconded to approve and adopt 2025-2026 Budget for ETUSD.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

|                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><b>CONSENT AGENDA</b><br/>Items required by law and/or items in Accordance.<br/>With the District Administrative Code and/or Education Code<br/>Items C-D</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- C. Approval of Renewal of Agreement between ETUSD and Michelle Dizon for District nursing services.
- D. Approval of Renewal of Agreement between ETUSD and KCSOS for Professional Development Services for Mathematics.

**Approval of Consent Agenda.**

Trustee Turner moved, Trustee McNatt seconded the approval Consent Agenda.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

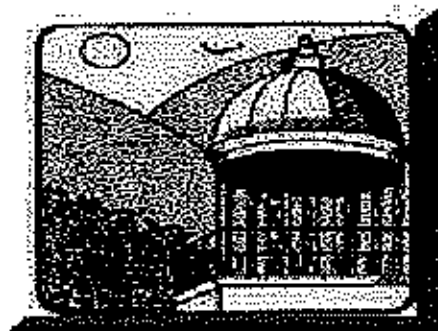
**ADJOURNMENT – Time: 8:39 a.m.**

Trustee Barnes moved, Trustee McNatt seconded approval of Adjournment at 8:39 a.m.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

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Clerk of the Board \_\_\_\_\_



**El Tejon Unified School District  
BOARD OF TRUSTEES**

4337 Lebec Road, Lebec, CA 93243

PH: 248-6247 FAX: 248-6714

Stephanie Pope, President  
Patrice Barnes, Clerk, Deborah Turner Trustee  
Cindy McNatl, Trustee, Holli Willibey, Trustee

**BOARD OF TRUSTEES**  
**SPECIAL BOARD MEETING**

**Thursday July 17, 2025**

**Frazier Park School Room 1**

**3149 San Carlos Trail, Frazier Park, CA 93225**

**OPEN SESSION: 3:45 p.m. FPS Room 1**

**OFFICIAL MINUTES**

The July 17, 2025 Special Board Meeting of the Board of Trustees of the El Tejon Unified School District was called to order at 3:45 p.m. by Trustee Pope. Trustee Turner moved, seconded by Trustee Barnes in Room 1 at 3149 San Carlos Trail, Frazier Park, CA 93225.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**PUBLIC COMMENT**

No Blue Cards were presented.

**REPORTS AND PRESENTATIONS**

A. California Community Schools Partnership Program Annual Progress Report (ETS) – Corey Hansen

B. California Community Schools Partnership Program Annual Progress Report (FMHS) – Corey Hansen

Ms. Hansen reported to the Board, the Annual Progress Report of the California Community Schools Partnership (CCSPP) for both El Tejon School and Frazier Mountain High School and included changes such as: Funding Changes which will not affect our schools (ETUSD), cuts being made will be to the expansion of CCSPP.

She also talked about El Tejon School hosting on-site campus tours at El Tejon School, as the example for the implementation of CCSPP for the state; to visiting schools from the Kern, Kings and Madera counties in October 2025 with schools in the outlying area of Madera County being priority. El Tejon School will give later tours to schools in Anaheim and San Bernardino schools among others.

She also presented that there will be a Tour Organizer for the Community Engagement Initiative (CEI) grant. In order to complete the requirement for the grant will include the representative of the CEI grant, school and community representatives including; 2 parents, 2 students, 2 administrators and 2 district officers to attend quarterly meetings.

## **REVISION/ADOPTION/ORDERING OF AGENDA**

Trustee Barnes motioned, Trustee McNatt seconded approval of Revision/Ordering/Adoption of Agenda.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

## **ITEMS FOR DISCUSSION AND ACTION**

### **Business Items**

**A. Approval of 2024-2025 California Community Schools Partnership Program Annual Progress Report, Frazier Mountain High School.**

Trustee Barnes moved, Trustee Turner seconded to approve 2024-2025 California Community Schools Partnership Program Annual Progress Report, Frazier Mountain High School.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**B. Approval of 2024-2025 California Community Schools Partnership Program Annual Progress Report, El Tejon School.**

Trustee McNatt moved, Trustee Barnes seconded to approve 2024-2025 California Community Schools Partnership Program Annual Progress Report, El Tejon School.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**C. Approval of Agricultural Incentive Grant (AIG), Frazier Mountain High School.**

Trustee Barnes moved, Trustee Turner seconded to approve Agricultural Incentive Grant (AIG), Frazier Mountain High School.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**D. Approval of Agricultural Incentive Grant (AIG), El Tejon School.**

Trustee McNatt moved, Trustee Barnes seconded to approve Agricultural Incentive Grant (AIG), El Tejon School.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**E. Consideration and approval of MOU, Transitional Kindergarten Instructional Aide.**

Trustee McNatt moved, Trustee Barnes seconded to approve MOU, Transitional Kindergarten Instructional Aide.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

### **Board Items**

**F. Approval of overnight field trip to Pacific Battleship Center, FFA Leadership, Frazier Mountain High School.**

Trustee Turner motioned, Trustee McNatt seconded to approve overnight field trip to Pacific Battleship Center, FFA Leadership, Frazier Mountain High School.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

**G. Approval of overnight field trip to University of California, Santa Barbara, 8<sup>th</sup> Grade Leadership, El Tejon School.**

Trustee Barnes motioned, Trustee McNatt seconded to approve overnight field trip to University of California, Santa Barbara, 8<sup>th</sup> Grade Leadership, El Tejon School.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**



**ADJOURNMENT – Time 3:54 p.m.**

Trustee Turner moved, Trustee Barnes seconded approval of Adjournment at 3:54 p.m.

**VOTE: 4 AYES, 0 NAYES, 1 ABSENT (Willibey)**

The minutes are an unofficial draft until reviewed, modified and approved by the ETUSD Governing Board on August 13, 2025.

Clerk of the Board \_\_\_\_\_





**STATE TRANSFORMATIONAL  
ASSISTANCE CENTER FOR  
COMMUNITY SCHOOLS**

Thank you for completing the 2024-2025 CCSPP Annual Progress Report.

You can view and download a PDF copy of your responses below.

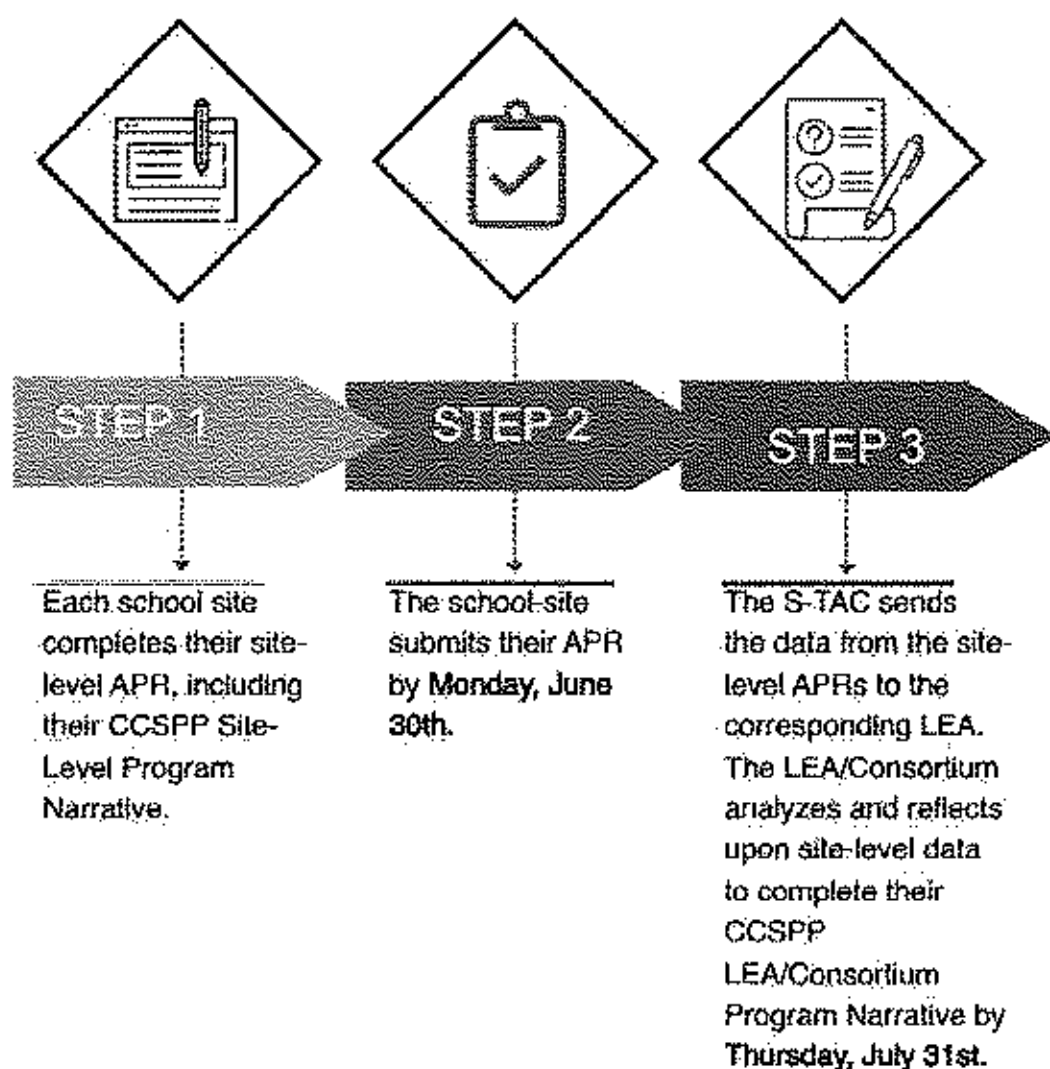
Welcome to the California Community Schools Partnership Program (CCSPP) Annual Progress Report (APR). The APR serves as a tool to assess implementation efforts, and to encourage reflection as part of an ongoing continuous improvement process. The information submitted will be reported to the California Department of Education (CDE) and incorporated into reporting about the CCSPP grant for the California State Legislature.

The Local Education Agency (LEA) / Consortium-level report should be developed by each LEA/Consortium's CCSPP shared decision-making team or council to ensure participation from students, staff, families and community partners. Only one report is required per each LEA/Consortium. The APR encourages local teams/councils to identify and reflect on areas for growth, learning and evidence of progress. An APR Visualization tool and a summative report are developed and posted each year with APR findings for LEAs and RTACs. Please reference the CA School Dashboard as you consider your progress and outcomes. The APR is intended to align with required annual update presentations on community school planning, including data and outcomes from the prior year at all school sites. The APR is aligned with the California Community Schools Framework and also aligns with resources provided by the State Transformational Assistance Center (S-TAC) including the Community Schools Implementation Plan Template, the Community Schools Needs and Assets Assessment (NAA) Guide, and the Capacity-Building Strategies: A Developmental Rubric, that are available for optional use by grantees.

For support on how to respond to the APR or any part of its process, please visit our AI-powered chatbot "[APRil](#)" (or click [here](#)). For additional support, please contact your Regional Technical Assistance Center (RTAC). If you do not know the region you are assigned to, please visit the [Tracker spreadsheet](#) on the "LEA" tab (or click [here](#)).

The report can be completed over multiple sessions if needed, however, please use the same device and browser to pick up where you left off.

To complete the LEA/Consortium-level CCSPP Annual Progress reports, proceed through the following steps:



# Section 1. CCSPP Grantee Details

This section is to be filled out by the LEA.

For support on how to respond to the APR or any part of its process, please visit our AI-powered chatbot "[APRil](#)" (or click [here](#)). For additional support, please contact your Regional Technical Assistance Center (RTAC). If you do not know the region you are assigned to, please visit the [Tracker spreadsheet](#) on the "LEA" tab (or click [here](#)).

Please indicate your LEA or, LEA lead name from the list below. Start by selecting your region to populate the options. If you are not clear about your region, please visit the [Tracker spreadsheet](#) in the "LEA" tab there is a master list (click [here](#)).

Region

Central Valley ▼

LEA/LEA lead  
name

El Tejon Unified - 15 75168 0000000 ▼

If your LEA Name and CDS code is **not** on the dropdown list, please enter them here. If you do **not** know your CDS Code please find it [here](#). If you are a School District or a County Office of Education, your School Code is seven zeros (0000000).

CA

Select your CCSPP Cohort(s) (select all that apply).

- ☐ Cohort 1
- ☐ Cohort 2
- ☒ **Cohort 3**

How many schools will you be submitting the report for?

2 ✓



Enter your school names and CDS codes below. Please include the school name and CDS code separated by a comma. If your LEA is reporting for a large number of schools, you can access the "LEA" tab on the [Tracker spreadsheet](#) and filter down your LEA to quickly access a list of schools and their CDS code.

Example:

School Name 1 - CDS code 1234567|234567,

School Name 2 - CDS code 1234567|234568,

School Name 3 - CDS code 1234567|234569,

|                                                                                             |
|---------------------------------------------------------------------------------------------|
| El Tejon Elementary School - 1575 686009468 Frazier Mountain High School -<br>1575 68 53040 |
|---------------------------------------------------------------------------------------------|

The annual report must be submitted by the CCSPP lead or an individual with LEA authority. Indicate who is submitting this report.

Name

Corey Hansen

Title

Principal, Community School Administrator

Email

chansen@el-tejon.k12.ca.us

Phone Number

6617066164

Date submitted

07/22/2025

## **Section 2. CCSPP Capacity-Building Strategies**

The LEA/Consortium with more than one school implementing the CCSPP must respond to the following section. Please reflect on your LEA/Consortium team's progress in strengthening and building the capacity of all interest-holders in implementing the community schools approach.

To answer this section about the five Capacity-Building Strategies we suggest that you:

- 1) Read the description of each phase of growth and development below.
- 2) Identify the artifacts or evidence you used to assess your current phase of growth and development, drawing from the lists provided in the questions below. Use the "other" option to describe evidence or artifacts not listed.
- 3) Refer to your optional LEA-level self-assessment to answer this section, though not required. You can also refer to the Capacity-Building Strategies document.

### **Shared Commitment, Understanding, and Priorities**

Please indicate your current phase of growth and development for "Shared Commitment, Understanding and Priorities". (Select one.)

### **Visioning**

To raise awareness and foster shared understanding of the strategy, LEAs

- ☐ collaborate with schools and engage LEA leaders. LEAs leverage existing system-wide structures to facilitate peer-to-peer learning, while data is shared with schools to inform baseline understanding and needs and assets assessment.

### **Engaging**

To foster shared understanding and commitment, LEAs utilize LEA-

- ☒ wide data to monitor progress, develop a strategic plan, and to provide tailored support to schools for conducting a comprehensive needs and assets assessment in collaboration with interest-holders.

### **Transforming**

So that all interest-holders share a commitment to and responsibility for

- ☐ community school success, LEAs refine listening habits to facilitate learning and improvement, share best practices among school-level working groups, and ensure transparency by regularly updating the public on the progress of the initiative.

Please identify the artifacts or evidence you may have referenced to gauge your current phase of growth and development for "Shared Commitment, Understanding and Priorities". (Select all that apply.)

- ☒ Outreach materials
- ☒ Surveys
- ☒ Interview/focus groups data from school staff
- ☒ Interview/focus group data from students and/or families
- ☒ Protocols used to create vision/graphic representation of vision
- ☒ Needs and Assets Assessment tools/participation rates
- ☒ Councils or Committee meeting minutes (School Site Council, English Learner Advisory Committee, Steering, etc.)
- ☒ LEA-Level Capacity-Building Strategies Self-Assessment Tool

☐ Other (Write-In):

## **Collaborative Leadership**

Please indicate your current phase of growth and development for "Collaborative Leadership". (Select one.)

**Visioning**

- ☐ LEAs establish the foundation for shared decision-making processes through a steering committee/advisory council, engaging in shared visioning and learning. They model collaborative leadership and provide learning opportunities that emphasize asset-based mindsets.

**Engaging**

- ☐ LEAs provide essential guidance to school-level implementers and provide opportunities for them to contribute to the LEA strategy as co-creators.

**Transforming**

- ☒ **To support site goals that lead to transformational outcomes for students, families, and educators, LEAs establish areas of flexibility. LEAs evolve alongside the steering committee/advisory council in ways that are continuously shaped by interest-holders.**

Please identify the artifacts or evidence you may have referenced to gauge your current phase of growth and development for "Collaborative Leadership". (Select all that apply.)

- ☒ **Committee by-laws**
- ☐ Team mapping
- ☒ **Formal agreements**
- ☒ **Guiding documents, vision statements, decision-making protocols**
- ☒ **Team workplans and agendas**
- ☒ **Planning documents**
- ☒ **Survey data**
- ☒ **Councils or Committee meeting minutes (School Site Council, English Learner Advisory Committee, Steering, etc.)**
- ☒ **School staff direct input (Interview/focus groups)**
- ☒ **Students and/or families direct input (Interview/focus groups)**
- ☒ **Capacity-Building Strategies Self-Assessment tool**
- ☐ Other (Write-In):

## **Centering Community-Based Learning**

Please indicate your current phase of growth and development for "Centering Community-Based Learning". (Select one.)

### **Visioning**

- ☐ LEAs develop a shared understanding of the principles of community-based learning and support educators in learning about the wealth of knowledge of students, families and communities. LEAs establish instructional systems of site-based collaboration, where educators can learn and grow together to create meaningful learning and restorative school climates.

### **Engaging**

- ☒ **LEAs support the development of robust teacher-led professional development and explore flexibilities in curriculum and assessment to support powerful instruction and assessment tailored to meet the needs, interests and strengths of students.**

### **Transforming**

- ☐ Teaching and learning is the cornerstone of the initiative. LEAs foster collaborative, rigorous, and relationship-centered learning environments that are culturally and linguistically affirming, relevant, asset-based, democratic, and community-based.



Please identify the artifacts or evidence you may have referenced to gauge your current phase of growth and development for "Centering Community-Based Learning". (Select all that apply.)

- ☐ A site-specific framework for community-based teaching that elevate community assets
- ☒ **Needs and Assets Assessment results**
- ☒ **School climate surveys**
- ☒ **Unit plans, lesson plans**
- ☐ Performance assessments that highlight classroom-community connections
- ☒ **Student engagement or attendance rates**
- ☒ **Family and community engagement or attendance**
- ☒ **Professional development or training sessions**
- ☒ **Capacity-Building Strategies Self-Assessment tool**
- ☐ Other (Write-In):

## **Sustaining Staff and Resources**

Please indicate your current phase of growth and development for "Sustaining Staff and Resources". (Select one.)

### **Visioning**

- LEAs use the existing inventory of systems and resources; district, city, county, state and federal, to create a strategic plan that supports, aligns with, and fully embraces the community school framework. Ensure policies and financial resources to support the implementation of community schools strategy.
- ☐

### **Engaging**

- Building on this foundation, LEAs recruit diverse staff to strengthen the community school strategy and provide ongoing professional learning at both site and district levels. By monitoring working conditions and staff retention, they ensure a supportive environment. The CS strategy is embedded into the LCAP, creating coherence and long-term sustainability.**
- ☒

### **Transforming**

- Community schooling becomes the "way" of doing school, with continuous professional learning, integrated initiatives, and interdependent programs. Sustainable funding streams are secured, and policies at all governmental levels are aligned to support long-term growth and success.
- ☐

Please identify the artifacts or evidence you may have referenced to gauge your current phase of growth and development for "Sustaining Staff and Resources". (Select all that apply.)

☒ **Community school-aligned job descriptions**

☐ Roles and responsibilities document that includes a process for ongoing revision

☐ Processes for budget transparency

☒ **Staff visioning documents (e.g., graphic representations, protocols for design)**

☒ **Data examining staff/teacher retention/vacancy rates**

☒ **Councils or Committee meeting minutes (School Site Council, English Learner Advisory Committee, Steering, etc.)**

☒ **Professional development or training sessions**

☒ **Teachers and staff surveys (e.g., school climate surveys)**

☒ **Capacity-Building Strategies Self-Assessment tool**

☐ Other (Write-In):

## **Strategic Community Partnerships**

Please indicate your current phase of growth and development for "Strategic Community Partnerships". (Select one.)

**Visioning**

- ☐ In order to support sites with the identification and recruitment of partners, LEAs map current and potential partners across the district and develop a central partner repository.

**Engaging**

- ☐ LEAs develop a system-level working group to overcome barriers and make broader change. LEAs foster conditions for site partnerships by developing LEA-wide MOUs, data sharing agreements, and Joint Use Agreements.

**Transforming**

- ☒ **In order to practice collaborative leadership with partners, LEAs engage partners in spaces of learning and decision-making. LEAs use systems-level working group to address common challenges that emerge across multiple community school sites.**

Please identify the artifacts or evidence you may have referenced to gauge your current phase of growth and development for "Strategic Community Partnerships". (Select all that apply.)

☒ **Contract agreements/MOUs/Service Delivery Applications**

☒ **Service utilization rates**

☒ **School climate surveys**

☒ **Feedback from existing service providers and partners**

☐ Partnership evaluations

☒ **Partners' participation in school events**

☒ **Capacity-Building Strategies Self-Assessment tool**

☒ **Increased reports of student and family wellbeing**

☐ Other (Write-In):

## Reflections: Capacity-Building Strategies

Please reflect on what your LEA has accomplished and the challenges encountered this year with respect to one or more of the capacity-building strategies. Please reflect on how your accomplishments were made possible through the CCSPP. Make sure to reference which of the five strategies your reflection relates to. We suggest you provide a narrative of up to 300 words.

Your word count is currently: 0

This year, the district's Community Schools initiative has focused on building strong foundations through shared goals, collaborative planning, and clearly defined priorities. By encouraging open communication, transparency, and inclusive decision-making, we've developed a collective understanding of the Community Schools strategy across our sites. Central to this work is a commitment to deep listening and authentic relationship-building, helping us identify shared needs and track meaningful progress. Our comprehensive Needs and Assets Assessment has guided the development of integrated supports that address the academic, social, emotional, and physical well-being of every student. These supports include meeting urgent needs such as food, clothing, housing, and access to medical, dental, vision, and mental health care. Advisory subcommittees have formed to update asset maps and collaborate on creative, community-driven solutions. The district has also strengthened partnerships with trusted local organizations to expand services for students and families. These collaborations now provide help with rent and utility assistance, hygiene supplies, access to public benefit programs, and on-site family advocacy. Additional partners support health and wellness through vision and dental clinics, mobile medical services, chiropractic care, and mental health resources. Programs focused on family engagement, leadership, and social-emotional development are helping to strengthen school-family relationships. As a result of these collective efforts, schools have seen academic growth and expanded opportunities for students. Using data from empathy interviews, student interest inventories, and needs assessments, the district has increased access to college and career prep, added new electives, and brought in qualified teachers and staff to

support career technical education, counseling, and mental health services. Leadership development, mentorships, and internships are also empowering students, families, and community members to contribute meaningfully to school success. Together, these district-wide efforts reflect the power of the Community Schools model to align school systems with the real needs and strengths of our community.

## **Section 3. Program Narrative: LEA or Consortium**

The LEA/Consortium with a school or schools implementing the CCSP must respond to the following prompts. We suggest you provide a narrative of up to 300 words per prompt. Please reflect upon the information school sites (or districts, in the case of a Consortium) submitted in their CCSP Site-Level Program Narratives to complete the prompts below and to provide a summary of your LEA-level successes and identified needs.

## Reflections: Successes

Describe your successes and/or progress based on a review of the site-level program narrative(s) and an analysis of the California School Dashboard (Dashboard) and local data. Please include how your successes/progress relate to how students are being served and supported in your schools/LEA. We suggest you provide a narrative of up to 300 words.

Your word count is currently: 0

This year, El Tejon Unified School District's Community Schools initiative has focused on strengthening district-wide capacity through shared commitments, transparent practices, and clear priorities. We have worked intentionally to build a common understanding of the community schools strategy across all campuses, emphasizing inclusive decision-making and open communication. Central to our efforts has been a strong emphasis on deep listening and authentic relationship-building with students, families, staff, and community partners. These relationships have guided our work and ensured that the voices of our school community are reflected in every step of the process. As we continue to grow, our district remains committed to creating a more connected, supportive, and responsive educational environment that reflects the needs and strengths of the entire El Tejon community.



[Optional]: Based on the outcome indicators that are identified in the Request for Applications, please share 2-3 key areas where you have achieved the most significant success and progress. Please reference site-level APRs and the [CA School Dashboard](#) and/or [DataQuest](#) in filling out this section for ONLY the community schools in your LEA.

- School attendance rates
- Chronic absenteeism rates
- Middle school dropout rates
- High school dropout rates
- Proficiency scores, English Language Arts and Mathematics, if available
- High school graduation rates
- Pupil suspension rates
- Pupil expulsion rates
- School climate measures (e.g., survey results)
- Other locally determined measures

While your response is optional, we encourage you to share your experience, as it will help inform future improvements to the APR process and support broader learning across the field.

|                | Key Outcome Indicators                                 |
|----------------|--------------------------------------------------------|
| Indicator<br>1 | School climate measures (e.g., particular survey item) |

### Key Outcome Indicators

### Key Outcome Indicators

### Key Outcome Indicators

### Key Outcome Indicators



## Key Outcome Indicators

Indicator  
2

Chronic absenteeism rates



## Key Outcome Indicators

|--|--|



# Key Outcome Indicators

Optional:  
Indicator  
3

Proficiency scores, English Language Arts and Mathematics, if available





### Key Outcome Indicators



### Key Outcome Indicators

### Key Outcome Indicators

## Key Outcome Indicators

### Key Outcome Indicators



### Key Outcome Indicators

[illegible]

Provide data metrics and data sources on the progress you have seen in this area

What strategies did you implement that helped you to improve in this area?

Indicator 1

• Full implementation restorative practices - Restorative Circle - Affective Statement - Schoolwide and classroom behavior matrix - peer mediation. • social emotional learning - Self-Awareness - Self-Management - Responsible Decision Making - Relationship Skills - Social Awareness • positive interventions and supports. • Restorative practices are firmly embedded and central to establishing a racially just and supportive school climate. In partnership with Dr. David Sandles of Perseverance Education • El Tejon teachers have participated in professional development focused on social-emotional learning. These trainings cover positive behavior interventions and supports (PBIS), the creation of schoolwide and classroom behavior matrices, restorative justice practices including peer mediation and conversation circles, and individualized student behavior plans. • Teachers and staff also set individual goals for students with the support of community and professional mentors. Our AVID program enhances students' communication and listening skills, which are critical for forming trusting and supportive relationships.

Indicator 2

We use survey data, along with feedback from students, staff, and parents, to identify major concerns and uncover root causes through a Continuous Improvement Process. When data showed a need to address chronic absenteeism, the Kern County Office of Education supported us in analyzing and responding to it. As part of this process, we set clear goals focused on meeting identified needs. The purpose is to improve outcomes for all students and close achievement gaps by using repeated cycles of reflection and action. This approach centers on clearly defining problems and taking time to understand their root causes, rather than rushing to quick fixes. By examining challenges from different points of view and tackling tough issues, we are uncovering hidden assumptions and helping leaders become more intentional and effective. If system-wide changes are needed, we identify them and work together to create lasting solutions that truly meet the needs of students and families. • Expand the role of Student Success Facilitator to include SARB team membership. • Provide training to all staff in restorative attendance practices. • Provide training in culturally sensitive and empathy interviews to address absenteeism root causes. • expand the use of data from the continuous

Provide data metrics and data sources on the progress you have seen in this area:

What strategies did you implement that helped you to improve in this area?

improvement process for chronic absenteeism to the advisory and subcommittees.

Optional:  
Indicator 3

- Schedules for before/after school classes and learning experience
- Schedule or registration information for summer school/camp/ extended learning opportunities.
- Increased Participation as indicated in Student Engagement Survey and Healthy Kids Survey
- Establish professional goals and develop learning teams to review data.
- Create data checkpoints and define circles of inquiry.
- Provide calendared times for teams to collaborate.
- Establish instructors to expand learning opportunities before and after school to enhance and expand learning.

## Reflections: Identified Needs

Describe 1) any areas that need significant improvement based on a review of the site-level program narrative(s), CA School Dashboard and local data, including any areas of low performance and significant performance gaps among student groups on Dashboard indicators, and 2) any steps taken to address those areas. We suggest you provide a narrative of up to 300 words.

Your word count is currently: 0

Based on a review of site-level program narratives, CA School Dashboard data, and local assessments, chronic absenteeism and academic performance gaps among student groups remain key areas needing significant improvement across El Tejon Unified School District. While overall chronic absenteeism has declined significantly from 21% in 2023–2024 to 11% in 2024–2025 (to date), disparities persist among specific student groups, including socioeconomically disadvantaged students and students with disabilities. These students continue to miss more instructional days than their peers, which negatively impacts both academic performance and engagement. Additionally, although there has been progress in math and science proficiency, English Language Arts (ELA) achievement has remained stagnant, with only 36–37% of students meeting or exceeding standards over the last two years. Local data also indicate achievement gaps among English Learners, foster youth, and students with IEPs, who consistently perform below district averages on state assessments. To address these challenges, the district has expanded the role of the Student Success Facilitator to support attendance interventions and is implementing restorative attendance practices districtwide. Staff have received training in culturally responsive communication and empathy interviews to better understand and respond to root causes of absenteeism. Academic strategies include the expansion of before- and after-school tutoring, targeted intervention blocks, and professional learning focused on data-driven instruction and differentiation. Student learning teams are now using regular data checkpoints and circles of inquiry to monitor subgroup performance and adjust instruction accordingly. The district remains committed to closing gaps through

continuous improvement, ensuring that all students, regardless of background, receive the support needed to thrive.

## Reflections: Initiative Alignment

How does your LEA plan to sustain the work funded by CCSPP once the grant ends? What additional funding sources or strategic alignments are in place to continue these efforts? We suggest you provide a narrative of up to 300 words.

Your word count is currently: 0

El Tejon Unified School District is committed to sustaining the progress and systems established through the California Community Schools Partnership Program (CCSPP) beyond the life of the grant. Our approach focuses on strategic integration, braided funding, and long-term capacity building. To sustain this work, we are aligning our Community Schools framework with existing district initiatives, including our Local Control and Accountability Plan (LCAP), Multi-Tiered System of Supports (MTSS), and Social-Emotional Learning (SEL) goals. By embedding community school strategies into these core systems, we ensure that structures such as restorative practices, student support teams, family engagement, and extended learning opportunities remain a foundational part of our educational approach. Additionally, we are leveraging multiple funding streams to support key roles and programs initiated through CCSPP. This includes Title I and Title IV funds for academic intervention and enrichment, Expanded Learning Opportunity Program (ELOP) funds to support before- and after-school programming, and Learning Recovery Block Grant allocations to provide targeted academic and attendance interventions. We are also exploring additional partnerships with county agencies, local businesses, and community-based organizations to expand services and co-locate resources on our campuses. Capacity-building has been central to our sustainability plan. We have invested in training staff and cultivating site-based leadership to continue implementation of restorative practices, shared decision-making, and data-driven planning. Community advisory teams and site leadership groups are now well-positioned to sustain the continuous improvement process and drive change collaboratively. Ultimately, by embedding community school practices into the fabric of our district operations and aligning resources strategically, El Tejon Unified is building

a sustainable, equity-driven model that will continue to meet the needs of students and families well beyond the CCSPP grant period.

## Reflections: Progress Monitoring

Please describe the process you have in place to track progress at the site-level? If you do not have a process to track progress, please indicate. We suggest you provide a narrative of up to 300 words.

Your word count is currently: 0

El Tejon Unified School District has established a comprehensive, site-level progress monitoring system that is aligned with our Community Schools goals and the Continuous Improvement Process. Each school site engages in structured, recurring cycles of reflection, data review, and collaborative planning to ensure that student needs are being met and that site-based strategies are producing meaningful outcomes. Progress is tracked through **\*\*data teams and learning communities\*\*** at each site, composed of teachers, administrators, classified staff, and community partners. These teams meet regularly to analyze multiple sources of data, including: California School Dashboard indicators (chronic absenteeism, suspension rates, academic achievement, etc.) Local academic assessments Student engagement and school climate surveys Behavior data and attendance logs Program participation reports (e.g., before/after-school programs, SEL supports) Each site maintains a site-level data dashboard to monitor growth and trends, disaggregated by student group. This ensures that equity gaps are identified early and addressed with targeted supports. Progress toward academic and social-emotional learning goals is reviewed at scheduled data checkpoints, and action plans are adjusted as needed. In addition, all sites implement cycles of inquiry, which involve examining root causes of challenges, testing interventions, and reflecting on their impact. These cycles are supported by district-level leadership, who meet with school teams to provide coaching, resources, and ensure alignment with LCAP and CCSPG goals. Community advisory councils and student voice panels are also engaged in the process, ensuring that families and students contribute to setting priorities and assessing progress. This layered approach to monitoring allows the district to make data-informed decisions,



foster accountability, and continuously improve how we support students and families across all community school sites.

[Optional] Please use this space to share your effective practices and subsequent successes. We suggest you provide a narrative of up to 300 words.

Your word count is currently: 0

Our most effective strategies have centered on relationship-building, restorative practices, data-driven planning, and expanded learning opportunities. A major success has been the full implementation of restorative practices across all school sites. This includes the use of restorative circles, peer mediation, affective statements, and both schoolwide and classroom behavior matrices. These tools have helped establish a supportive and inclusive school climate. As a result, student connectedness has improved significantly—rising from 78% in 2022–2023 to 83% in 2024–2025, according to our student survey data. These practices have also contributed to reductions in behavioral issues and have supported stronger, more trusting relationships among students and staff. In response to high chronic absenteeism rates, we applied a continuous improvement model supported by the Kern County Office of Education. We expanded the role of our Student Success Facilitator, provided districtwide training in restorative attendance practices, and implemented culturally sensitive empathy interviews to understand root causes. This led to a dramatic decline in chronic absenteeism from 21% in 2023–2024 to just 11% in 2024–2025 to date. Academically, we've seen gains in math and science proficiency due to targeted interventions, before- and after-school programming, and summer enrichment. Math scores improved from 17% to 24%, and science scores from 19% to 25% meeting or exceeding standards over two years. These improvements reflect our commitment to expanding access and time for learning. Through shared leadership, professional learning communities, and strong community partnerships, we have built systems that respond to student needs and promote continuous growth. These effective practices have laid a strong foundation for long-term success and sustainability districtwide.

## Section 4. System Level Supports and Coordination

Has your LEA hired or identified an LEA-level community school coordinator/director to lead the LEA-level implementation team?

- ☒ Yes
- ☐ No
- ☐ Not yet but planning to

Please indicate the extent to which your LEA engages in the following systems-level activities to coordinate community school supports.

|                                                                                                                                                                                                                                  | Not at All            | Small Extent          | Moderate Extent                  | Large Extent                     | Not Yet but Planning to |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|----------------------------------|----------------------------------|-------------------------|
| Our LEA's community schools steering committee/advisory council explores and reflects on new strategies learned from school sites and the larger community.                                                                      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>   |
| The work of our LEA's community schools steering committee/advisory council evolves and is shaped by deep engagement with educators, students, families, and community members.                                                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>   |
| Our LEA pursues policy initiatives (e.g., financial, resourcing, implementation) that align with and reinforce the shared vision for community schooling.                                                                        | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>   |
| Our LEA has a structure in place for problem-solving system-level issues emerging from our community school work, such as a cross-sector system-level working group (e.g., Children's Cabinet or Collective Impact Partnership). | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>   |

|                                                                                                                                | Not at All            | Small Extent                     | Moderate Extent                  | Large Extent                     | Not Yet but Planning to |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------|----------------------------------|----------------------------------|-------------------------|
| Our LEA develops systems to support school capacity to access, understand, and use data for continuous program improvement.    | <input type="radio"/> | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>   |
| Our LEA brings together communities of practice to share best practices to strengthen community-based curriculum and pedagogy. | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>   |
| Our LEA provides a system of professional learning supports for community school coordinators at the LEA level.                | <input type="radio"/> | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>   |
| Our LEA identifies long-term funding streams to ensure sustainability of community school staffing and operations.             | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>   |
| Our LEA participates in activities and engages with our Regional Technical Assistance Center.                                  | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>   |
| Our LEA coordinates the implementation of CCSPP with its corresponding County Office of Education.                             | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>   |

How often does your LEA engage with site-level community school leadership teams to address challenges that arise within school sites?

☐ Biweekly (every other week)

☒ **Monthly**

☐ Quarterly

☐ Yearly

☐ Not at all

☐ Not yet but planning to

To help us understand your LEA's starting point and the impact of CCSPP, please describe any changes in systems-level infrastructure and coordination. For example, if your LEA has developed systems to enhance schools' ability to access, interpret, and use data for continuous improvement, please provide details here. We suggest you provide a narrative of up to 300 words.

Your word count is: 0

Since starting the California Community Schools Partnership Program (CCSPP), El Tejon Unified School District has improved how it supports schools and uses data to help students succeed. We contracted with Kern County Office of Education to participate in KIDS a central data system that brings together important information like attendance, grades, behavior, and student surveys. This system is easy for schools to use and helps teachers, support staff, and leaders quickly see where students need extra help, especially for groups that may be struggling more. To make good use of this data, schools hold regular meetings called professional learning teams where staff work together to understand problems and plan solutions. This teamwork helps schools make better decisions and adjust their strategies as needed. We also connected the Community Schools work with other district programs like our Local Control and Accountability Plan (LCAP), Multi-Tiered System of Supports (MTSS), Expanded Learning Opportunities Programs (ELOP) and Social Emotional Learning (SEL). By working together, these programs avoid overlap and use resources more efficiently to support students. Additionally, we've built stronger partnerships with local community groups and agencies. This allows us to bring services like health care, mental health support, and family resources right onto school campuses, making it easier for students and families to get help. These changes have helped our district better support schools in meeting students' academic, social, and emotional needs. The work started through CCSPP has made our system more organized, collaborative, and focused on equity, leading to better outcomes for all students in El Tejon.

Please indicate the approximate number of people who have been involved in preparing your Annual Progress Report. (Enter the number of individuals in each category, as/if applicable.)

|                                                                                                                  | Number of individuals in each category that were involved in your APR preparation process | Total number of individuals in each category in your LEA |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Superintendent / Assistant Superintendent                                                                        | 1                                                                                         | 1                                                        |
| Community Schools Manager                                                                                        | 1                                                                                         | 1                                                        |
| Community Schools Coordinator                                                                                    | 1                                                                                         | 1                                                        |
| School Staff                                                                                                     | 17                                                                                        | 88                                                       |
| Student(s)                                                                                                       | 31                                                                                        | Auto-populated                                           |
| Parent/Guardians(s)                                                                                              |                                                                                           | Auto-populated                                           |
| Community member(s) (members of the surrounding community that do not have an affiliation with the school(s))    | 10                                                                                        | Auto-populated                                           |
| Community partner(s) (school partners with an MOU or any other formal agreement to provide supports or services) | 9                                                                                         | 10                                                       |

|                        | Number of individuals in each category that were involved in your APR preparation process | Total number of individuals in each category in your IFA |
|------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Other (please specify) |                                                                                           |                                                          |
| <input type="text"/>   |                                                                                           |                                                          |

[Optional] Please add any additional details about the various members of the community (e.g., those listed above) that were involved in your APR preparation process.

Your word count is: 0

These individuals have put a great deal of planning, researching, problem solving, and passion into making this the school district we want for our children.

## Section 5. Feedback and Improvement

How useful was the APR process in assessing your CCSPP implementation and outcomes?

- ☐ Very useful  
☒ **Useful**  
☐ Somewhat Useful  
☐ Not Useful  
☐ Not at all useful



[Optional] What suggestions do you have for improving the APR process to make it a more meaningful and useful reflection tool for your CCSPP implementation? We suggest you provide a narrative of up to 300 words.

Your word count is: 0

Make improvements to the reporting process. It is frustrating to lose data and it impedes momentum when working in groups.

This is the end of the Report. When you click the arrow, your Annual Progress Report will be submitted. Thank you!

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# **CSBA Policy Management Console**

## CSBA Sample District Policy Manual

**Policy 0410: Nondiscrimination In District Programs And Activities**

Status: ADOPTED

Original Adopted Date: 02/01/2014 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities.

This policy shall apply to all acts related to a school activity or school attendance and to all acts of the Board and the Superintendent in enacting policies and procedures that govern the district. (Education Code 234.1)

District programs, activities, and practices shall be free from unlawful discrimination against an individual or group based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; religious creed; age; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; parental, marital, and family status; and veteran or military status; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688, 29 USC 621, 42 USC 2000d-2000d-7, 2000e-2)

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on any of the categories identified above.

District programs and activities shall be free of any discriminatory use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources.

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Additionally, the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be adopted by the Board or district if the use would subject a student to unlawful discrimination as specified in Education Code 220. (Education Code 244)

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Derogatory Native American terms, including Apaches, Big Reds, Braves, Chiefs, Chieftains, Chippewa, Comanches, Indians, Redskins, Savages, Squaw, and Tribe, shall not be used for any school or athletic team name, mascot, or nickname, unless permitted in accordance with Education Code 221.3.

The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. The Superintendent or designee shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

All complaints alleging unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with Board Policy and Administrative Regulation 1312.3 - Uniform Complaint Procedures, for students,

and Administrative Regulation 4030 - Nondiscrimination in Employment, for employees.

Pursuant to 34 CFR 104.8 and 106.8, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed in accordance with Board Policy/Exhibit(1) 5145.6 - Parent/Guardian Notifications and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's website and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. Additionally, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language. (Education Code 48985; 20 USC 6312)

#### **Access for Individuals with Disabilities**

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The Superintendent or designee shall ensure that the district's web and mobile applications comply with technical standards prescribed by law, and as necessary, shall provide appropriate auxiliary aids and services to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of district services, programs, or activities. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school websites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or designee if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

The individual identified in Administrative Regulation 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. The compliance officer shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

\_\_\_\_\_  
(title or position)  
\_\_\_\_\_  
(address)  
\_\_\_\_\_  
(telephone number)  
\_\_\_\_\_  
(email)

---

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| <b>State</b>                           | <b>Description</b>                                                                                                 |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| 5 CCR 4600-4670                        | Uniform complaint procedures                                                                                       |
| 5 CCR 4900-4965                        | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance |
| Ed. Code 200-262.4                     | <u>Prohibition of discrimination</u>                                                                               |
| Ed. Code 33315                         | Uniform complaint procedures                                                                                       |
| Ed. Code 48980                         | Parent/Guardian notifications                                                                                      |
| Ed. Code 48985                         | <u>Notices to parents in language other than English</u>                                                           |
| Ed. Code 51007                         | <u>Legislative intent; state policy</u>                                                                            |
| Ed. Code 51204.5                       | Social sciences instruction; contributions of specified groups                                                     |
| Ed. Code 51501                         | <u>Nondiscriminatory subject matter</u>                                                                            |
| Ed. Code 60010                         | <u>Instructional materials; definition</u>                                                                         |
| Ed. Code 60040-60052                   | <u>Requirements for instructional materials</u>                                                                    |
| Gov. Code 11000                        | <u>Definitions</u>                                                                                                 |
| Gov. Code 11135                        | Prohibition of discrimination                                                                                      |
| Gov. Code 12900-12996                  | <u>Fair Employment and Housing Act</u>                                                                             |
| Gov. Code 54953                        | <u>Meetings; Americans with Disabilities Act accessibility</u>                                                     |
| Gov. Code 54953.2                      | Brown Act compliance with Americans with Disabilities Act                                                          |
| Gov. Code 8310.3                       | <u>California Religious Freedom Act</u>                                                                            |
| Pen. Code 422.55                       | Definition of hate crime                                                                                           |
| Pen. Code 422.6                        | <u>Crimes; harassment</u>                                                                                          |
| <b>Federal</b>                         | <b>Description</b>                                                                                                 |
| 20 USC 1400-1482                       | Individuals with Disabilities Education Act                                                                        |
| 20 USC 1601-1608                       | Title IX of the Education Amendments of 1972; discrimination based on sex                                          |
| 20 USC 2301-2414                       | <u>Strengthening Career and Technical Education for the 21st Century Act</u>                                       |
| 20 USC 6311                            | <u>State plan</u>                                                                                                  |
| 20 USC 6312                            | <u>Local educational agency plan</u>                                                                               |
| 28 CFR 35.101-35.190                   | Americans with Disabilities Act                                                                                    |
| 28 CFR 36.303                          | <u>Nondiscrimination on the basis of disability, public accommodations, auxiliary aids, and services</u>           |
| 29 USC 621                             | Age discrimination in employment                                                                                   |
| 29 USC 794                             | <u>Rehabilitation Act of 1973; Section 504</u>                                                                     |
| 34 CFR 100.1-100.13                    | <u>Nondiscrimination in federal programs; effectuating Title VI</u>                                                |
| 34 CFR 104.1-104.39                    | Section 504 of the Rehabilitation Act of 1973                                                                      |
| 34 CFR 106.1-106.82                    | <u>Discrimination on the basis of sex; effectuating Title IX</u>                                                   |
| 42 USC 12101-12213                     | Americans with Disabilities Act                                                                                    |
| 42 USC 2000d-2000d-7                   | Title VI, Civil Rights Act of 1964                                                                                 |
| 42 USC 2000e-2000e-17                  | Title VII, Civil Rights Act of 1964, as amended                                                                    |
| <b>Management Resources</b>            | <b>Description</b>                                                                                                 |
| CA Civil Rights Department Publication | <u>California Law Prohibits Workplace Discrimination and Harassment, January 2024</u>                              |

| Management Resources                              | Description                                                                                                                                                                                                        |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CA Department of Health Care Services Publication | <u><a href="#">Policy and Procedures Letter No. 21-017B, December 2021</a></u>                                                                                                                                     |
| CA Department of Health Care Services Publication | <u><a href="#">Policy and Procedures Letter No. 23-004, February 2023</a></u>                                                                                                                                      |
| CA Office of the Attorney General Publication     | <u><a href="#">Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, January 2024</a></u>                                                                               |
| CA Office of the Attorney General Publication     | <u><a href="#">Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018</a></u>                   |
| Court Decision                                    | <u><a href="#">Burlington Northern and Santa Fe Ry. Co. v. White (2006) 548 U.S. 53</a></u>                                                                                                                        |
| Court Decision                                    | <u><a href="#">Tennessee v. Cardona (2024) 737 F.Supp.3d 510</a></u>                                                                                                                                               |
| Court Decision                                    | <u><a href="#">Students for Fair Admissions v. Harvard (2024) 600 U.S. 181</a></u>                                                                                                                                 |
| Court Decision                                    | <u><a href="#">Olmstead v. L.C. ex rel. Zimring (1999) 527 U.S. 581</a></u>                                                                                                                                        |
| Court Decision                                    | <u><a href="#">McDonnell Douglas Corp v. Green (1973) 411 U.S. 792</a></u>                                                                                                                                         |
| Court Decision                                    | <u><a href="#">John T. D. v. River Delta Joint Unified School District (2021) WL 5176356</a></u>                                                                                                                   |
| CSBA Publication                                  | <u><a href="#">Reference: State Roles, Responsibilities, and Process for Instructional Materials Adoption, February 2024</a></u>                                                                                   |
| CSBA Publication                                  | <u><a href="#">Fact Sheet: Instructional Materials Adoption: Local governing board responsibilities, February 2024</a></u>                                                                                         |
| CSBA Publication                                  | <u><a href="#">Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, February 2024</a></u>                                                                    |
| Federal Register                                  | <u><a href="#">Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 92, pages 30026-30579</a></u>                          |
| U.S. Department of Education Publication          | <u><a href="#">Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools, May 2023</a></u>                                                                 |
| U.S. DOE, Office for Civil Rights Publication     | <u><a href="#">Frequently Asked Questions About Racial Preferences and Stereotypes Under Title VI of the Civil Rights Act, February 28, 2025</a></u>                                                               |
| U.S. DOE, Office for Civil Rights Publication     | <u><a href="#">Dear Colleague Letter: Title VI of the Civil Rights Act in Light of Students For Fair Admissions v. Harvard, February 14, 2025</a></u>                                                              |
| U.S. DOE, Office for Civil Rights Publication     | <u><a href="#">Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</a></u>                                                                             |
| U.S. DOE, Office for Civil Rights Publication     | <u><a href="#">Dear Colleague Letter: Protecting Students from Discrimination, such as Harassment, Based on Race, Color, or National Origin, Including Shared Ancestry or Ethnic Characteristics, May 2024</a></u> |
| U.S. DOE, Office for Civil Rights Publication     | <u><a href="#">Dear Colleague Letter: Discrimination, Including Harassment, Based on Shared Ancestry or Ethnic Characteristics, November 2023</a></u>                                                              |
| U.S. DOE, Office for Civil Rights Publication     | <u><a href="#">Dear Colleague Letter: Frequently Asked Questions About the June 29, 2010, Dear Colleague Letter, May 26, 2011</a></u>                                                                              |
| U.S. DOE, Office for Civil Rights Publication     | <u><a href="#">Dear Colleague Letter: Electronic Book Readers, June 29, 2010</a></u>                                                                                                                               |
| U.S. DOE, Office for Civil Rights Publication     | <u><a href="#">Nondiscrimination in Employment Practices in Education, August 1991</a></u>                                                                                                                         |
| U.S. DOJ, Civil Rights Division Publication       | <u><a href="#">Fact Sheet: New Rule on the Accessibility of Web Content and Mobile Apps Provided by State and Local Governments, April 2024</a></u>                                                                |
| U.S. DOJ, Civil Rights Division Publication       | <u><a href="#">Guidance on Web Accessibility and the ADA, March 2022</a></u>                                                                                                                                       |
| U.S. DOJ, Civil Rights Division Publication       | <u><a href="#">Accessibility of State and Local Government Websites to People with Disabilities, February 2020</a></u>                                                                                             |
| U.S. DOJ, Civil Rights Division Publication       | <u><a href="#">2010 ADA Standards for Accessible Design, September 2010</a></u>                                                                                                                                    |

**Management Resources**

|                                       |                                                                                     |
|---------------------------------------|-------------------------------------------------------------------------------------|
| Website                               | <u>CSBA District and County Office of Education Legal Services</u>                  |
| Website                               | <u>Pacific ADA Center</u>                                                           |
| Website                               | <u>U.S. Department of Justice, Civil Rights Division, Disability Rights Section</u> |
| Website                               | <u>World Wide Web Consortium, Web Accessibility Initiative</u>                      |
| Website                               | <u>California Office of the Attorney General</u>                                    |
| Website                               | <u>California Safe Schools Coalition</u>                                            |
| Website                               | <u>CSBA</u>                                                                         |
| Website                               | <u>California Department of Education</u>                                           |
| Website                               | <u>California Civil Rights Department</u>                                           |
| Website                               | <u>U.S. Department of Education, Office for Civil Rights</u>                        |
| Website                               | <u>California Department of Health Care Services</u>                                |
| Website                               | <u>U.S. Equal Employment Opportunity Commission</u>                                 |
| World Wide Web Consortium Publication | <u>Web Content Accessibility Guidelines, September 2023</u>                         |

**Cross References**

|             |                                                      |
|-------------|------------------------------------------------------|
|             | <b>Description</b>                                   |
| 0100        | <u>Philosophy</u>                                    |
| 0415        | <u>Equity</u>                                        |
| 0450        | <u>Comprehensive Safety Plan</u>                     |
| 0450        | <u>Comprehensive Safety Plan</u>                     |
| 1100        | <u>Communication With The Public</u>                 |
| 1113        | <u>District And School Websites</u>                  |
| 1113        | <u>District And School Websites</u>                  |
| 1113-E(1)   | <u>District And School Websites</u>                  |
| 1114        | <u>District-Sponsored Social Media</u>               |
| 1114        | <u>District-Sponsored Social Media</u>               |
| 1230        | <u>School-Connected Organizations</u>                |
| 1230        | <u>School-Connected Organizations</u>                |
| 1240        | <u>Volunteer Assistance</u>                          |
| 1240        | <u>Volunteer Assistance</u>                          |
| 1260        | <u>Educational Foundation</u>                        |
| 1312.2      | <u>Complaints Concerning Instructional Materials</u> |
| 1312.2      | <u>Complaints Concerning Instructional Materials</u> |
| 1312.2-E(1) | <u>Complaints Concerning Instructional Materials</u> |
| 1312.3      | <u>Uniform Complaint Procedures</u>                  |
| 1312.3      | <u>Uniform Complaint Procedures</u>                  |
| 1312.3-E(1) | <u>Uniform Complaint Procedures</u>                  |
| 1312.3-E(2) | <u>Uniform Complaint Procedures</u>                  |
| 1312.4      | <u>Williams Uniform Complaint Procedures</u>         |
| 1312.4-E(1) | <u>Williams Uniform Complaint Procedures</u>         |
| 1312.4-E(2) | <u>Williams Uniform Complaint Procedures</u>         |



| <b>Cross References</b> | <b>Description</b>                                        |
|-------------------------|-----------------------------------------------------------|
| 1325                    | <u>Advertising And Promotion</u>                          |
| 1330                    | <u>Use Of School Facilities</u>                           |
| 1330                    | <u>Use Of School Facilities</u>                           |
| 3260                    | <u>Fees And Charges</u>                                   |
| 3260                    | <u>Fees And Charges</u>                                   |
| 3270                    | <u>Sale And Disposal Of Books, Equipment And Supplies</u> |
| 3270                    | <u>Sale And Disposal Of Books, Equipment And Supplies</u> |
| 3311                    | <u>Bids</u>                                               |
| 3311                    | <u>Bids</u>                                               |
| 3515.3                  | <u>District Police/Security Department</u>                |
| 3515.3                  | <u>District Police/Security Department</u>                |
| 3515.31                 | <u>School Resource Officers</u>                           |
| 3530                    | <u>Risk Management/Insurance</u>                          |
| 3530                    | <u>Risk Management/Insurance</u>                          |
| 3540                    | <u>Transportation</u>                                     |
| 3541.2                  | <u>Transportation For Students With Disabilities</u>      |
| 3551                    | <u>Food Service Operations/Cafeteria Fund</u>             |
| 3551                    | <u>Food Service Operations/Cafeteria Fund</u>             |
| 3552                    | <u>Summer Meal Program</u>                                |
| 3552                    | <u>Summer Meal Program</u>                                |
| 3553                    | <u>Free And Reduced Price Meals</u>                       |
| 3553                    | <u>Free And Reduced Price Meals</u>                       |
| 3555                    | <u>Nutrition Program Compliance</u>                       |
| 3555-E(1)               | <u>Nutrition Program Compliance</u>                       |
| 3600                    | <u>Consultants</u>                                        |
| 4030                    | <u>Nondiscrimination In Employment</u>                    |
| 4030                    | <u>Nondiscrimination In Employment</u>                    |
| 4032                    | <u>Reasonable Accommodation</u>                           |
| 4033                    | <u>Lactation Accommodation</u>                            |
| 4040                    | <u>Employee Use Of Technology</u>                         |
| 4040-E(1)               | <u>Employee Use Of Technology</u>                         |
| 4111                    | <u>Recruitment And Selection</u>                          |
| 4111.2                  | <u>Legal Status Requirement</u>                           |
| 4111.2                  | <u>Legal Status Requirement</u>                           |
| 4119.11                 | <u>Sexual Harassment</u>                                  |
| 4119.11                 | <u>Sexual Harassment</u>                                  |
| 4119.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u>    |
| 4119.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>    |
| 4119.21                 | <u>Professional Standards</u>                             |
| 4119.21-E(1)            | <u>Professional Standards</u>                             |

| <b>Cross References</b> | <b>Description</b>                                     |
|-------------------------|--------------------------------------------------------|
| 4119.22                 | <u>Dress And Grooming</u>                              |
| 4131                    | <u>Staff Development</u>                               |
| 4144                    | <u>Complaints</u>                                      |
| 4144                    | <u>Complaints</u>                                      |
| 4161.8                  | <u>Family Care And Medical Leave</u>                   |
| 4211                    | <u>Recruitment And Selection</u>                       |
| 4211.2                  | <u>Legal Status Requirement</u>                        |
| 4211.2                  | <u>Legal Status Requirement</u>                        |
| 4212.9                  | <u>Employee Notifications</u>                          |
| 4212.9-E(1)             | <u>Employee Notifications</u>                          |
| 4219.11                 | <u>Sexual Harassment</u>                               |
| 4219.11                 | <u>Sexual Harassment</u>                               |
| 4219.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u> |
| 4219.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u> |
| 4219.21                 | <u>Professional Standards</u>                          |
| 4219.21-E(1)            | <u>Professional Standards</u>                          |
| 4219.22                 | <u>Dress And Grooming</u>                              |
| 4244                    | <u>Complaints</u>                                      |
| 4244                    | <u>Complaints</u>                                      |
| 4261.8                  | <u>Family Care And Medical Leave</u>                   |
| 4311                    | <u>Recruitment And Selection</u>                       |
| 4311.2                  | <u>Legal Status Requirement</u>                        |
| 4311.2                  | <u>Legal Status Requirement</u>                        |
| 4312.9                  | <u>Employee Notifications</u>                          |
| 4312.9-E(1)             | <u>Employee Notifications</u>                          |
| 4319.11                 | <u>Sexual Harassment</u>                               |
| 4319.11                 | <u>Sexual Harassment</u>                               |
| 4319.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u> |
| 4319.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u> |
| 4319.21                 | <u>Professional Standards</u>                          |
| 4319.21-E(1)            | <u>Professional Standards</u>                          |
| 4319.22                 | <u>Dress And Grooming</u>                              |
| 4331                    | <u>Staff Development</u>                               |
| 4344                    | <u>Complaints</u>                                      |
| 4344                    | <u>Complaints</u>                                      |
| 4361.8                  | <u>Family Care And Medical Leave</u>                   |
| 5113.1                  | <u>Chronic Absence And Truancy</u>                     |
| 5113.1                  | <u>Chronic Absence And Truancy</u>                     |
| 5116.2                  | <u>Involuntary Student Transfers</u>                   |
| 5125                    | <u>Student Records</u>                                 |

**Cross References**

|              | <b>Description</b>                                       |
|--------------|----------------------------------------------------------|
| 5125         | Student Records                                          |
| 5126         | <u>Awards For Achievement</u>                            |
| 5126         | <u>Awards For Achievement</u>                            |
| 5131.2       | Bullying                                                 |
| 5131.2       | <u>Bullying</u>                                          |
| 5141.22      | <u>Infectious Diseases</u>                               |
| 5141.22      | <u>Infectious Diseases</u>                               |
| 5141.6       | School Health Services                                   |
| 5141.6       | <u>School Health Services</u>                            |
| 5145.12      | Search And Seizure                                       |
| 5145.12      | Search And Seizure                                       |
| 5145.13      | <u>Response To Immigration Enforcement</u>               |
| 5145.13      | <u>Response To Immigration Enforcement</u>               |
| 5145.3       | Nondiscrimination/Harassment                             |
| 5145.3       | <u>Nondiscrimination/Harassment</u>                      |
| 5145.6       | Parent/Guardian Notifications                            |
| 5145.6-E(1)  | Parent/Guardian Notifications                            |
| 5145.7       | <u>Sexual Harassment</u>                                 |
| 5145.7       | <u>Sexual Harassment</u>                                 |
| 5145.71      | Title IX Sexual Harassment Complaint Procedures          |
| 5145.71-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>   |
| 5145.9       | <u>Hate-Motivated Behavior</u>                           |
| 5146         | Married/Pregnant/Parenting Students                      |
| 5148         | Child Care And Development                               |
| 5148         | <u>Child Care And Development</u>                        |
| 5148.2       | <u>Before/After School Programs</u>                      |
| 5148.2       | <u>Before/After School Programs</u>                      |
| 6000         | <u>Concepts And Roles</u>                                |
| 6020         | <u>Parent Involvement</u>                                |
| 6020         | Parent Involvement                                       |
| 6141         | <u>Curriculum Development And Evaluation</u>             |
| 6141         | <u>Curriculum Development And Evaluation</u>             |
| 6141.2       | Recognition Of Religious Beliefs And Customs             |
| 6141.2       | <u>Recognition Of Religious Beliefs And Customs</u>      |
| 6141.4       | <u>International Baccalaureate Program</u>               |
| 6141.5       | Advanced Placement                                       |
| 6142.1       | Sexual Health And HIV/AIDS Prevention Instruction        |
| 6142.1       | <u>Sexual Health And HIV/AIDS Prevention Instruction</u> |
| 6142.3       | Civic Education                                          |
| 6142.5       | Environmental Education                                  |

| <b>Cross References</b> | <b>Description</b>                                                        |
|-------------------------|---------------------------------------------------------------------------|
| 6142.7                  | Physical Education And Activity                                           |
| 6142.7                  | Physical Education And Activity                                           |
| 6143                    | <u>Courses Of Study</u>                                                   |
| 6143                    | Courses Of Study                                                          |
| 6144                    | <u>Controversial Issues</u>                                               |
| 6145                    | <u>Extracurricular And Cocurricular Activities</u>                        |
| 6145                    | Extracurricular And Cocurricular Activities                               |
| 6145.2                  | <u>Athletic Competition</u>                                               |
| 6145.2                  | Athletic Competition                                                      |
| 6152.1                  | <u>Placement In Mathematics Courses</u>                                   |
| 6152.1                  | Placement In Mathematics Courses                                          |
| 6158                    | Independent Study                                                         |
| 6158                    | Independent Study                                                         |
| 6161.1                  | <u>Selection And Evaluation Of Instructional Materials</u>                |
| 6161.1                  | Selection And Evaluation Of Instructional Materials                       |
| 6161.1-E(1)             | <u>Selection And Evaluation Of Instructional Materials</u>                |
| 6161.11                 | Supplementary Instructional Materials                                     |
| 6162.5                  | <u>Student Assessment</u>                                                 |
| 6163.1                  | <u>Library Media Centers</u>                                              |
| 6163.2                  | Animals At School                                                         |
| 6163.2                  | <u>Animals At School</u>                                                  |
| 6163.4                  | Student Use Of Technology                                                 |
| 6163.4-E(1)             | <u>Student Use Of Technology</u>                                          |
| 6164.2                  | <u>Guidance/Counseling Services</u>                                       |
| 6164.4                  | Identification And Evaluation Of Individuals For Special Education        |
| 6164.4                  | <u>Identification And Evaluation Of Individuals For Special Education</u> |
| 6164.6                  | Identification And Education Under Section 504                            |
| 6164.6                  | <u>Identification And Education Under Section 504</u>                     |
| 6172                    | <u>Gifted And Talented Student Program</u>                                |
| 6172                    | Gifted And Talented Student Program                                       |
| 6173                    | <u>Education For Homeless Children</u>                                    |
| 6173                    | Education For Homeless Children                                           |
| 6173-E(1)               | Education For Homeless Children                                           |
| 6173-E(2)               | <u>Education For Homeless Children</u>                                    |
| 6173.1                  | <u>Education For Foster Youth</u>                                         |
| 6173.1                  | Education For Foster Youth                                                |
| 6173.4                  | <u>Education For American Indian Students</u>                             |
| 6175                    | <u>Migrant Education Program</u>                                          |
| 6175                    | Migrant Education Program                                                 |
| 6178                    | <u>Career Technical Education</u>                                         |

**Cross References**

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9150

9220

9220-E(1)

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9322

**Description**Career Technical EducationAlternative Schools/Programs Of ChoiceAlternative Schools/Programs Of ChoiceContinuation EducationContinuation EducationAdult EducationAdult EducationFacilities Master PlanEvaluating Existing BuildingsNaming Of FacilityStudent Board MembersGoverning Board ElectionsGoverning Board ElectionsMeetings And NoticesAgenda/Meeting Materials

**Policy 0420.4: Charter School Authorization** **Status: ADOPTED**  
**Original Adopted Date: 05/01/2019 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025**

The Governing Board recognizes that charter schools may assist the district in offering diverse learning opportunities for students. In considering any petition to establish a charter school within the district, the Board shall give thoughtful consideration to the potential of the charter school to provide students with a high-quality education that enables them to achieve to their fullest potential.

One or more persons may submit a petition to the Board for a charter school to be established within the district or for the conversion of an existing district school to a charter school. (Education Code 47605)

Any petition for a charter school shall include all components, signatures, and statements required by law, as specified in the accompanying administrative regulation. The proposed charter shall be attached to the petition. (Education Code 47605)

The Superintendent or designee shall consult with legal counsel, as appropriate, regarding compliance of the charter petition with legal requirements.

The Superintendent or designee may work with charter school petitioners prior to the formal submission of the petition in order to ensure compliance of the petition with legal requirements. As needed, the Superintendent or designee may also meet with the petitioners to establish workable plans for contracted services, which the district may provide to the proposed charter school.

The Board shall not require any district student to attend the charter school, nor shall it require any district employee to work at the charter school. (Education Code 47605)

#### **Timelines for Board Action**

Within 60 days of receiving a charter petition, the Board shall hold a public hearing on the charter provisions, at which time the Board shall consider the level of support for the petition by district teachers, other district employees, and parents/guardians. A petition is deemed received on the day the petitioner submits a petition to the district office, along with a signed certification that the petitioner deems the petition to be complete. (Education Code 47605)

The Board shall either grant or deny the petition at a public hearing held within 90 days of receiving the petition, or within 120 days with the consent of both the petitioner and the Board. (Education Code 47605)

At least 15 days before the public hearing at which the Board will grant or deny the charter, the district shall publish all staff recommendations regarding the petition, including any recommended findings and, if applicable, certification from the County Superintendent of Schools regarding the potential fiscal impact of the charter school on the district. During the public hearing, the petitioners shall have equal time and opportunity to present evidence and testimony in response to the staff recommendations and findings. (Education Code 47605)

The Superintendent or designee shall maintain accurate records, in relation to each charter petition, of documents submitted, the Board's proceedings, and the findings upon which the Board's decision is made.

#### **Approval of Petition**

A charter petition shall be granted only if the Board is satisfied that doing so is consistent with sound educational practice and the interests of the community in which the school is proposing to locate. In granting charters, the Board shall consider the academic needs of the students the charter school proposes to serve and shall give preference to petitions that demonstrate the capability to provide comprehensive learning experiences for students who are identified by the petitioner as academically low-achieving, based on standards established by California Department of Education (CDE). (Education Code 47605)

Prior to authorizing any charter, the Board shall verify that the charter includes adequate processes and measures for monitoring and holding the school accountable for fulfilling the terms of its charter and complying with all applicable laws, including Education Code 47604.1. Such processes and measures shall include, but are not limited to, fiscal accountability systems, multiple measures for evaluating the educational program, inspection and observations of any part of the charter school, and regular reports to the Board.

The approval or denial of a charter petition shall not be controlled by collective bargaining agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)

The Board may approve one or more memoranda of understanding (MOU) to clarify the financial and operational agreements between the district and the charter school. Any such MOU shall be annually reviewed by the Board and charter school governing body and amended as necessary.

The Board may initially grant a charter for a specified term not to exceed five years. (Education Code 47607)

When a petition is approved by the Board, it shall be the responsibility of the petitioners to provide written notice of the Board's approval and a copy of the petition to the County Superintendent, CDE, and the State Board of Education (SBE). (Education Code 47605)

#### **Denial of Petition**

The Board shall summarily deny any charter petition that proposes to:

1. Operate a charter school as or by a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code 47604)
2. Convert a private school to a charter school (Education Code 47602)
3. Serve students in a grade level that is not served by the district, unless the petition proposes to serve students in all the grade levels served by the district (Education Code 47605)
4. Offer nonclassroom-based instruction (Education Code 47612.7)

Regarding all other charter petitions, the Board shall deny a petition only if the Board makes written factual findings specific to the petition that one or more of the following conditions exist: (Education Code 47605; 5 CCR 11967.5.1)

1. The charter school presents an unsound educational program that has a likelihood of physical, educational, or psychological harm to, or which is not likely to provide an educational benefit for, the students to be enrolled in the charter school
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition
3. The petition does not contain the number of signatures required
4. The petition does not contain a clear, unequivocal statement described in Education Code 47605(e), including that the charter school will be nonsectarian and that the school shall not charge tuition or discriminate against any student based on the characteristics specified in Education Code 220
5. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(c)
6. The petition does not contain a declaration as to whether the charter school shall be deemed the exclusive public employer of the school's employees for purposes of collective bargaining pursuant to Government Code 3540-3549.3
7. The charter school is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate

Analysis of this finding shall include consideration of the fiscal impact of the proposed charter school. A written factual finding shall detail specific facts and circumstances that analyze and consider the following factors:

- a. The extent to which the proposed charter school would substantially undermine existing services, academic offerings, or programmatic offerings
  - b. Whether the proposed charter school would duplicate a program currently offered within the district, when the existing program has sufficient capacity for the students proposed to be served within reasonable proximity to where the charter school intends to locate
8. The district is not positioned to absorb the fiscal impact of the proposed charter school

The district meets this criterion if it has a negative interim certification, has a qualified interim certification and the County Superintendent certifies that approving the charter school would result in the district having a negative interim certification, or is under state receivership.

The Board shall not deny a petition based on the actual or potential costs of serving students with disabilities, nor shall it deny a petition solely because the charter school might enroll students with disabilities who reside outside the special education local plan area in which the district participates. (Education Code 47605.7, 47647)

#### Appeals

If the Board denies a petition, the petitioner may choose to submit the petition to the County Board of Education and, if then denied by the County Board, to SBE. (Education Code 47605)

At the request of the petitioner, the Board shall prepare the documentary record, including a transcript of the public hearing at which the Board denied the charter, no later than 10 business days after the petitioner makes the request. (Education Code 47605)

Within 30 days of receipt of an appeal submitted to SBE, the Board may submit a written opposition to SBE, which may include supporting documentation, detailing, with specific citations to the documentary record, how the Board did not abuse its discretion in denying the petition. (Education Code 47605)

If either the County Board or SBE remands the petition to the Board because the petition on appeal contains new or different material terms, the Board shall reconsider the petition and shall grant or deny the petition within 30 days. (Education Code 47605)

#### Material Revisions to Charter

Material revisions to a charter may only be made with Board approval. Material revisions shall be governed by the same standards and criteria that apply to petitions for the authorization of charter schools as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

The Board shall determine whether a proposed change in charter school operations would constitute a material revision of the approved charter.

If an approved charter school proposes to expand operations to one or more additional sites or grade levels, whether concurrently with or unrelated to a renewal, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations or grade levels. The Board shall consider approval of the additional locations or grade levels at an open, public meeting. (Education Code 47605, 47607)

The Board may deny a proposed material revision if it finds that the proposed material revision would render the charter school demonstrably unlikely to serve the interests of the entire community in which the school is located or proposes to locate. In making this finding, the Board shall consider all of the following: (Education Code 47605)

1. The fiscal impact of the proposed expansion on the district
2. The extent to which the expansion would substantially undermine existing services, academic offerings, or



programmatic offerings

3. Whether the expansion would duplicate a program currently offered within the district that has sufficient capacity for the students proposed to be served within reasonable proximity to where the charter school intends to locate

Additionally, the Board may deny a proposed material revision if it finds that the district is not positioned to absorb the fiscal impact of the proposed material revision. The Board shall make this finding if the district has a qualified interim certification pursuant to Education Code 42131 and the County Superintendent, in consultation with the County Office Fiscal Crisis and Management Assistance Team, certifies that approving the charter school would result in the district having a negative interim certification pursuant to Education Code 42131, the district has a negative interim certification pursuant to Education Code 42131, or the district is under state receivership. (Education Code 47605)

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                      | Description                                                              |
|----------------------------|--------------------------------------------------------------------------|
| 5 CCR 11960-11969.10       | Charter schools                                                          |
| Corp. Code 5110-6910       | <u>Nonprofit public benefit corporations</u>                             |
| Ed. Code 1240              | County superintendent of schools; duties                                 |
| Ed. Code 17078.52-17078.66 | Charter schools facility funding; state bond proceeds                    |
| Ed. Code 17280-17317       | <u>Field Act; approval of plans and supervision of construction</u>      |
| Ed. Code 17365-17374       | <u>Field Act; fitness for occupancy; liability of board members</u>      |
| Ed. Code 200               | Equal rights and opportunities in state educational institutions         |
| Ed. Code 220               | <u>Prohibition of discrimination</u>                                     |
| Ed. Code 32280-32289.5     | School safety plans                                                      |
| Ed. Code 33126             | School accountability report card                                        |
| Ed. Code 41365             | <u>Charter school revolving loan fund</u>                                |
| Ed. Code 42131             | <u>Interim certification</u>                                             |
| Ed. Code 42238.02-42238.52 | Funding for charter districts                                            |
| Ed. Code 44237             | <u>Criminal record summary</u>                                           |
| Ed. Code 44830.1           | <u>Certificated employees; conviction of a violent or serious felony</u> |
| Ed. Code 45122.1           | <u>Classified employees; conviction of a violent or serious felony</u>   |
| Ed. Code 46201             | Instructional minutes                                                    |
| Ed. Code 47600-47616.7     | <u>Charter Schools Act of 1992</u>                                       |
| Ed. Code 47640-47647       | <u>Special education funding for charter schools</u>                     |
| Ed. Code 47650-47655       | Funding of charter schools                                               |
| Ed. Code 48900             | Suspension or expulsion; use of controlled substances                    |
| Ed. Code 49011             | <u>Student fees; definition</u>                                          |
| Ed. Code 51744-51749.6     | <u>Independent study</u>                                                 |
| Ed. Code 51745             | <u>Independent study</u>                                                 |
| Ed. Code 52052             | <u>Accountability; numerically significant student subgroups</u>         |
| Ed. Code 52060-52077       | <u>Local control and accountability plan</u>                             |
| Ed. Code 56026             | Special education                                                        |
| Ed. Code 56145-56146       | <u>Special education services in charter schools</u>                     |
| Gov. Code 1090-1099        | <u>Prohibitions applicable to specified officers</u>                     |

|                                                   |                                                                                                                                                                        |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>State</b>                                      | <b>Description</b>                                                                                                                                                     |
| Gov. Code 3540-3549.3                             | <a href="#"><u>Educational Employment Relations Act</u></a>                                                                                                            |
| Gov. Code 54950-54963                             | <a href="#"><u>The Ralph M. Brown Act</u></a>                                                                                                                          |
| Gov. Code 7920.000-7930.215                       | <a href="#"><u>California Public Records Act</u></a>                                                                                                                   |
| Gov. Code 81000-91014                             | <a href="#"><u>Political Reform Act</u></a>                                                                                                                            |
| W&I Code 224.1                                    | <a href="#"><u>Indian child; definition</u></a>                                                                                                                        |
| <b>Federal</b>                                    | <b>Description</b>                                                                                                                                                     |
| 20 USC 1400-1482                                  | <a href="#"><u>Individuals with Disabilities Education Act</u></a>                                                                                                     |
| 20 USC 7221-7221j                                 | <a href="#"><u>Charter schools</u></a>                                                                                                                                 |
| 29 USC 794                                        | <a href="#"><u>Rehabilitation Act of 1973; Section 504</u></a>                                                                                                         |
| 42 USC 12101-12213                                | <a href="#"><u>Americans with Disabilities Act</u></a>                                                                                                                 |
| <b>Management Resources</b>                       | <b>Description</b>                                                                                                                                                     |
| Attorney General Opinion                          | <a href="#"><u>101 Ops.Cal.Atty.Gen. 92 (2018)</u></a>                                                                                                                 |
| Attorney General Opinion                          | <a href="#"><u>78 Ops.Cal.Atty.Gen. 297 (1995)</u></a>                                                                                                                 |
| Attorney General Opinion                          | <a href="#"><u>89 Ops.Cal.Atty.Gen. 166 (2006)</u></a>                                                                                                                 |
| Attorney General Opinion                          | <a href="#"><u>80 Ops.Cal.Atty.Gen. 52 (1997)</u></a>                                                                                                                  |
| California Charter Authorizing Professionals Pub. | <a href="#"><u>Memorandum of Understanding (MOU) Resource, September 2022</u></a>                                                                                      |
| Court Decision                                    | <a href="#"><u>Napa Valley Unified School District v. State Board of Education, Case No. C099068</u></a>                                                               |
| CSBA Publication                                  | <a href="#"><u>Charter Schools: A Guide for Governance Teams, rev. 2021</u></a>                                                                                        |
| CSBA Publication                                  | <a href="#"><u>Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018</u></a> |
| CSBA Publication                                  | <a href="#"><u>Charter Schools in Focus, Issue 1: Managing the Petition Review Process, Governance Brief, November 2016</u></a>                                        |
| U.S. Department of Education Publication          | <a href="#"><u>Charter Schools Program: Title V, Part D of the ESEA, Nonregulatory Guidance, January 2014</u></a>                                                      |
| Website                                           | <a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>                                                                                     |
| Website                                           | <a href="#"><u>National Association of Charter School Authorizers</u></a>                                                                                              |
| Website                                           | <a href="#"><u>California Charter Schools Association</u></a>                                                                                                          |
| Website                                           | <a href="#"><u>California Department of Education, Charter Schools</u></a>                                                                                             |
| Website                                           | <a href="#"><u>CSBA</u></a>                                                                                                                                            |
| Website                                           | <a href="#"><u>U.S. Department of Education</u></a>                                                                                                                    |
| <b>Cross References</b>                           | <b>Description</b>                                                                                                                                                     |
| 0420.41                                           | <a href="#"><u>Charter School Oversight</u></a>                                                                                                                        |
| 0420.41-E(1)                                      | <a href="#"><u>Charter School Oversight</u></a>                                                                                                                        |
| 0420.42                                           | <a href="#"><u>Charter School Renewal</u></a>                                                                                                                          |
| 0420.43                                           | <a href="#"><u>Charter School Revocation</u></a>                                                                                                                       |
| 0430                                              | <a href="#"><u>Comprehensive Local Plan For Special Education</u></a>                                                                                                  |
| 0430                                              | <a href="#"><u>Comprehensive Local Plan For Special Education</u></a>                                                                                                  |
| 0460                                              | <a href="#"><u>Local Control And Accountability Plan</u></a>                                                                                                           |
| 0460                                              | <a href="#"><u>Local Control And Accountability Plan</u></a>                                                                                                           |

**Cross References**

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6146.3

6146.3

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6162.51

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**Description**School Accountability Report CardSchool Accountability Report CardRepresentative And Deliberative GroupsProbationary/Permanent StatusProbationary/Permanent StatusReciprocity Of Academic CreditReciprocity Of Academic CreditIndependent StudyIndependent StudyState Academic Achievement TestsState Academic Achievement TestsCareer Technical EducationCareer Technical EducationContinuation EducationContinuation EducationCharter School FacilitiesCharter School FacilitiesMeetings And Notices

**Regulation 0420.4: Charter School Authorization**

Status: ADOPTED

Original Adopted Date: 10/01/2015 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

**Petition Signatures**

A petition for the establishment of a start-up charter school must be signed by either of the following: (Education Code 47605)

1. A number of parents/guardians equivalent to at least one-half of the number of students that the charter school estimates will enroll in the school for its first year of operation
2. A number of teachers equivalent to at least one-half of the total number of teachers that the charter school estimates will be employed at the school during its first year of operation

A petition that proposes to convert an existing public school to a charter school must be signed by at least 50 percent of the permanent status teachers currently employed at the school. (Education Code 47605)

Any petition circulated to collect signatures shall include a prominent statement explaining that a parent/guardian's signature means that the parent/guardian is meaningfully interested in having a child attend the charter school, or a teacher's signature means that the teacher is meaningfully interested in teaching at the charter school. (Education Code 47605)

**Staff Advisory Committee**

The Superintendent or designee may establish a staff advisory committee to evaluate the completeness of a charter petition based on the requirements in Education Code 47605 and to identify any concerns that should be addressed by the petitioners.

**Components of Charter Petition**

All charter petitions shall comply with the applicable requirements of Education Code 47605, other state and federal laws, and district policies.

The charter petition shall include affirmations that the charter school will be nonsectarian in its programs, admission policies, employment practices, and operations; will not charge tuition; and will not discriminate against a student on the basis of characteristics listed in Education Code 220. The petition shall also contain reasonably comprehensive descriptions of: (Education Code 47605)

1. The educational program of the proposed school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs

The goals identified in that program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.

2. The charter school's annual goals for all students and for each numerically significant subgroup of students identified pursuant to Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, long term English learners, students with disabilities, foster youth, and students experiencing homelessness

These goals shall be aligned with the state priorities listed in Education Code 52060 that apply to the grade levels served. The petition also shall describe specific annual actions to achieve those goals. The petition may identify additional priorities established for the proposed school, goals aligned with those priorities, and specific annual actions to achieve those goals.

If the proposed charter school will serve high school students, the petition shall describe the manner in which the school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are

accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the "A-G" admissions criteria may be considered to meet college entrance requirements.

3. The measurable student outcomes identified for use by the charter school

*Student outcomes* means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program, including outcomes that address increases in student academic achievement both schoolwide and for each numerically significant subgroup of students served by the charter school. The student outcomes shall align with the state priorities identified in Education Code 52060 that apply for the grade levels served by the charter school.

4. The method by which student progress in meeting the identified student outcomes is to be measured

To the extent practicable, the method for measuring student outcomes for state priorities shall be consistent with the way information is reported on a school accountability report card.

5. The location of each charter school facility the petitioner intends to operate

6. The governance structure of the charter school, including, but not limited to, the process to be followed by the school to ensure parent/guardian involvement

7. The qualifications to be met by individuals to be employed by the charter school

8. The procedures that the charter school will follow to ensure the health and safety of students and staff, including the following requirements:

- a. Each charter school employee shall furnish the school with a criminal record summary as described in Education Code 44237
- b. The charter school shall develop a school safety plan which includes the topics listed in Education Code 32282(a)(2)(A)-(N)
- c. The charter school's safety plan shall be reviewed and updated by March 1 each year

9. The means by which the charter school will achieve a balance of racial and ethnic students, special education students, and English learner students, including redesignated fluent English proficient students, that is reflective of the general population residing within the district's territorial jurisdiction

10. The charter school's student admission policy

The petition shall, in accordance with Education Code 47605(e), specify procedures for determining enrollment when the number of applicants exceeds the school's capacity, including requirements for the use of a public random drawing, admission preferences, and priority order of preferences as required by law and subject to Governing Board approval.

11. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the Board's satisfaction

12. The procedures by which students can be suspended or expelled for disciplinary reasons or otherwise involuntarily removed for any reason, including an explanation of how the charter school will comply with federal and state constitutional procedural and substantive due process requirements as specified in Education Code 47605 and 47605.6

Such procedures shall contain a clear statement that no student shall be involuntarily removed by the charter school for any reason unless written notice of the intent to remove the student is given to the student's parent/guardian at least five schooldays before the effective date of the removal. In the case of a student experiencing homelessness or foster youth, the notice shall be given to the student's educational rights holder. Additionally, a foster youth's attorney and county social worker, and an Indian child's tribal social worker, and if applicable, the county social worker, shall be given such notice.

For suspensions of fewer than 10 days, the student shall be provided oral or written notice of the charges and an explanation of the supporting evidence. The student shall be provided an opportunity to provide a response.

Notice shall include written notice of the charges and inform the student, the student's parent/guardian, and any other specified individual, as applicable, of the right to initiate a hearing as described in Education Code 47605, before the effective date of the removal. The notice shall be provided in the student's parent/guardian's, or other applicable person's language, and, if such a hearing is initiated, shall include the student's right to remain enrolled in the charter school until a final decision is made by the charter school.

In addition, the procedures shall contain a statement pertaining to the provision of homework assignments to suspended students as specified in Education Code 47606.2.

Such procedures shall also include processes by which the charter school will, within 30 days, notify the Superintendent of the district of the student's last known address and, upon request, provide the student's cumulative record to the district, when a student is expelled or leaves the charter school without graduating or completing the school year for any reason. In addition, the procedures shall describe the means by which the district can contact the charter school if the student is subsequently expelled or leaves the school district without graduating or completing the school year for any reason.

Involuntarily removed means disenrolled, dismissed, transferred, or terminated, but does not include suspensions. (Education Code 47605)

13. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security
14. The public school attendance alternatives for students residing within the district who choose to not attend the charter school
15. A description of the rights of any district employee upon leaving district employment to work in the charter school and of any rights of return to the district after employment at the charter school
16. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions
17. A declaration as to whether the charter school will be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3
18. Consistent with 5 CCR 11962, the procedures to be used if the charter school closes, including, but not limited to:
  - a. Designation of a responsible entity to conduct closure-related activities
  - b. Notification to parents/guardians, the Board, the County Office of Education, the special education local plan area in which the charter school participates, the retirement systems in which the school's employees participate, and the California Department of Education, providing at least the following information:
    - i. The effective date of the closure
    - ii. The name(s) and contact information of the person(s) to whom reasonable inquiries may be made regarding the closure
    - iii. The students' districts of residence
    - iv. The manner in which parents/guardians may obtain copies of student records, including specific information on completed courses and credits that meet graduation requirements
  - c. Provision of a list of students at each grade level, the classes they have completed, and their districts of residence to the responsible entity designated in accordance with Item #18a above

- d. Transfer and maintenance of all student records, all state assessment results, and any special education records to the custody of the responsible entity designated in accordance with Item #18a above, except for records and/or assessment results that the charter may require to be transferred to a different entity
- e. Transfer and maintenance of personnel records in accordance with applicable law
- f. Completion of an independent final audit within six months after the closure of the charter school that may function as the annual audit, which includes an assessment of the disposition of any restricted funds received by or due to the school and an accounting of all financial assets and liabilities pursuant to 5 CCR 11962
- g. Disposal of any net assets remaining after all liabilities of the charter school have been paid or otherwise addressed pursuant to 5 CCR 11962
- h. Completion and filing of any annual reports required pursuant to Education Code 47604.33
- i. Identification of funding for the activities identified in Item #18a-h above

Charter school petitioners shall provide information to the Board regarding the proposed operation and potential effects of the school, including, but not limited to: (Education Code 47605)

- 1. The facilities to be used by the charter school, including where the school intends to locate
- 2. The manner in which administrative services of the charter school are to be provided
- 3. Potential civil liability effects, if any, upon the charter school and district
- 4. Financial statements that include a proposed first-year operational budget, including start-up costs and cash-flow and financial projections for the first three years of operation
- 5. If the charter school is to be operated by or as a nonprofit public benefit corporation, the names and relevant qualifications of all persons whom the petitioner nominates to serve on the governing body of the charter school

#### Location of Charter School

Unless otherwise exempted by law, the charter petition shall identify a single charter school that will operate within the geographic boundaries of the district. A charter school may propose to operate at multiple sites within the district as long as each location is identified in the petition. (Education Code 47605, 47605.1)

A charter school may establish a resource center, meeting space, or other satellite facility within the jurisdiction of the school district where the charter school is physically located if both of the following conditions are met: (Education Code 47605.1)

- 1. The facility is used exclusively for the educational support of students who are enrolled in nonclassroom-based independent study of the charter school
- 2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                | Description     |
|----------------------|-----------------|
| 5 CCR 11960-11969.10 | Charter schools |

| <b>State</b>                | <b>Description</b>                                                       |
|-----------------------------|--------------------------------------------------------------------------|
| Corp. Code 5110-6910        | <u>Nonprofit public benefit corporations</u>                             |
| Ed. Code 1240               | <u>County superintendent of schools; duties</u>                          |
| Ed. Code 17078.52-17078.66  | <u>Charter schools facility funding; state bond proceeds</u>             |
| Ed. Code 17280-17317        | <u>Field Act; approval of plans and supervision of construction</u>      |
| Ed. Code 17365-17374        | <u>Field Act; fitness for occupancy; liability of board members</u>      |
| Ed. Code 200                | <u>Equal rights and opportunities in state educational institutions</u>  |
| Ed. Code 220                | <u>Prohibition of discrimination</u>                                     |
| Ed. Code 32280-32289.5      | <u>School safety plans</u>                                               |
| Ed. Code 33126              | <u>School accountability report card</u>                                 |
| Ed. Code 41365              | <u>Charter school revolving loan fund</u>                                |
| Ed. Code 42131              | <u>Interim certification</u>                                             |
| Ed. Code 42238.02-42238.52  | <u>Funding for charter districts</u>                                     |
| Ed. Code 44237              | <u>Criminal record summary</u>                                           |
| Ed. Code 44830.1            | <u>Certificated employees; conviction of a violent or serious felony</u> |
| Ed. Code 45122.1            | <u>Classified employees; conviction of a violent or serious felony</u>   |
| Ed. Code 46201              | <u>Instructional minutes</u>                                             |
| Ed. Code 47600-47616.7      | <u>Charter Schools Act of 1992</u>                                       |
| Ed. Code 47640-47647        | <u>Special education funding for charter schools</u>                     |
| Ed. Code 47650-47655        | <u>Funding of charter schools</u>                                        |
| Ed. Code 48900              | <u>Suspension or expulsion; use of controlled substances</u>             |
| Ed. Code 49011              | <u>Student fees; definition</u>                                          |
| Ed. Code 51744-51749.6      | <u>Independent study</u>                                                 |
| Ed. Code 51745              | <u>Independent study</u>                                                 |
| Ed. Code 52052              | <u>Accountability; numerically significant student subgroups</u>         |
| Ed. Code 52060-52077        | <u>Local control and accountability plan</u>                             |
| Ed. Code 56026              | <u>Special education</u>                                                 |
| Ed. Code 56145-56146        | <u>Special education services in charter schools</u>                     |
| Gov. Code 1090-1099         | <u>Prohibitions applicable to specified officers</u>                     |
| Gov. Code 3540-3549.3       | <u>Educational Employment Relations Act</u>                              |
| Gov. Code 54950-54963       | <u>The Ralph M. Brown Act</u>                                            |
| Gov. Code 7920.000-7930.215 | <u>California Public Records Act</u>                                     |
| Gov. Code 81000-91014       | <u>Political Reform Act</u>                                              |
| W&I Code 224.1              | <u>Indian child; definition</u>                                          |
| <b>Federal</b>              | <b>Description</b>                                                       |
| 20 USC 1400-1482            | <u>Individuals with Disabilities Education Act</u>                       |
| 20 USC 7221-7221j           | <u>Charter schools</u>                                                   |
| 29 USC 794                  | <u>Rehabilitation Act of 1973; Section 504</u>                           |
| 42 USC 12101-12213          | <u>Americans with Disabilities Act</u>                                   |



| <b>Management Resources</b>                       | <b>Description</b>                                                                                                                                                     |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Attorney General Opinion                          | <a href="#"><u>101 Ops.Cal.Atty.Gen. 92 (2018)</u></a>                                                                                                                 |
| Attorney General Opinion                          | <a href="#"><u>78 Ops.Cal.Atty.Gen. 297 (1995)</u></a>                                                                                                                 |
| Attorney General Opinion                          | <a href="#"><u>89 Ops.Cal.Atty.Gen. 166 (2006)</u></a>                                                                                                                 |
| Attorney General Opinion                          | <a href="#"><u>80 Ops.Cal.Atty.Gen. 52 (1997)</u></a>                                                                                                                  |
| California Charter Authorizing Professionals Pub. | <a href="#"><u>Memorandum of Understanding (MOU) Resource, September 2022</u></a>                                                                                      |
| Court Decision                                    | <a href="#"><u>Napa Valley Unified School District v. State Board of Education, Case No. C099068</u></a>                                                               |
| CSBA Publication                                  | <a href="#"><u>Charter Schools: A Guide for Governance Teams, rev. 2021</u></a>                                                                                        |
| CSBA Publication                                  | <a href="#"><u>Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018</u></a> |
| CSBA Publication                                  | <a href="#"><u>Charter Schools in Focus, Issue 1: Managing the Petition Review Process, Governance Brief, November 2016</u></a>                                        |
| U.S. Department of Education Publication          | <a href="#"><u>Charter Schools Program: Title V, Part B of the ESEA, Nonregulatory Guidance, January 2014</u></a>                                                      |
| Website                                           | <a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>                                                                                     |
| Website                                           | <a href="#"><u>National Association of Charter School Authorizers</u></a>                                                                                              |
| Website                                           | <a href="#"><u>California Charter Schools Association</u></a>                                                                                                          |
| Website                                           | <a href="#"><u>California Department of Education, Charter Schools</u></a>                                                                                             |
| Website                                           | <a href="#"><u>CSBA</u></a>                                                                                                                                            |
| Website                                           | <a href="#"><u>U.S. Department of Education</u></a>                                                                                                                    |
| <b>Cross References</b>                           | <b>Description</b>                                                                                                                                                     |
| 0420.41                                           | <a href="#"><u>Charter School Oversight</u></a>                                                                                                                        |
| 0420.41-E(1)                                      | <a href="#"><u>Charter School Oversight</u></a>                                                                                                                        |
| 0420.42                                           | <a href="#"><u>Charter School Renewal</u></a>                                                                                                                          |
| 0420.43                                           | <a href="#"><u>Charter School Revocation</u></a>                                                                                                                       |
| 0430                                              | <a href="#"><u>Comprehensive Local Plan For Special Education</u></a>                                                                                                  |
| 0430                                              | <a href="#"><u>Comprehensive Local Plan For Special Education</u></a>                                                                                                  |
| 0460                                              | <a href="#"><u>Local Control And Accountability Plan</u></a>                                                                                                           |
| 0460                                              | <a href="#"><u>Local Control And Accountability Plan</u></a>                                                                                                           |
| 0510                                              | <a href="#"><u>School Accountability Report Card</u></a>                                                                                                               |
| 0510                                              | <a href="#"><u>School Accountability Report Card</u></a>                                                                                                               |
| 2230                                              | <a href="#"><u>Representative And Deliberative Groups</u></a>                                                                                                          |
| 4116                                              | <a href="#"><u>Probationary/Permanent Status</u></a>                                                                                                                   |
| 4116                                              | <a href="#"><u>Probationary/Permanent Status</u></a>                                                                                                                   |
| 6146.3                                            | <a href="#"><u>Reciprocity Of Academic Credit</u></a>                                                                                                                  |
| 6146.3                                            | <a href="#"><u>Reciprocity Of Academic Credit</u></a>                                                                                                                  |
| 6158                                              | <a href="#"><u>Independent Study</u></a>                                                                                                                               |
| 6158                                              | <a href="#"><u>Independent Study</u></a>                                                                                                                               |
| 6162.51                                           | <a href="#"><u>State Academic Achievement Tests</u></a>                                                                                                                |
| 6162.51                                           | <a href="#"><u>State Academic Achievement Tests</u></a>                                                                                                                |
| 6178                                              | <a href="#"><u>Career Technical Education</u></a>                                                                                                                      |

**Cross References**

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**Description**Career Technical EducationContinuation EducationContinuation EducationCharter School FacilitiesCharter School FacilitiesMeetings And Notices

**Policy 0420.41: Charter School Oversight**

Status: ADOPTED

Original Adopted Date: 10/01/2013 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board recognizes its ongoing responsibility to oversee that any charter school authorized by the Board is successfully fulfilling the terms of its charter.

The Superintendent or designee shall identify at least one staff member to serve as a contact person for each charter school authorized by the Board. (Education Code 47604.32)

The Superintendent or designee shall visit each charter school at least annually and may inspect or observe any part of a charter school at any time. (Education Code 47604.32, 47607)

The Superintendent may designate someone to attend meetings of the charter school governing body whenever possible.

**Monitoring Charter School Performance**

Any charter school authorized by the Board shall be monitored by the Superintendent or designee to determine whether the charter school complies with all legal requirements applicable to charter schools, including all reports required of charter schools by law, as specified in Education Code 47604.32. Any violations of law shall be reported to the Board.

The Superintendent or designee and the governing bodies of charter schools authorized by the Board shall review new laws and regulations applicable to charter schools.

The Board shall monitor each charter school to determine whether it is achieving the measurable student outcomes set forth in the charter, both schoolwide and for each numerically significant student subgroup served by the school as defined in Education Code 52052. This determination shall be based on the measures specified in the approved charter and any applicable memorandum of understanding (MOU), and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP), as reported in the California School Dashboard.

The Board shall monitor the fiscal condition of the charter school based on any financial report or information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, LCAP and annual update of the charter school's LCAP, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

**Waivers**

If the charter school wishes to request a general waiver of any state law or regulation applicable to it, it shall request that the Board approve and the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall submit such a waiver request to SBE on behalf of the charter school.

**Provision of District Services**

Upon approval by the Board of an appropriate agreement, the charter school may contract with the district or any other source for administrative or other services. (Education Code 47613)

Whenever the district agrees to provide administrative or support services to a charter school, the district and the charter school shall develop a MOU, which clarifies the financial and operational agreements between them.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The district may charge the charter school for the actual costs of the reporting services, but shall not require the charter school to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

#### **Location of Charter Schools**

Except when permitted to operate outside district boundaries pursuant to Education Code 47605 and 47605.1, a charter school shall be located within district boundaries.

#### **Fees/Charges for Supervisorial Oversight**

The district may charge for district supervisorial oversight as follows: (Education Code 47613; 5 CCR 11969.7)

1. Actual costs up to one percent of the charter school's revenue
2. Actual costs up to three percent of the charter school's revenue if the district provides the charter school substantially rent-free facilities

If the district provides the charter school with facilities under Education Code 47614 and charges the charter school a pro-rata share of the facilities costs calculated pursuant to 5 CCR 11969.7, the district may only charge the charter school for the actual costs of supervisorial oversight up to one percent of the charter school's revenue.

3. Actual costs if the district is assigned supervisorial oversight responsibility for the charter school by SBE when authorized on appeal

#### **Technical Assistance/Intervention**

Whenever a charter school is identified for technical assistance based on the performance of one or more numerically significant student subgroups on SBE-established criteria, the charter school shall receive technical assistance from the County Superintendent of Schools. Such technical assistance shall be focused on building the charter school's capacity to develop and implement actions and services responsive to student and community needs, including, but not limited to, any of the following: (Education Code 47607.3)

1. Assisting the charter school to identify its strengths and weaknesses in regard to the state priorities applicable to the charter school pursuant to Education Code 47605(c)

This shall include working collaboratively with the charter school to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness.

2. Working collaboratively with the charter school to secure assistance from an academic, programmatic, or fiscal expert or team of experts to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the charter school

Another service provider, including, but not limited to, a school district, county office of education, or charter school, may be solicited to act as a partner to the charter school in need of technical assistance.

3. Obtaining from the charter school timely documentation demonstrating that it has completed the activities described in Items #1 and 2 or substantially similar activities, or has selected another service provider to work with the charter school to complete the activities described in Items #1 and 2 or substantially similar activities, and ongoing communication with the Board to assess the charter school's progress in improving student outcomes

In addition, if, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more numerically significant student subgroups, or for all of the student subgroups if the school has fewer than three subgroups, in regard to one or more state or school priorities identified in the charter, the County Superintendent

may request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074. (Education Code 47607.3; 52072)

In accordance with law, the Board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to inadequate academic achievement of all numerically significant subgroups of students served by the charter school. (Education Code 47607, 47607.2)

### Complaints

Each charter school shall establish and maintain policies and procedures in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4670 to enable any person alleging the school's noncompliance with Education Code 47606.5 or 47607.3 to file a complaint with the charter school. (Education Code 52075)

A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

### School Closure

In the event that the Board revokes or denies renewal of a charter or the charter school ceases operation for any reason, the Superintendent or designee shall, when applicable in accordance with the charter school and/or an applicable agreement between the district and the charter school, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out of the charter school.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, if renewal of a charter is denied, a charter is revoked, or a charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                                   | Description                                                                               |
|-----------------------------------------|-------------------------------------------------------------------------------------------|
| 5 CCR 11700-11705                       | <u>Independent study</u>                                                                  |
| 5 CCR 11960-11969.10                    | <u>Charter schools</u>                                                                    |
| 5 CCR 4600-4670                         | <u>Uniform complaint procedures</u>                                                       |
| Bus. And Prof. Code 7583.45             | <u>Training for security officers</u>                                                     |
| CA Constitution Article 16, Section 8.5 | <u>Public finance; school accountability report card</u>                                  |
| CA Constitution Article 9, Section 5    | <u>Common school system</u>                                                               |
| Corp. Code 5110-6910                    | <u>Nonprofit public benefit corporations</u>                                              |
| Ed. Code 1006                           | <u>Prohibition against school district employees serving on county board of education</u> |
| Ed. Code 17070.10-17079.30              | <u>Leroy F. Greene School Facilities Act</u>                                              |
| Ed. Code 17280-17317                    | <u>Field Act: approval of plans and supervision of construction</u>                       |
| Ed. Code 17365-17374                    | <u>Field Act: fitness for occupancy; liability of board members</u>                       |
| Ed. Code 17586                          | <u>Interior locks on buildings</u>                                                        |

| <b>State</b>             | <b>Description</b>                                                                                                                                |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Ed. Code 200             | <u>Nondiscrimination declaration of purpose</u>                                                                                                   |
| Ed. Code 210.2           | <u>Educational equity definition</u>                                                                                                              |
| Ed. Code 215             | <u>Suicide prevention policies</u>                                                                                                                |
| Ed. Code 215.5           | <u>Student identification cards; inclusion of safety hotlines</u>                                                                                 |
| Ed. Code 220             | <u>Prohibition of discrimination</u>                                                                                                              |
| Ed. Code 220.5           | <u>Prohibition of policies requiring disclosure of information related to student's sexual orientation, gender identity, or gender expression</u> |
| Ed. Code 221.61          | <u>Posting of Title IX information on website</u>                                                                                                 |
| Ed. Code 221.9           | <u>Sex equity in competitive athletics</u>                                                                                                        |
| Ed. Code 222             | <u>Reasonable accommodations; lactating students</u>                                                                                              |
| Ed. Code 222.5           | <u>Pregnant and parenting students; notification of rights</u>                                                                                    |
| Ed. Code 231.5           | <u>Sexual harassment policy</u>                                                                                                                   |
| Ed. Code 234.4           | <u>Mandated policy on bullying prevention</u>                                                                                                     |
| Ed. Code 234.6           | <u>Bullying and harassment prevention information</u>                                                                                             |
| Ed. Code 234.7           | <u>Student protections relating to immigration and citizenship status</u>                                                                         |
| Ed. Code 243             | <u>Prohibition of discrimination; instructional materials</u>                                                                                     |
| Ed. Code 244             | <u>Prohibition of discrimination; instructional materials adoption</u>                                                                            |
| Ed. Code 32280-32289.5   | <u>School safety plans</u>                                                                                                                        |
| Ed. Code 32283.5         | <u>Bullying; online training</u>                                                                                                                  |
| Ed. Code 33317.3         | <u>Student transfer reporting</u>                                                                                                                 |
| Ed. Code 33353           | <u>California Interscholastic Federation; standardized incident form</u>                                                                          |
| Ed. Code 33355           | <u>Extreme weather protocols</u>                                                                                                                  |
| Ed. Code 33479-33479.9   | <u>The Eric Parades Sudden Cardiac Arrest Prevention Act</u>                                                                                      |
| Ed. Code 35012           | <u>Student board member participation in expulsion hearings</u>                                                                                   |
| Ed. Code 35120           | <u>Student board membership</u>                                                                                                                   |
| Ed. Code 35179.4-35179.6 | <u>Interscholastic athletic programs; safety; swimming pool safety that is not part of interscholastic athletic program</u>                       |
| Ed. Code 35183.1         | <u>Graduation ceremonies; tribal regalia or recognized object of religious/cultural significance</u>                                              |
| Ed. Code 35292.6         | <u>Stocking of menstrual products</u>                                                                                                             |
| Ed. Code 35330           | <u>Field trips and excursions; student fees</u>                                                                                                   |
| Ed. Code 38001.5         | <u>Training for security officers</u>                                                                                                             |
| Ed. Code 38080-38086     | <u>School meals</u>                                                                                                                               |
| Ed. Code 39831.3         | <u>Transportation safety plan</u>                                                                                                                 |
| Ed. Code 39843           | <u>Disciplinary action against bus driver; report to Department of Motor Vehicles</u>                                                             |
| Ed. Code 41024           | <u>Report of expenditure of state facility funds</u>                                                                                              |
| Ed. Code 42100           | <u>Annual statement of receipts and expenditures</u>                                                                                              |
| Ed. Code 44030.5         | <u>Reporting change in employment status due to alleged misconduct</u>                                                                            |
| Ed. Code 44237           | <u>Criminal record summary</u>                                                                                                                    |
| Ed. Code 44238.9         | <u>District oversight</u>                                                                                                                         |
| Ed. Code 44691           | <u>Information on detection of child abuse; annual training</u>                                                                                   |

| <b>State</b>           | <b>Description</b>                                                                           |
|------------------------|----------------------------------------------------------------------------------------------|
| Ed. Code 44830.1       | <u>Certificated employees; conviction of a violent or serious felony</u>                     |
| Ed. Code 44841         | CPR certification                                                                            |
| Ed. Code 44939.5       | Certificated applicant screening                                                             |
| Ed. Code 45122.1       | <u>Classified employees; conviction of a violent or serious felony</u>                       |
| Ed. Code 45125.1       | <u>Criminal records summary; employees of contracting entity</u>                             |
| Ed. Code 46015         | <u>Accommodations for pregnant and parenting pupils</u>                                      |
| Ed. Code 46015         | <u>Accommodations for pregnant and parenting students; parental leave</u>                    |
| Ed. Code 46300         | Transitional kindergarten and kindergarten students in attendance calculation                |
| Ed. Code 46390-46393   | Emergency average daily attendance                                                           |
| Ed. Code 47600-47616.7 | <u>Charter Schools Act of 1992</u>                                                           |
| Ed. Code 47634.2       | Nonclassroom-based instruction                                                               |
| Ed. Code 47640-47647   | Special education funding for charter schools                                                |
| Ed. Code 47651         | Apportionment of funds; charter schools                                                      |
| Ed. Code 48000         | <u>Minimum age of admission for kindergarten; transitional kindergarten</u>                  |
| Ed. Code 48010         | <u>Minimum age of admission to first grade</u>                                               |
| Ed. Code 48206.3-48208 | <u>Students with temporary disabilities; individual instruction</u>                          |
| Ed. Code 48850-48859   | <u>Students in foster care and students experiencing homelessness</u>                        |
| Ed. Code 48850-48859   | <u>Education of foster youth and homeless students</u>                                       |
| Ed. Code 48900         | <u>Grounds for suspension or expulsion</u>                                                   |
| Ed. Code 48901.1       | <u>Suspension and expulsion; willful defiance</u>                                            |
| Ed. Code 48901.7       | Smartphone policy                                                                            |
| Ed. Code 48901.8       | Social media policy                                                                          |
| Ed. Code 48907         | <u>Exercise of free expression; time, place, and manner rules and regulations</u>            |
| Ed. Code 48913.5       | Suspended students; homework assignments                                                     |
| Ed. Code 48950         | <u>Speech and other communication</u>                                                        |
| Ed. Code 48980.6       | Dual enrollment offerings notification                                                       |
| Ed. Code 48985         | <u>Notices to parents in language other than English</u>                                     |
| Ed. Code 49005-49006.4 | Seclusion and restraint                                                                      |
| Ed. Code 49010         | <u>Student fees</u>                                                                          |
| Ed. Code 49011         | <u>Student fees; definition</u>                                                              |
| Ed. Code 49014         | Public School Fair Debt Collection Act                                                       |
| Ed. Code 49061         | <u>Definitions; directory information</u>                                                    |
| Ed. Code 49062.5       | <u>Student records; name or gender change</u>                                                |
| Ed. Code 49070         | Challenging student records                                                                  |
| Ed. Code 49073.2       | <u>Privacy of student and parent/guardian personal information; minutes of board meeting</u> |
| Ed. Code 49076.7       | Student records; data privacy; social security numbers                                       |
| Ed. Code 49110         | <u>Authority to issue work permits</u>                                                       |
| Ed. Code 49381         | <u>Human trafficking prevention</u>                                                          |

| <b>State</b>             | <b>Description</b>                                                                                                    |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Ed. Code 49400-49417     | Student health; General powers of school boards                                                                       |
| Ed. Code 49406           | <u>TB risk assessment</u>                                                                                             |
| Ed. Code 49414           | <u>Epinephrine auto-injectors</u>                                                                                     |
| Ed. Code 49414.3         | <u>Administration of opioid antagonist</u>                                                                            |
| Ed. Code 49428           | <u>Notification of mental health services</u>                                                                         |
| Ed. Code 49428.5         | <u>Employment of medical personnel</u>                                                                                |
| Ed. Code 49430-49434     | <u>The Pupil Nutrition, Health, and Achievement Act of 2001</u>                                                       |
| Ed. Code 49431.9         | <u>Prohibition of advertisement of non-nutritious foods</u>                                                           |
| Ed. Code 49475           | <u>Health and safety; concussions and head injuries</u>                                                               |
| Ed. Code 49501.5         | <u>Free breakfast and lunch to all students</u>                                                                       |
| Ed. Code 49531           | <u>Food dyes prohibition</u>                                                                                          |
| Ed. Code 49550-49564.5   | <u>Meals for needy students</u>                                                                                       |
| Ed. Code 49557.5         | <u>Child Hunger Prevention and Fair Treatment Act of 2017</u>                                                         |
| Ed. Code 49564.3         | <u>Provision of federal universal meal service</u>                                                                    |
| Ed. Code 49603           | <u>On campus access to employers and military services</u>                                                            |
| Ed. Code 49700-49701     | <u>Education of children of military families</u>                                                                     |
| Ed. Code 51224.7         | <u>Mathematics placement policy</u>                                                                                   |
| Ed. Code 51225.1-51225.2 | <u>Exemption from local graduation requirements; acceptance of coursework</u>                                         |
| Ed. Code 51225.3         | <u>High school graduation requirements</u>                                                                            |
| Ed. Code 51225.31        | <u>Graduation exemption for students with disabilities</u>                                                            |
| Ed. Code 51225.32        | <u>Graduation requirements for students with disabilities</u>                                                         |
| Ed. Code 51225.38        | <u>Dangers associated with fentanyl</u>                                                                               |
| Ed. Code 51225.6         | <u>Instruction in cardiopulmonary resuscitation; districts that require health education for graduation</u>           |
| Ed. Code 51225.7-51225.8 | <u>Completion and submission of the Free Application for Federal Student Aid and California Dream Act Application</u> |
| Ed. Code 51413           | <u>Diploma of graduation without passage of high school exit examination</u>                                          |
| Ed. Code 51744-51749.6   | <u>Independent study</u>                                                                                              |
| Ed. Code 51925-51929     | <u>Mandatory mental health education</u>                                                                              |
| Ed. Code 51930-51939     | <u>California Healthy Youth Act</u>                                                                                   |
| Ed. Code 52052           | <u>Accountability; numerically significant student subgroups</u>                                                      |
| Ed. Code 52060-52077     | <u>Local control and accountability plan</u>                                                                          |
| Ed. Code 52075           | <u>Uniform complaint procedures</u>                                                                                   |
| Ed. Code 52770           | <u>College and career fairs; community college districts</u>                                                          |
| Ed. Code 52770           | <u>College and career fairs</u>                                                                                       |
| Ed. Code 53234-53235.2   | <u>Ethics training for governing body</u>                                                                             |
| Ed. Code 56026           | <u>Special education</u>                                                                                              |
| Ed. Code 56040.3         | <u>Availability of assistive technology device</u>                                                                    |
| Ed. Code 56040.6         | <u>Deaf, hard of hearing student considerations</u>                                                                   |
| Ed. Code 56145-56146     | <u>Special education services in charter schools</u>                                                                  |
| Ed. Code 56365-56366.12  | <u>Nonpublic, nonsectarian schools</u>                                                                                |



| <b>State</b>                                   | <b>Description</b>                                                                                                                                                                  |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ed. Code 56521.1-56521.2                       | Emergency Interventions                                                                                                                                                             |
| Ed. Code 60600-60649                           | <u>Assessment of academic achievement</u>                                                                                                                                           |
| Ed. Code 60900                                 | Charter school closure                                                                                                                                                              |
| Ed. Code 64000                                 | <u>Categorical programs included in consolidated application</u>                                                                                                                    |
| Ed. Code 64001                                 | <u>School plan for student achievement; consolidated application programs</u>                                                                                                       |
| Ed. Code 65000-65001                           | School site councils                                                                                                                                                                |
| Ed. Code 69432.9-69432.92                      | <u>Cal Grant program; notification of grade point average and high school graduation</u>                                                                                            |
| Gov. Code 1090-1099                            | Prohibitions applicable to specified officers                                                                                                                                       |
| Gov. Code 3540-3549.3                          | <u>Educational Employment Relations Act</u>                                                                                                                                         |
| Gov. Code 3555-3559                            | <u>Public employee communication, information and orientation</u>                                                                                                                   |
| Gov. Code 54950-54963                          | The Ralph M. Brown Act                                                                                                                                                              |
| Gov. Code 7920.000-7930.215                    | <u>California Public Records Act</u>                                                                                                                                                |
| Gov. Code 81000-91014                          | <u>Political Reform Act</u>                                                                                                                                                         |
| H&S Code 104420                                | <u>Tobacco Use Prevention Education grant program</u>                                                                                                                               |
| H&S Code 104559                                | Tobacco-free schools                                                                                                                                                                |
| Lab. Code 1178.5                               | <u>Personnel records related to performance and grievance</u>                                                                                                                       |
| Lab. Code 3074.2                               | <u>College and career fairs; notice to apprenticeship programs</u>                                                                                                                  |
| Pen. Code 1192.7                               | <u>Definition of serious felony</u>                                                                                                                                                 |
| Pen. Code 667.5                                | <u>Definition of violent felony</u>                                                                                                                                                 |
| Veh. Code 28160                                | <u>Child safety alert system</u>                                                                                                                                                    |
| <b>Federal</b>                                 | <b>Description</b>                                                                                                                                                                  |
| 20 USC 1681-1688                               | Title IX of the Education Amendments of 1972; discrimination based on sex                                                                                                           |
| 20 USC 6311                                    | <u>State plan</u>                                                                                                                                                                   |
| 20 USC 7221-7221j                              | Charter schools                                                                                                                                                                     |
| 34 CFR 200.1-200.78                            | Accountability                                                                                                                                                                      |
| 42 USC 11431-11435                             | McKinney-Vento Homeless Assistance Act                                                                                                                                              |
| <b>Management Resources</b>                    | <b>Description</b>                                                                                                                                                                  |
| Attorney General Opinion                       | <u>104 Ops.Cal.Atty.Gen. 66 (2021)</u>                                                                                                                                              |
| Attorney General Opinion                       | <u>101 Ops.Cal.Atty.Gen. 92 (2018)</u>                                                                                                                                              |
| Attorney General Opinion                       | <u>78 Ops.Cal.Atty.Gen. 297 (1995)</u>                                                                                                                                              |
| Attorney General Opinion                       | <u>89 Ops.Cal.Atty.Gen. 166 (2006)</u>                                                                                                                                              |
| Attorney General Opinion                       | <u>80 Ops.Cal.Atty.Gen. 52 (1997)</u>                                                                                                                                               |
| CA Office of Administrative Hearings Decisions | Student v. Horizon Instructional Systems Charter School (2012) OAH Case No. 2011060763                                                                                              |
| California Attorney General                    | <u>Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, December 2024</u> |
| California Department of Education Publication | <u>Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 23-02, November 2023</u>                                                                                     |

| <b>Management Resources</b>                       | <b>Description</b>                                                                                                                                                     |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| California Department of Education Publication    | <a href="#"><u>Model Youth Suicide Prevention Policy for Local Educational Agencies that Serve Kindergarten through Twelfth Grade Students</u></a>                     |
| California Department of Education Publication    | <a href="#"><u>Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 20-01, July 23, 2020</u></a>                                                        |
| California Department of Education Publication    | <a href="#"><u>California School Accounting Manual</u></a>                                                                                                             |
| California Dept. of Pesticide Reg. Publication    | <a href="#"><u>School District Integrated Pest Management Plan Template</u></a>                                                                                        |
| California Interscholastic Federation Publication | <a href="#"><u>Pursuing Victory with Honor, 1999</u></a>                                                                                                               |
| Court Decision                                    | <a href="#"><u>Ridgecrest Charter School v. Sierra Sands Unified School District (2005) 130 Cal.App.4th 986</u></a>                                                    |
| CSBA Publication                                  | <a href="#"><u>Charter Schools: A Guide for Governance Teams, rev. 2021</u></a>                                                                                        |
| CSBA Publication                                  | <a href="#"><u>Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017</u></a>                                                 |
| CSBA Publication                                  | <a href="#"><u>Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018</u></a> |
| Multi-Agency Charter SATF's Publication           | <a href="#"><u>Audit Best Practices for Detecting and Curtailing Charter School Fraud, September 2024</u></a>                                                          |
| U.S. DOE Guidance                                 | <a href="#"><u>Charter Schools Program, Title V, Part B of the ESEA, Nonregulatory Guidance, January 2014</u></a>                                                      |
| Website                                           | <a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>                                                                                     |
| Website                                           | <a href="#"><u>U.S. Department of Agriculture</u></a>                                                                                                                  |
| Website                                           | <a href="#"><u>National Suicide Prevention Lifeline</u></a>                                                                                                            |
| Website                                           | <a href="#"><u>National Domestic Violence Hotline</u></a>                                                                                                              |
| Website                                           | <a href="#"><u>California State Teachers Retirement System</u></a>                                                                                                     |
| Website                                           | <a href="#"><u>California Public Employees Retirement System</u></a>                                                                                                   |
| Website                                           | <a href="#"><u>California Department of General Services, Office of Administrative Hearings</u></a>                                                                    |
| Website                                           | <a href="#"><u>California Commission on Teacher Credentialing</u></a>                                                                                                  |
| Website                                           | <a href="#"><u>California Commission on Peace Officer Standards and Training</u></a>                                                                                   |
| Website                                           | <a href="#"><u>California Bureau of Security and Investigative Services</u></a>                                                                                        |
| Website                                           | <a href="#"><u>California Department of Pesticide Regulation</u></a>                                                                                                   |
| Website                                           | <a href="#"><u>California State Controller</u></a>                                                                                                                     |
| Website                                           | <a href="#"><u>California Student Aid Commission</u></a>                                                                                                               |
| Website                                           | <a href="#"><u>National Association of Charter School Authorizers</u></a>                                                                                              |
| Website                                           | <a href="#"><u>California Charter Schools Association</u></a>                                                                                                          |
| Website                                           | <a href="#"><u>California Department of Education, Charter Schools</u></a>                                                                                             |
| Website                                           | <a href="#"><u>California Interscholastic Federation</u></a>                                                                                                           |
| Website                                           | <a href="#"><u>California Office of the Attorney General</u></a>                                                                                                       |
| Website                                           | <a href="#"><u>CSBA</u></a>                                                                                                                                            |
| Website                                           | <a href="#"><u>U.S. Department of Education</u></a>                                                                                                                    |
| <b>Cross References</b>                           | <b>Description</b>                                                                                                                                                     |
| 0420.4                                            | <a href="#"><u>Charter School Authorization</u></a>                                                                                                                    |
| 0420.4                                            | <a href="#"><u>Charter School Authorization</u></a>                                                                                                                    |

**Cross References**

0420.42

0420.43

0460

0460

0500

1312.3

1312.3

1312.3-E(1)

1312.3-E(2)

1431

6162.51

6162.51

7160

7160

**Description**Charter School RenewalCharter School RevocationLocal Control And Accountability PlanLocal Control And Accountability PlanAccountabilityUniform Complaint ProceduresUniform Complaint ProceduresUniform Complaint ProceduresUniform Complaint ProceduresWaiversState Academic Achievement TestsState Academic Achievement TestsCharter School FacilitiesCharter School Facilities

**Exhibit 0420.41-E(1): Charter School Oversight**

Status: ADOPTED

Original Adopted Date: 07/01/2017 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

## REQUIREMENTS FOR CHARTER SCHOOLS

This exhibit is a non-exhaustive list of legal requirements that apply to charter schools as of June 1, 2025, and will no longer be updated thereafter.

A charter school shall be subject to the terms of its charter; any memorandum of understanding between the school and the district Governing Board; the state and federal constitutions; applicable federal laws; state laws that apply to governmental agencies in general; and other legal requirements that are expressly applicable to charter schools, including, but not limited to, the following requirements.

### Governance

1. Comply with the Ralph M. Brown Act (Government Code 54950-54963), California Public Records Act (Government Code 7920.000-7930.215), conflict of interest laws (Government Code 1090-1099), and Political Reform Act (Government Code 81000-91014), including the adoption of a conflict of interest code pursuant to Government Code 87300 (Education Code 47604.1)
2. Except as otherwise authorized by Government Code 54954, hold the meetings of the governing body of a charter school within the physical boundaries of the county in which the charter school is located or, if a nonclassroom-based charter school that does not have a facility or operates one or more resource centers, hold governing body meetings within the physical boundaries of the county in which the greatest number of students enrolled in the charter school reside

In addition, a two-way teleconference location shall be established at the school site and/or resource center, as applicable. (Education Code 47604.1)

3. The charter school's executive director or any of the charter school's employees shall not serve as a member of the county board of education in the county where the charter school is located (Education Code 1006; Government Code 1099)
4. If the charter school is attended by high school students and the governing body receives student petition to appoint a student member to the governing body, appoint one or more student members in accordance with Education Code 47604.2
5. The governing body is required, by July 1, 2026, to develop, in conjunction with students, parents/guardians, and charter school employees, adopt, and update every five years, a policy to limit or prohibit student use of smartphones while at a school site or under the supervision and control of charter school employee(s) (Education Code 48901.7)
6. On or before July 1, 2026, develop, adopt, implement and annually review weather protocols for extreme weather conditions

The weather protocols shall incorporate the standardized guidelines compiled by the California Department of Education (CDE) and detail the specific measures to be taken during extreme weather conditions in accordance with Education Code 33355.

7. Members of the governing body complete ethics training in accordance with Government Code 53234-53235.2 by January 1, 2026 and at least every two years thereafter
8. If the governing body is unable to review local indicator data due to any emergency specified in Education Code 46392, the local indicator data shall be reviewed at the next meeting of the governing body, and a resolution describing the emergency event and the date on which the local indicator data was reviewed shall be adopted and submitted to CDE (Education Code 52064.5)
9. Develop a plan for offering independent study to affected students pursuant to Education Code 46393 if the governing body submits an affidavit to the Superintendent of Public Instruction (SPI) pursuant to Education

Code 46392 necessitated by an emergency condition that resulted in a school closure (Education Code 46392, 46393)

10. Adopt a policy on suicide prevention, intervention, and postvention for grades 7-12, and an age-appropriate policy for grades K-6, and review the policy at least every five years (Education Code 215)

#### Operations

11. Not be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code 47604)
12. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)

#### Admission/Enrollment

13. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)
14. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)
15. Serve students with disabilities in the same manner as such students are served in other district schools (Education Code 47646, 56145)
16. Admit all students who wish to attend the charter school, according to the following criteria and procedures:
  - a. Admission to the charter school shall not be determined according to the student's or parent/guardian's place of residence within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within that school's former attendance area (Education Code 47605)  
  
If a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admission preference for students who are currently enrolled in that public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)
  - b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing, with preference extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5 (Education Code 47605)
  - c. Other admission preferences may be permitted by the Board of the district on an individual school basis consistent with law

Preferences shall not result in limited enrollment access for students with disabilities, academically low-achieving students, English learners, neglected or delinquent students, students experiencing homelessness, foster youth, students who are economically disadvantaged, or on the basis of nationality, race, ethnicity, or sexual orientation. Mandatory parental volunteer hours shall not be the basis of a preference or a criterion for admission or continued enrollment. (Education Code 47605)

17. Not discourage a student from enrolling or seeking to enroll in the charter school, nor encourage a current student from disenrolling, for any reason, including, but not limited to, the student's academic performance, nationality, race, ethnicity, or sexual orientation or because the student is a student with disabilities, academically low achieving, an English learner, neglected or delinquent, experiencing homelessness, economically disadvantaged, or a foster youth

The charter school shall not request or require a student's records to be submitted before enrollment. The charter school shall post on its website CDE's notice of these requirements and shall provide the notice to parents/guardians or students age 18 and older when the parent/guardian or student inquires about enrollment, before conducting an enrollment lottery, and before disenrollment of a student. (Education Code 47605)

18. Comply with the requirements of Education Code 48850-48859 regarding enrollment, identification, and placement of students experiencing homelessness and unaccompanied youth (Education Code 48850, 48851, 48852.5, 48852.6; 42 USC 11431-11435)
19. Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)
20. Allow a student who is enrolled in the charter school but receiving individual instruction at home or a hospital due to a temporary disability to return to the charter school when well enough to do so, provided the student returns during the school year in which the individual instruction was initiated (Education Code 48207.3)

#### **Nondiscrimination**

21. Not discriminate against any student on the basis of the characteristics listed in Education Code 220, or on the basis of one, or a combination of two or more protected characteristics (Education Code 200, 210.2, 47605)
22. Not discriminate in the use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources, including that the continued use of an adopted textbook, instructional material, supplemental instructional material, curriculum for classroom instruction or any book or other resource in a school library shall not be authorized if the use would subject a student to unlawful discrimination pursuant to Education Code 220 (Education Code 243, 244)
23. Adopt policies equivalent to the model policy language developed by the California Attorney General pursuant to Education Code 234.7 regarding immigration enforcement, notify parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, prohibit the collection of information or documents regarding the immigration status of students or their family members, and comply with the other applicable requirements of Education Code 234.7
24. Post specified information related to the prohibition against discrimination under Title IX of the Education Amendments of 1972 in a prominent and conspicuous location on the school website or on the website of the charter operator (Education Code 221.61)
25. If the charter school offers competitive athletics, annually post on the school's website or on the website of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)
26. Provide specified accommodations to pregnant and parenting students, including, but not limited to, the provision of parental leave and reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding

The charter school shall notify pregnant and parenting students and parents/guardians of the rights and options available to pregnant and parenting students. (Education Code 222, 222.5, 46015)

27. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)
28. If the charter school serves high school students and participates in the California Interscholastic Federation, post the standardized incident form developed by CDE to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events on the charter school's website, and, upon CDE's request, submit information related to any completed standardized incident forms received by the charter school (Ed. Code 33353)
29. A charter school or a member of the governing body, shall not enact or enforce any policy, rule, or administrative regulation that would require an employee or a contractor to disclose any information related to a student's sexual orientation, gender identity, or gender expression to any other person without the student's consent, unless otherwise required by state or federal law (Education Code 220.5)

#### **Tuition and Fees**

30. Not charge tuition (Education Code 47605)
31. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools (Education Code 49010, 49011)
32. Not bill, nor take any negative action against, a student or former student for a debt owed to the charter school

The school shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student before pursuing payment of the debt and shall provide a receipt to the parent/guardian for each payment made to the school. (Education Code 49014)

#### School Plans

33. Adopt a local control and accountability plan (LCAP) and update the plan by July 1 each year, after holding a public hearing, consulting with specified stakeholders, and using the template adopted by the State Board of Education (SBE) (Education Code 52060)
34. As part of the LCAP adoption and annual update to the LCAP, the governing body shall separately adopt a local control funding formula budget overview for parents/guardians and as appropriate, an Individuals with Disabilities Education Act Addendum, based on the templates developed by SBE (Education Code 47604.33, 47606.5, 52064, 52064.1, 52064.3)
35. Present a report on the annual update to the LCAP and the local control funding formula budget overview for parents/guardians on or before February 28 of each year, as a nonconsent item at a regularly scheduled meeting of the governing body (Education Code 47606.5)
36. If the charter school applies for federal and/or state categorical program funding through the state's consolidated application, establish a school site council to develop and annually review a school plan for student achievement, unless the school chooses to use its LCAP for this purpose (Education Code 64000-64001, 65000-65001)
37. Include all Learning Recovery Emergency Funds received by the charter school in the LCAP/annual update to the LCAP (Education Code 47606.5)
38. Develop a comprehensive safety plan in accordance with Education Code 32282 and review and update the plan in accordance with law by March 1 each year (Education Code 47605)
39. Develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures for designating an adult chaperone, other than the driver, to accompany students on a school activity bus

Additionally, ensure that each school bus, student activity bus, youth bus, or child care motor vehicle is equipped with a child safety alert system that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting, unless the student activity bus is exempted by law. (Education Code 39831.3; Vehicle Code 28160)

#### Curriculum and Instruction

40. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 47612.5)
41. Provide one or more periods of recess that total 30 minutes on regular instructional days and at least 15 minutes on early release days as required by law (Education Code 49056)
42. If the charter school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy with specified components (Education Code 51224.7)
43. If the charter school serves students in any of grades 7-12, provide comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education at least once in junior high or middle school

and once in high school (Education Code 51931, 51934)

44. If the charter school serves students in any of grades 6-12, identify and implement methods of informing parents/guardians of human trafficking prevention resources (Education Code 49381)
45. If the charter school serves students in middle or high school and offers one or more courses in health education, include in those courses instruction in mental health, as specified (Education Code 51925-51929)
46. If the charter school serves students in grade 12, comply with the requirements for student completion and submission of the Free Application for Federal Student Aid and California Dream Act Application (Education Code 51225.7, 51225.8)
47. If the charter school is planning to hold a college or career fair, the charter school shall notify each apprenticeship program in the same county as the charter school and each community college district that has overlapping jurisdiction with the charter school with the planned date, time, and location of the fair, and give each community college district that has overlapping jurisdiction the opportunity to participate in the college or career fair (Education Code 52770, Labor Code 3074.2)
48. If a charter school offers instruction in any of grades 9-12, and provides on-campus access to employers, not prohibit access to the military services (Education Code 49603)
49. If the charter school provides independent study, meet the requirements of Education Code 51745-51749.6, except that the school may offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)
50. A charter school may apply to the SPI to obtain apportionment credit for days and minutes lost due to emergency closure and material decreases in attendance due to emergency events (Education Code 46392)
51. Accept and provide full or partial credit for coursework satisfactorily completed by a foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, student who is migratory, or a newcomer student while attending another school (Education Code 51225.2)
52. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605)
53. If the charter school serves students in high school and requires its students to complete a course in health education for graduation from high school, commencing with the 2026-27 school year, include in such course instruction in the dangers associated with fentanyl use (Education Code 51225.38)
54. At the beginning of the first semester or quarter of the regular school term, notify parents/guardians of students admitted to, or advancing to, grades 7-12, of any dual enrollment or International Baccalaureate courses offered by the charter school (Education Code 48980.6)

#### Special Education

55. Provide assistive technology devices in a student's home or other settings if the individualized education program team determines that such access is necessary  
  
The charter school shall also provide an assistive technology device or comparable device to a student who enrolls in another local educational agency, for two months after the student leaves the charter school or until alternative arrangements can be made, whichever occurs first. (Education Code 56040.3)
56. If the charter school is an independent member of a special education local plan area and has a master contract with a nonpublic, nonsectarian school:
  - a. Pay the full amount of the tuition or fees for students with disabilities enrolled in programs or services provided pursuant to that contract (Education Code 56365)
  - b. Conduct at least one onsite visit to the nonpublic, nonsectarian school prior to a student's placement and at least once each school year (Education Code 56366.1)

#### High School Graduation



57. Exempt a foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, or student who is migratory who transfers between schools after the second year of high school, or a newcomer student who is in their third or fourth year of high school, from any of the charter school's graduation requirements that exceed state requirements, unless the charter school determines that the student is reasonably able to complete the requirements by the end of the fourth year of high school (Education Code 51225.1, 51225.2)
58. In accordance with Education Code 51225.31, exempt an eligible student with disabilities from all coursework and other requirements adopted by the governing body that are in addition to the statewide course requirements specified in Education Code 51225.3, and award such student a high school diploma (Education Code 51225.31, 51225.32)
59. Grant a high school diploma to any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination (Education Code 51413)
60. Require students to meet the state minimum course requirements for graduation as specified in Education Code 51225.3, as well as any additional graduation requirements required by the governing body (Education Code 51225.3)

#### **Student Expression**

61. Allow a student to wear traditional tribal regalia or recognized objects of religious or cultural significance as an adornment at school graduation ceremonies, unless the charter school determines that an item is likely to cause a substantial disruption of, or material interference with, the ceremony (Education Code 35183.1)
62. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)

#### **Staffing and Professional Development**

63. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) as required for the teacher's certificated assignment (Education Code 47605, 47605.4)
64. If the charter school offers transitional kindergarten (TK), require credentialed teachers first assigned to a TK class to meet one of three specified criteria establishing qualification for the position, and to maintain adult to student ratios as specified in Education Code 48000 (Education Code 48000)
65. Correct any misassignments if notified by the district that an assignment of a charter school employee is not legally authorized (Education Code 44258.9)
66. Not hire any person who has been convicted of a violent or serious felony except as otherwise provided by law, and, if the charter school contracts with an entity for specified services, verify that any employee of that entity who interacts with students outside of the immediate supervision and control of the student's parent/guardian or a school employee has a valid criminal records summary, unless an exception applies (Education Code 44830.1, 45122.1, 45125.1)
67. Not hire any person for purposes of a short-term staff permit, provisional internship permit, or a teaching permit for statutory leave, unless that person has a certification in cardiopulmonary resuscitation (CPR) that meets the standards established by the American Heart Association or the American Red Cross (Education Code 44841)
68. Report to CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending (Education Code 44030.5)
69. If the charter school chooses to make the state teachers' retirement plan and/or the public employees retirement system available to its employees, meet the requirements of Education Code 47611 (Education Code 47610)

70. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)
71. If the charter school employs security officers and/or security officers work on the charter school campus, provide the latest course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs in consultation with the Commission on Peace Officer Standards and Training, as specified (Education Code 38001.5; Business and Professions Code 7583.45)
72. If the charter school provides transportation to students under contract, require drivers to submit and clear tuberculosis risk assessment, unless otherwise exempt by law (Education Code 49406)
73. When a charter school considers an applicant for a certificated position, inquire with each local educational agency that previously employed the applicant whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were required to be reported to CTC

Additionally, when a charter school responds to an inquiry from a local educational agency considering an applicant for employment as to whether it has made a report of egregious misconduct regarding such applicant to CTC, provide the inquiring local educational agency with a copy of all relevant information within its possession that was reported to CTC. (Education Code 44939.5)

74. As part of the annual mandated reporter training, provide training, on the prevention of abuse, including sexual abuse, of children on school grounds, by school personnel, or in school-sponsored programs (Education Code 44691)

#### **Parent/Guardian Involvement**

75. On a regular basis, consult with parents/guardians and teachers regarding the charter school's educational programs (Education Code 47605)
76. Notify parents/guardians of applicant students and currently enrolled students that parental involvement is not a requirement for acceptance to, or continued enrollment at, the charter school (Education Code 47605)
77. If 15 percent or more of the students at the charter school speak a single primary language other than English, provide all notices, reports, statements, or records sent to parents/guardians in English and in the primary language (Education Code 48985)

#### **Nutrition**

78. Provide a nutritionally adequate breakfast and lunch free of charge during each school day to students requesting a meal regardless of the student's free or reduced-price meal eligibility, including, if the charter school offers independent study, to a student enrolled in independent study on any school day in which the student is scheduled for in-person educational activities of two or more hours (Education Code 49501.5)  
  
If the charter school participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and is a high poverty school, as defined, the charter school shall apply to operate a federal universal meal service provision, and upon approval, apply such service. (Education Code 49501.5, 49564.3)
79. If the charter school participates in the NSLP or SBP, not promote any food or beverage during the school day that does not comply with state nutritional standards pursuant to Education Code 49430-49434, and not participate in a corporate incentive program that offers free or discounted non-nutritious foods or beverages as rewards for students who reach certain academic goals (Education Code 49431.9)
80. Not offer or sell, except for food items sold as part of a school fundraising event, foods containing food dyes specified in Education Codes 49431, 49431.2, 49431.5, and 49531

#### **Student Health**

81. Each charter school that serves students in any of grades 6-12 shall create and prominently display an age appropriate and culturally relevant poster that identifies approaches and resources about student mental health (Education Code 49428.5)

82. If the charter school serves grades 7-12 and issues student identification cards, print the telephone numbers of the 988 Suicide and Crisis Lifeline, the National Suicide Prevention Lifeline, the National Domestic Violence Hotline, and may have printed on either side of the identification card a quick response (QR) code that links to the mental health resources website of the county in which the school is located on the identification cards (Education Code 215.5)
83. Notify students and parents/guardians at least twice during the school year on how to initiate access to available student mental health services on campus or in the community (Education Code 49428)
84. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on the charter school's behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)
85. If the charter school offers an athletic program, annually provide information sheets about concussions/head injuries and sudden cardiac arrest to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition  
  
In the event that an athlete is suspected of sustaining a concussion or head injury, passes out, or faints during or immediately after participation in an athletic activity, the student shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until the student is evaluated by a licensed health care provider and receives written clearance to do so. (Education Code 33479-33479.5, 49475)
86. If the charter school offers an interscholastic athletic program, develop and post a written emergency action plan that describes procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, including concussion and heat illness, the location of emergency medical equipment, and the rehearsal of such procedures; acquire at least one automated external defibrillator (AED) for the school; and make the AED available at on-campus athletic activities or events (Education Code 35179.4, 35179.6)
87. If the charter school sponsors or hosts an on-campus event in or around a swimming pool that is not part of an interscholastic athletic program, provide for the presence of at least one adult with a valid certification of CPR training throughout the duration of the event (Education Code 35179.6)
88. Provide school nurses or other voluntary, trained personnel with emergency epinephrine auto-injectors of the type required pursuant to Education Code 49414 (Education Code 49414)
89. If the charter school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, or to make emergency stock albuterol inhalers available to persons suffering, or reasonably believed to be suffering, from respiratory distress, comply with the requirements of Education Code 49414.3 and 49414.7, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist
90. Post resources related to neurodiversity developed by the University of California and California State University Collaborative for Neurodiversity and Learning in a prominent location on the charter school's website in a manner that is readily and easily accessible to parents/guardians and students

#### **Student Conduct/Discipline**

91. Prohibit the denial of recess to a student unless the student's participation poses an immediate threat to the student's physical safety or to the physical safety of one or more of the student's peers (Education Code 49056)
92. Adopt a policy on bullying and cyberbullying prevention, post specified information on bullying and harassment prevention on the charter school's website, and annually make CDE's online training module on bullying prevention available to school site certificated employees and other employees who have regular interaction with students (Education Code 234.4, 234.6, 32283.5)
93. Adopt and display a written policy on sexual harassment, include the policy as part of any orientation for new and continuing students, and post a poster notifying students of the policy (Education Code 231.5, 231.6)
94. Prohibit seclusion and behavioral restraint of students as a means of discipline, and only use such methods to

control student behavior that poses a clear and present danger of serious physical harm to a student or others that cannot be immediately prevented by a less restrictive response (Education Code 49005-49006.4)

95. Until June 30, 2029, neither recommend for expulsion nor suspend a student in grades K-12 for disrupting school activities or otherwise willfully defying the authority of school personnel in the performance of their duties (Education Code 48901.1)
96. Upon request, provide a student who is suspended for two or more days with the homework assigned during the period of suspension (Education Code 47606.2, 48913.5)
97. Not prohibit students in middle schools, junior high schools, high schools, or adult schools, while on a school site or participating in school activities, to carry fentanyl test strips or a federally approved opioid antagonist for the emergency treatment of persons suffering, or reasonably believed to be suffering, from an opioid overdose (Education Code 49414.6)
98. Not prohibit a student 12 years of age or older, while on a school site or participating in school activities, from carrying or administering, for the purposes of providing emergency treatment to persons who are suffering, or reasonably believed to be suffering, from an opioid overdose, naloxone hydrochloride or another opioid antagonist (Education Code 49414.35)
99. Beginning with the 2026-27 school year, provide to CDE data on student transfers due to disciplinary reasons, including whether the student transferred to an alternative school based on a referral by the school (Education Code 33317.3)
100. Not suspend students who voluntarily disclose their use of a controlled substance, alcohol, or an intoxicant of any kind in order to seek help through services or supports (Education Code 48900)

#### **Student and Parent/Guardian Records**

101. Not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians unless otherwise required to do so by state or federal law (Education Code 49076.7)
102. Upon written request, not include the directory information of a student or the personal information of a parent/guardian, as defined, in the minutes of a meeting of the governing body (Education Code 49073.2)
103. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)
104. If the charter school serves high school students, submit to the Student Aid Commission (CSAC), for use in the Cal Grant program, the grade point average (GPA) of all students in grade 12 and verification of high school graduation or its equivalent for students who graduated in the prior academic year  
  
However, such information shall not be submitted when students opt out or are permitted by the rules of CSAC to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)
105. Upon receipt of government-issued documentation of a change of name or gender or, if such documentation is not available, upon request in accordance with the procedure in Education Code 49070, update, and reissue if requested, a former student's records to include the student's updated legal name or gender (Education Code 49062.5, 49070)

#### **Facilities**

106. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)
  - a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374
  - b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building

Standards Code, including, but not limited to, the federal government

107. If the charter school serves students in any of grades 3-12, stock the school's restrooms at all times with an adequate supply of menstrual products available and accessible free of cost in all women's restrooms, all-gender restrooms, and in at least one men's restroom (Education Code 35292.6)
108. If a charter school undertakes an addition, alteration, reconstruction, rehabilitation, or retrofit of a school building, install interior locks on each door of any room with an occupancy of five or more persons in that school building (Education Code 17586)

#### Finance

109. Promptly respond to all reasonable inquiries from the district, the county office of education, or the SPI, including, but not limited to, inquiries regarding the charter school's financial records (Education Code 47604.3)
110. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
111. Identify and report to the SPI any portion of the charter school's average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)
112. Annually prepare and submit financial reports to the Board and the County Superintendent in accordance with the following reporting cycle:

- a. By July 1, a preliminary budget for the current fiscal year

For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)

- b. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31 (Education Code 47604.33)
- c. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31 (Education Code 47604.33)
- d. By September 15, a final unaudited report for the full prior year

The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)

- e. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit

The audit report shall also be submitted to the State Controller and CDE. (Education Code 47605)

113. If the charter school receives state facilities funding pursuant to the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30), annually report a detailed list of all expenditures of state funds, and of the school's matching funds for completed projects, and submit an audit of completed facilities projects within one year of project completion (Education Code 41024)

#### Accountability

114. Annually adopt a school accountability report card (Education Code 33126, 47612; California Constitution, Article 16, Section 8.5)

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| <b>State</b>                            | <b>Description</b>                                                                                                                         |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 5 CCR 11700-11705                       | Independent study                                                                                                                          |
| 5 CCR 11960-11969.10                    | Charter schools                                                                                                                            |
| 5 CCR 4600-4670                         | Uniform complaint procedures                                                                                                               |
| Bus. And Prof. Code 7583.45             | <u>Training for security officers</u>                                                                                                      |
| CA Constitution Article 16, Section 8.5 | <u>Public finance: school accountability report card</u>                                                                                   |
| CA Constitution Article 9, Section 5    | Common school system                                                                                                                       |
| Corp. Code 5110-6910                    | <u>Nonprofit public benefit corporations</u>                                                                                               |
| Ed. Code 1006                           | <u>Prohibition against school district employees serving on county board of education</u>                                                  |
| Ed. Code 17070.10-17079.30              | <u>Leroy E. Greene School Facilities Act</u>                                                                                               |
| Ed. Code 17280-17317                    | <u>Field Act: approval of plans and supervision of construction</u>                                                                        |
| Ed. Code 17365-17374                    | <u>Field Act: fitness for occupancy; liability of board members</u>                                                                        |
| Ed. Code 17586                          | Interior locks on buildings                                                                                                                |
| Ed. Code 200                            | Nondiscrimination declaration of purpose                                                                                                   |
| Ed. Code 210.2                          | Educational equity definition                                                                                                              |
| Ed. Code 215                            | <u>Suicide prevention policies</u>                                                                                                         |
| Ed. Code 215.5                          | <u>Student identification cards; inclusion of safety hotlines</u>                                                                          |
| Ed. Code 220                            | <u>Prohibition of discrimination</u>                                                                                                       |
| Ed. Code 220.5                          | Prohibition of policies requiring disclosure of information related to student's sexual orientation, gender identity, or gender expression |
| Ed. Code 221.61                         | <u>Posting of Title IX information on website</u>                                                                                          |
| Ed. Code 221.9                          | <u>Sex equity in competitive athletics</u>                                                                                                 |
| Ed. Code 222                            | <u>Reasonable accommodations; lactating students</u>                                                                                       |
| Ed. Code 222.5                          | <u>Pregnant and parenting students; notification of rights</u>                                                                             |
| Ed. Code 231.5                          | <u>Sexual harassment policy</u>                                                                                                            |
| Ed. Code 234.4                          | <u>Mandated policy on bullying prevention</u>                                                                                              |
| Ed. Code 234.6                          | <u>Bullying and harassment prevention information</u>                                                                                      |
| Ed. Code 234.7                          | <u>Student protections relating to immigration and citizenship status</u>                                                                  |
| Ed. Code 243                            | <u>Prohibition of discrimination; instructional materials</u>                                                                              |
| Ed. Code 244                            | <u>Prohibition of discrimination; instructional materials adoption</u>                                                                     |
| Ed. Code 32280-32289.5                  | <u>School safety plans</u>                                                                                                                 |
| Ed. Code 32283.5                        | <u>Bullying; online training</u>                                                                                                           |
| Ed. Code 33317.3                        | <u>Student transfer reporting</u>                                                                                                          |
| Ed. Code 33353                          | <u>California Interscholastic Federation; standardized incident form</u>                                                                   |
| Ed. Code 33355                          | <u>Extreme weather protocols</u>                                                                                                           |
| Ed. Code 33479-33479.9                  | <u>The Eric Parades Sudden Cardiac Arrest Prevention Act</u>                                                                               |
| Ed. Code 35012                          | <u>Student board member participation in expulsion hearings</u>                                                                            |
| Ed. Code 35120                          | <u>Student board membership</u>                                                                                                            |
| Ed. Code 35179.4-35179.6                | <u>Interscholastic athletic programs; safety; swimming pool safety that is not part of interscholastic athletic program</u>                |
| Ed. Code 35183.1                        | <u>Graduation ceremonies; tribal regalia or recognized object of religious/cultural significance</u>                                       |

| <b>State</b>           | <b>Description</b>                                                                    |
|------------------------|---------------------------------------------------------------------------------------|
| Ed. Code 35292.6       | <u>Stocking of menstrual products</u>                                                 |
| Ed. Code 35330         | <u>Field trips and excursions; student fees</u>                                       |
| Ed. Code 38001.5       | <u>Training for security officers</u>                                                 |
| Ed. Code 38080-38086   | <u>School meals</u>                                                                   |
| Ed. Code 39831.3       | <u>Transportation safety plan</u>                                                     |
| Ed. Code 39843         | <u>Disciplinary action against bus driver; report to Department of Motor Vehicles</u> |
| Ed. Code 41024         | <u>Report of expenditure of state facility funds</u>                                  |
| Ed. Code 42100         | <u>Annual statement of receipts and expenditures</u>                                  |
| Ed. Code 44030.5       | <u>Reporting change in employment status due to alleged misconduct</u>                |
| Ed. Code 44237         | <u>Criminal record summary</u>                                                        |
| Ed. Code 44238.9       | <u>District oversight</u>                                                             |
| Ed. Code 44691         | <u>Information on detection of child abuse; annual training</u>                       |
| Ed. Code 44830.1       | <u>Certificated employees; conviction of a violent or serious felony</u>              |
| Ed. Code 44841         | <u>CPR certification</u>                                                              |
| Ed. Code 44939.5       | <u>Certificated applicant screening</u>                                               |
| Ed. Code 45122.1       | <u>Classified employees; conviction of a violent or serious felony</u>                |
| Ed. Code 45125.1       | <u>Criminal records summary; employees of contracting entity</u>                      |
| Ed. Code 46015         | <u>Accommodations for pregnant and parenting pupils</u>                               |
| Ed. Code 46015         | <u>Accommodations for pregnant and parenting students; parental leave</u>             |
| Ed. Code 46300         | <u>Transitional kindergarten and kindergarten students in attendance calculation</u>  |
| Ed. Code 46390-46393   | <u>Emergency average daily attendance</u>                                             |
| Ed. Code 47600-47616.7 | <u>Charter Schools Act of 1992</u>                                                    |
| Ed. Code 47634.2       | <u>Nonclassroom-based instruction</u>                                                 |
| Ed. Code 47640-47647   | <u>Special education funding for charter schools</u>                                  |
| Ed. Code 47651         | <u>Apportionment of funds; charter schools</u>                                        |
| Ed. Code 48000         | <u>Minimum age of admission for kindergarten; transitional kindergarten</u>           |
| Ed. Code 48010         | <u>Minimum age of admission to first grade</u>                                        |
| Ed. Code 48206.3-48208 | <u>Students with temporary disabilities; individual instruction</u>                   |
| Ed. Code 48850-48859   | <u>Students in foster care and students experiencing homelessness</u>                 |
| Ed. Code 48850-48859   | <u>Education of foster youth and homeless students</u>                                |
| Ed. Code 48900         | <u>Grounds for suspension or expulsion</u>                                            |
| Ed. Code 48901.1       | <u>Suspension and expulsion; willful defiance</u>                                     |
| Ed. Code 48901.7       | <u>Smartphone policy</u>                                                              |
| Ed. Code 48901.8       | <u>Social media policy</u>                                                            |
| Ed. Code 48907         | <u>Exercise of free expression; time, place, and manner rules and regulations</u>     |
| Ed. Code 48913.5       | <u>Suspended students; homework assignments</u>                                       |
| Ed. Code 48950         | <u>Speech and other communication</u>                                                 |

| <b>State</b>             | <b>Description</b>                                                                                                    |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Ed. Code 48980.6         | Dual enrollment offerings notification                                                                                |
| Ed. Code 48985           | Notices to parents in language other than English                                                                     |
| Ed. Code 49005-49006.4   | <u>Seclusion and restraint</u>                                                                                        |
| Ed. Code 49010           | Student fees                                                                                                          |
| Ed. Code 49011           | <u>Student fees; definition</u>                                                                                       |
| Ed. Code 49014           | <u>Public School Fair Debt Collection Act</u>                                                                         |
| Ed. Code 49061           | Definitions: directory information                                                                                    |
| Ed. Code 49062.5         | <u>Student records; name or gender change</u>                                                                         |
| Ed. Code 49070           | <u>Challenging student records</u>                                                                                    |
| Ed. Code 49073.2         | <u>Privacy of student and parent/guardian personal information; minutes of board meeting</u>                          |
| Ed. Code 49076.7         | Student records: data privacy; social security numbers                                                                |
| Ed. Code 49110           | <u>Authority to issue work permits</u>                                                                                |
| Ed. Code 49381           | <u>Human trafficking prevention</u>                                                                                   |
| Ed. Code 49400-49417     | Student health; General powers of school boards                                                                       |
| Ed. Code 49406           | <u>TB risk assessment</u>                                                                                             |
| Ed. Code 49414           | Epinephrine auto-injectors                                                                                            |
| Ed. Code 49414.3         | <u>Administration of opioid antagonist</u>                                                                            |
| Ed. Code 49428           | <u>Notification of mental health services</u>                                                                         |
| Ed. Code 49428.5         | Employment of medical personnel                                                                                       |
| Ed. Code 49430-49434     | <u>The Pupil Nutrition, Health, and Achievement Act of 2001</u>                                                       |
| Ed. Code 49431.9         | <u>Prohibition of advertisement of non-nutritious foods</u>                                                           |
| Ed. Code 49475           | <u>Health and safety; concussions and head injuries</u>                                                               |
| Ed. Code 49501.5         | <u>Free breakfast and lunch to all students</u>                                                                       |
| Ed. Code 49531           | Food dyes prohibition                                                                                                 |
| Ed. Code 49550-49564.5   | <u>Meals for needy students</u>                                                                                       |
| Ed. Code 49557.5         | <u>Child Hunger, Prevention and Fair Treatment Act of 2017</u>                                                        |
| Ed. Code 49564.3         | <u>Provision of federal universal meal service</u>                                                                    |
| Ed. Code 49603           | <u>On campus access to employers and military services</u>                                                            |
| Ed. Code 49700-49701     | Education of children of military families                                                                            |
| Ed. Code 51224.7         | <u>Mathematics placement policy</u>                                                                                   |
| Ed. Code 51225.1-51225.2 | <u>Exemption from local graduation requirements; acceptance of coursework</u>                                         |
| Ed. Code 51225.3         | High school graduation requirements                                                                                   |
| Ed. Code 51225.31        | <u>Graduation exemption for students with disabilities</u>                                                            |
| Ed. Code 51225.32        | Graduation requirements for students with disabilities                                                                |
| Ed. Code 51225.38        | Dangers associated with fentanyl                                                                                      |
| Ed. Code 51225.6         | <u>Instruction in cardiopulmonary resuscitation; districts that require health education for graduation</u>           |
| Ed. Code 51225.7-51225.8 | <u>Completion and submission of the Free Application for Federal Student Aid and California Dream Act Application</u> |
| Ed. Code 51413           | Diploma of graduation without passage of high school exit examination                                                 |



| <b>State</b>                | <b>Description</b>                                                                       |
|-----------------------------|------------------------------------------------------------------------------------------|
| Ed. Code 51744-51749.6      | <u>Independent study</u>                                                                 |
| Ed. Code 51925-51929        | <u>Mandatory mental health education</u>                                                 |
| Ed. Code 51930-51939        | <u>California Healthy Youth Act</u>                                                      |
| Ed. Code 52052              | <u>Accountability; numerically significant student subgroups</u>                         |
| Ed. Code 52060-52077        | <u>Local control and accountability plan</u>                                             |
| Ed. Code 52075              | <u>Uniform complaint procedures</u>                                                      |
| Ed. Code 52770              | <u>College and career fairs; community college districts</u>                             |
| Ed. Code 52770              | <u>College and career fairs</u>                                                          |
| Ed. Code 53234-53235.2      | <u>Ethics training for governing body</u>                                                |
| Ed. Code 56026              | <u>Special education</u>                                                                 |
| Ed. Code 56040.3            | <u>Availability of assistive technology device</u>                                       |
| Ed. Code 56040.6            | <u>Deaf, hard of hearing student considerations</u>                                      |
| Ed. Code 56145-56146        | <u>Special education services in charter schools</u>                                     |
| Ed. Code 56365-56366.12     | <u>Nonpublic, nonsectarian schools</u>                                                   |
| Ed. Code 56521.1-56521.2    | <u>Emergency interventions</u>                                                           |
| Ed. Code 60600-60649        | <u>Assessment of academic achievement</u>                                                |
| Ed. Code 60900              | <u>Charter school closure</u>                                                            |
| Ed. Code 64000              | <u>Categorical programs included in consolidated application</u>                         |
| Ed. Code 64001              | <u>School plan for student achievement; consolidated application programs</u>            |
| Ed. Code 65000-65001        | <u>School site councils</u>                                                              |
| Ed. Code 69432.9-69432.92   | <u>Cal Grant program; notification of grade point average and high school graduation</u> |
| Gov. Code 1090-1099         | <u>Prohibitions applicable to specified officers</u>                                     |
| Gov. Code 3540-3549.3       | <u>Educational Employment Relations Act</u>                                              |
| Gov. Code 3555-3559         | <u>Public employee communication, information and orientation</u>                        |
| Gov. Code 54950-54963       | <u>The Ralph M. Brown Act</u>                                                            |
| Gov. Code 7920.000-7930.215 | <u>California Public Records Act</u>                                                     |
| Gov. Code 81000-91014       | <u>Political Reform Act</u>                                                              |
| H&S Code 104420             | <u>Tobacco Use Prevention Education grant program</u>                                    |
| H&S Code 104559             | <u>Tobacco-free schools</u>                                                              |
| Lab. Code 1198.5            | <u>Personnel records related to performance and grievance</u>                            |
| Lab. Code 3074.2            | <u>College and career fairs; notice to apprenticeship programs</u>                       |
| Pen. Code 1192.7            | <u>Definition of serious felony</u>                                                      |
| Pen. Code 667.5             | <u>Definition of violent felony</u>                                                      |
| Veh. Code 28160             | <u>Child safety alert system</u>                                                         |
| <b>Federal</b>              | <b>Description</b>                                                                       |
| 20 USC 1681-1688            | <u>Title IX of the Education Amendments of 1972; discrimination based on sex</u>         |
| 20 USC 6311                 | <u>State plan</u>                                                                        |
| 20 USC 7221-7221j           | <u>Charter schools</u>                                                                   |
| 34 CFR 200.1-200.78         | <u>Accountability</u>                                                                    |

| <b>Federal</b>                                    | <b>Description</b>                                                                                                                                                                                  |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 42 USC 11431-11435                                | McKinney-Vento Homeless Assistance Act                                                                                                                                                              |
| <b>Management Resources</b>                       | <b>Description</b>                                                                                                                                                                                  |
| Attorney General Opinion                          | <a href="#"><u>104 Ops.Cal.Atty.Gen. 66 (2021)</u></a>                                                                                                                                              |
| Attorney General Opinion                          | <a href="#"><u>101 Ops.Cal.Atty.Gen. 92 (2018)</u></a>                                                                                                                                              |
| Attorney General Opinion                          | 78 Ops.Cal.Atty.Gen. 297 (1995)                                                                                                                                                                     |
| Attorney General Opinion                          | <a href="#"><u>89 Ops.Cal.Atty.Gen. 166 (2006)</u></a>                                                                                                                                              |
| Attorney General Opinion                          | <a href="#"><u>80 Ops.Cal.Atty.Gen. 52 (1997)</u></a>                                                                                                                                               |
| CA Office of Administrative Hearings Decisions    | Student v. Horizon Instructional Systems Charter School (2012) OAH Case No. 2011060763                                                                                                              |
| California Attorney General                       | <a href="#"><u>Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, December 2024</u></a> |
| California Department of Education Publication    | <a href="#"><u>Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 23-02, November 2023</u></a>                                                                                     |
| California Department of Education Publication    | <a href="#"><u>Model Youth Suicide Prevention Policy for Local Educational Agencies that Serve Kindergarten through Twelfth Grade Students</u></a>                                                  |
| California Department of Education Publication    | <a href="#"><u>Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 20-01, July 23, 2020</u></a>                                                                                     |
| California Department of Education Publication    | <a href="#"><u>California School Accounting Manual</u></a>                                                                                                                                          |
| California Dept. of Pesticide Reg. Publication    | School District Integrated Pest Management Plan Template                                                                                                                                            |
| California Interscholastic Federation Publication | <a href="#"><u>Pursuing Victory with Honor, 1999</u></a>                                                                                                                                            |
| Court Decision                                    | <a href="#"><u>Ridgerrest Charter School v. Sierra Sands Unified School District (2005) 130 Cal.App.4th 986</u></a>                                                                                 |
| CSBA Publication                                  | <a href="#"><u>Charter Schools: A Guide for Governance Teams, rev. 2021</u></a>                                                                                                                     |
| CSBA Publication                                  | <a href="#"><u>Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017</u></a>                                                                              |
| CSBA Publication                                  | <a href="#"><u>Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018</u></a>                              |
| Multi-Agency Charter SATF's Publication           | <a href="#"><u>Audit Best Practices for Detecting and Curbing Charter School Fraud, September 2024</u></a>                                                                                          |
| U.S. DOE Guidance                                 | <a href="#"><u>Charter Schools Program: Title V, Part B of the ESEA, Nonregulatory Guidance, January 2014</u></a>                                                                                   |
| Website                                           | <a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>                                                                                                                  |
| Website                                           | <a href="#"><u>U.S. Department of Agriculture</u></a>                                                                                                                                               |
| Website                                           | National Suicide Prevention Lifeline                                                                                                                                                                |
| Website                                           | <a href="#"><u>National Domestic Violence Hotline</u></a>                                                                                                                                           |
| Website                                           | <a href="#"><u>California State Teachers Retirement System</u></a>                                                                                                                                  |
| Website                                           | <a href="#"><u>California Public Employees Retirement System</u></a>                                                                                                                                |
| Website                                           | <a href="#"><u>California Department of General Services, Office of Administrative Hearings</u></a>                                                                                                 |
| Website                                           | <a href="#"><u>California Commission on Teacher Credentialing</u></a>                                                                                                                               |
| Website                                           | <a href="#"><u>California Commission on Peace Officer Standards and Training</u></a>                                                                                                                |
| Website                                           | California Bureau of Security and Investigative Services                                                                                                                                            |
| Website                                           | <a href="#"><u>California Department of Pesticide Regulation</u></a>                                                                                                                                |

**Management Resources**

|         |                                                                     |
|---------|---------------------------------------------------------------------|
| Website | <a href="#">California State Controller</a>                         |
| Website | <a href="#">California Student Aid Commission</a>                   |
| Website | <a href="#">National Association of Charter School Authorizers</a>  |
| Website | <a href="#">California Charter Schools Association</a>              |
| Website | <a href="#">California Department of Education, Charter Schools</a> |
| Website | <a href="#">California Interscholastic Federation</a>               |
| Website | <a href="#">California Office of the Attorney General</a>           |
| Website | <a href="#">CSBA</a>                                                |
| Website | <a href="#">U.S. Department of Education</a>                        |

**Cross References**

|             | <b>Description</b>                                    |
|-------------|-------------------------------------------------------|
| 0420.4      | <a href="#">Charter School Authorization</a>          |
| 0420.4      | <a href="#">Charter School Authorization</a>          |
| 0420.42     | <a href="#">Charter School Renewal</a>                |
| 0420.43     | <a href="#">Charter School Revocation</a>             |
| 0460        | <a href="#">Local Control And Accountability Plan</a> |
| 0460        | <a href="#">Local Control And Accountability Plan</a> |
| 0500        | <a href="#">Accountability</a>                        |
| 1312.3      | <a href="#">Uniform Complaint Procedures</a>          |
| 1312.3      | <a href="#">Uniform Complaint Procedures</a>          |
| 1312.3-E(1) | <a href="#">Uniform Complaint Procedures</a>          |
| 1312.3-E(2) | <a href="#">Uniform Complaint Procedures</a>          |
| 1431        | <a href="#">Waivers</a>                               |
| 6162.51     | <a href="#">State Academic Achievement Tests</a>      |
| 6162.51     | <a href="#">State Academic Achievement Tests</a>      |
| 7160        | <a href="#">Charter School Facilities</a>             |
| 7160        | <a href="#">Charter School Facilities</a>             |

**Policy 0440: District Technology Plan**

Status: **ADOPTED**

Original Adopted Date: 06/01/1995 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board recognizes that technological resources, including resources that utilize artificial intelligence (AI), can enhance student achievement by increasing student access to information, supporting teacher effectiveness, and facilitating the administration of student assessments. Effective use of technology can also increase the efficiency of the district's non-instructional operations and governance. However, the Board also recognizes the potential for technological resources to undermine student achievement, health, and well-being.

The Superintendent shall ensure that technological resources provided to students and staff be aligned to district goals, objectives, and academic standards and shall be used in a safe and responsible manner. Students and staff shall be allowed to use such technology in accordance with district policies, including, but not limited to, policies on AI, academic honesty, data privacy, nondiscrimination, copyright protections, student use of technology, and employee use of technology.

The Superintendent or designee shall develop, and regularly propose revisions to, a comprehensive technology plan based on an assessment of current uses of technology in the district and an identification of future needs, which shall be submitted to the Board for consideration and approval. The Superintendent or designee may appoint an advisory committee consisting of a variety of staff and community stakeholders to assist with the development of the technology plan.

The district's technology plan shall include, but not be limited to, the following:

1. What technological resources will be utilized by the district
2. How these technological resources will be equitably accessible to all students and staff and to all schools
3. How these technological resources will be used to improve educational services
4. What professional development opportunities or materials regarding these technological resources will be made available to staff
5. How AI may be used by students and staff in accordance with Board Policy 0441 - Artificial Intelligence, Board Policy/Exhibit (1) 4040 - Employee Use Of Technology, Board Policy 5131.9 - Academic Honesty, and Board Policy/Exhibit (1) 6163.4 - Student Use Of Technology
6. How students will acquire the knowledge and skills sufficient for digital citizenship, social media and AI literacy, and identifying online misinformation
7. How the district will prevent and respond to cyberattacks, address other cybersecurity concerns, and what steps students and staff can take to enhance security of the systems they use

The district's technology plan shall be integrated into the district's vision and goals for student learning and shall contain research-based strategies and methods for the effective use of technology. When required for state or federal grant programs in which the district participates, the plan shall also address all components required for receipt of such grants.

The Superintendent or designee shall ensure that any use of technological resources in the district protects the private and confidential information of students and employees in accordance with law.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                           | Description                                               |
|---------------------------------|-----------------------------------------------------------|
| Bus. and Prof. Code 22584-22585 | <u>Student Online Personal Information Protection Act</u> |
| Civ. Code 3120-3123             | <u>Digital Bill of Rights</u>                             |

| <b>State</b>                                   | <b>Description</b>                                                                                                 |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Ed. Code 10550-10555                           | <a href="#">Telecommunications standards</a>                                                                       |
| Ed. Code 11800                                 | <a href="#">K-12 High Speed Network grant program</a>                                                              |
| Ed. Code 35266                                 | <a href="#">Cybersecurity</a>                                                                                      |
| Ed. Code 48901.8                               | <a href="#">Social media; limitations or prohibitions</a>                                                          |
| Ed. Code 48985.5                               | <a href="#">Fentanyl and synthetic drugs danger notification</a>                                                   |
| Ed. Code 49060-49085                           | <a href="#">Student records</a>                                                                                    |
| Ed. Code 51006                                 | <a href="#">Computer education and resources</a>                                                                   |
| Ed. Code 51007                                 | <a href="#">Programs to strengthen technological skills</a>                                                        |
| Ed. Code 51865                                 | <a href="#">California distance learning policy</a>                                                                |
| Ed. Code 60010                                 | <a href="#">Instructional materials; definition</a>                                                                |
| Gov. Code 11549.3                              | <a href="#">Office of Information Security</a>                                                                     |
| Gov. Code 8586.5                               | <a href="#">Office of Emergency Services; California Cybersecurity Information Center</a>                          |
| Pen. Code 502                                  | <a href="#">Computer crimes; remedies</a>                                                                          |
| <b>Federal</b>                                 | <b>Description</b>                                                                                                 |
| 16 CFR Part 312                                | <a href="#">Children's Online Privacy Protection Rule</a>                                                          |
| 20 USC 1232g                                   | <a href="#">Family Educational Rights and Privacy Act (FERPA) of 1974</a>                                          |
| 20 USC 1232h                                   | <a href="#">Privacy rights</a>                                                                                     |
| 20 USC 7101-7122                               | <a href="#">Student Support and Academic Enrichment Grants</a>                                                     |
| 34 CFR Part 99                                 | <a href="#">Family Educational Rights and Privacy</a>                                                              |
| 47 CFR 54.500-54.523                           | <a href="#">Universal service support for schools</a>                                                              |
| 47 USC 223                                     | <a href="#">Use of technology in obscene or harassing manner</a>                                                   |
| 47 USC 254                                     | <a href="#">Universal service discounts (E-rate)</a>                                                               |
| <b>Management Resources</b>                    | <b>Description</b>                                                                                                 |
| California Department of Education Publication | <a href="#">Empowering Learning: A Blueprint for California Education Technology 2014-2017, April 2014</a>         |
| California Department of Education Publication | <a href="#">California K-12 Education Technology Plan Template, Criteria, and Guiding Questions, November 2015</a> |
| Court Decision                                 | <a href="#">McMahon v. Albany Unified School District (2002) 104 Cal.App.4th 1275</a>                              |
| Website                                        | <a href="#">California Cybersecurity Integration Center</a>                                                        |
| Website                                        | <a href="#">California Office of Emergency Services</a>                                                            |
| Website                                        | <a href="#">CSBA District and County Office of Education Legal Services</a>                                        |
| Website                                        | <a href="#">Technology Information Center for Administrative Leadership</a>                                        |
| Website                                        | <a href="#">California Department of Education, Education Technology Office</a>                                    |
| Website                                        | <a href="#">California Educational Technology Professionals Association</a>                                        |
| Website                                        | <a href="#">Computer-Using Educators</a>                                                                           |
| Website                                        | <a href="#">Federal Communications Commission</a>                                                                  |
| Website                                        | <a href="#">CSBA</a>                                                                                               |
| <b>Cross References</b>                        | <b>Description</b>                                                                                                 |
| 0000                                           | <a href="#">Vision</a>                                                                                             |

| <b>Cross References</b> | <b>Description</b>                                        |
|-------------------------|-----------------------------------------------------------|
| 0200                    | <u>Goals For The School District</u>                      |
| 0400                    | <u>Comprehensive Plans</u>                                |
| 0415                    | <u>Equity</u>                                             |
| 0441                    | <u>Artificial Intelligence</u>                            |
| 0460                    | <u>Local Control And Accountability Plan</u>              |
| 0460                    | <u>Local Control And Accountability Plan</u>              |
| 0500                    | <u>Accountability</u>                                     |
| 1113                    | <u>District And School Websites</u>                       |
| 1113                    | <u>District And School Websites</u>                       |
| 1113-E(1)               | <u>District And School Websites</u>                       |
| 1114                    | <u>District-Sponsored Social Media</u>                    |
| 1114                    | <u>District-Sponsored Social Media</u>                    |
| 1220                    | <u>Citizen Advisory Committees</u>                        |
| 1220                    | <u>Citizen Advisory Committees</u>                        |
| 1340                    | <u>Access To District Records</u>                         |
| 1340                    | <u>Access To District Records</u>                         |
| 3100                    | <u>Budget</u>                                             |
| 3100                    | <u>Budget</u>                                             |
| 3260                    | <u>Fees And Charges</u>                                   |
| 3260                    | <u>Fees And Charges</u>                                   |
| 3270                    | <u>Sale And Disposal Of Books, Equipment And Supplies</u> |
| 3270                    | <u>Sale And Disposal Of Books, Equipment And Supplies</u> |
| 3311.4                  | <u>Procurement Of Technological Equipment</u>             |
| 3312                    | <u>Contracts</u>                                          |
| 3512                    | <u>Equipment</u>                                          |
| 3512-E(1)               | <u>Equipment</u>                                          |
| 3580                    | <u>District Records</u>                                   |
| 3580                    | <u>District Records</u>                                   |
| 4040                    | <u>Employee Use Of Technology</u>                         |
| 4040-E(1)               | <u>Employee Use Of Technology</u>                         |
| 4112.6                  | <u>Personnel Files</u>                                    |
| 4131                    | <u>Staff Development</u>                                  |
| 4212.6                  | <u>Personnel Files</u>                                    |
| 4222                    | <u>Teacher Aides/Paraprofessionals</u>                    |
| 4222                    | <u>Teacher Aides/Paraprofessionals</u>                    |
| 4231                    | <u>Staff Development</u>                                  |
| 4312.6                  | <u>Personnel Files</u>                                    |
| 4331                    | <u>Staff Development</u>                                  |
| 5125                    | <u>Student Records</u>                                    |
| 5125                    | <u>Student Records</u>                                    |

| <b>Cross References</b> | <b>Description</b>                                         |
|-------------------------|------------------------------------------------------------|
| 5131                    | <u>Conduct</u>                                             |
| 5131.2                  | <u>Bullying</u>                                            |
| 5131.2                  | <u>Bullying</u>                                            |
| 5131.9                  | <u>Academic Honesty</u>                                    |
| 6141                    | <u>Curriculum Development And Evaluation</u>               |
| 6141                    | <u>Curriculum Development And Evaluation</u>               |
| 6142.6                  | <u>Visual And Performing Arts Education</u>                |
| 6142.92                 | <u>Mathematics Instruction</u>                             |
| 6142.93                 | <u>Science Instruction</u>                                 |
| 6161.1                  | <u>Selection And Evaluation Of Instructional Materials</u> |
| 6161.1                  | <u>Selection And Evaluation Of Instructional Materials</u> |
| 6161.1-E(1)             | <u>Selection And Evaluation Of Instructional Materials</u> |
| 6162.51                 | <u>State Academic Achievement Tests</u>                    |
| 6162.51                 | <u>State Academic Achievement Tests</u>                    |
| 6162.54                 | <u>Test Integrity/Test Preparation</u>                     |
| 6162.6                  | <u>Use Of Copyrighted Materials</u>                        |
| 6162.6                  | <u>Use Of Copyrighted Materials</u>                        |
| 6163.1                  | <u>Library Media Centers</u>                               |
| 6163.4                  | <u>Student Use Of Technology</u>                           |
| 6163.4-E(1)             | <u>Student Use Of Technology</u>                           |
| 6178                    | <u>Career Technical Education</u>                          |
| 6178                    | <u>Career Technical Education</u>                          |
| 6200                    | <u>Adult Education</u>                                     |
| 6200                    | <u>Adult Education</u>                                     |
| 7000                    | <u>Concepts And Roles</u>                                  |
| 7214                    | <u>General Obligation Bonds</u>                            |
| 7214                    | <u>General Obligation Bonds</u>                            |
| 9140                    | <u>Board Representatives</u>                               |

**Policy 0441: Artificial Intelligence** **Status: ADOPTED**  
**Original Adopted Date: 06/01/2025 | Last Reviewed Date: 06/01/2025**

The Governing Board recognizes the transformative potential of artificial intelligence (AI) to increase student access to information, support teacher effectiveness, and facilitate the administration of student assessments, as well as the potential for AI to undermine student achievement, health, and well-being. Therefore, the Board is committed to supporting the use of AI by students and staff in accordance with the following principles:

1. **Student-Centered:** AI should be used to personalize and enhance the learning experience for each student and to support digital citizenship and literacy
2. **Staff-Centered:** AI should be used as a tool to augment and support, rather than replace, staff in the performance of their duties and responsibilities
3. **Ethical Use and Transparency:** AI should be used ethically and transparently by all staff and students, with careful consideration of potential biases, and in compliance with all applicable intellectual property and copyright laws
4. **Accountability and Responsibility:** AI should be used in a manner that ensures accountability by those who use it and that those who use it are responsible for such use, including when and how it is used
5. **Equity and Access:** AI should be implemented in a manner that ensures equitable access and opportunity for all students, regardless of background or ability, and for all schools across the district
6. **Secure and Private:** The district should prioritize security and privacy when changing existing practices or adopting new practices regarding AI
7. **Professional Development:** The district should provide ongoing professional development for staff in all aspects of AI, with a particular focus on the ethical and responsible use of AI
8. **Community Engagement:** The district should engage with the community to share these principles, to educate the community on AI, and to discuss the permitted and prohibited uses of AI in the district
9. **Continuous Improvement:** The district should regularly evaluate the use of AI by students and staff, and adapt its policies, procedures, and professional development to align with best practices and evolving technologies

The Superintendent shall ensure that the use of AI in the district is consistent with this policy, Board Policy 0440 - District Technology Plan, Board Policy/Exhibit (1) 4040 - Employee Use of Technology, Board Policy 5131.9 - Academic Honesty, Board Policy 6154 - Homework/Makeup Work, Board Policy 6162.5 - Student Assessment, and Board Policy/Exhibit (1) 6163.4 - Student Use of Technology.

Artificial Intelligence means an engineered or machine-based system that varies in its level of autonomy and that can, for explicit or implicit objectives, infer, from the input it receives, how to generate outputs that can influence physical or virtual environments. (Education Code 33328.5)

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                           | Description                                                        |
|---------------------------------|--------------------------------------------------------------------|
| Bus. and Prof. Code 22584-22585 | <a href="#">Student Online Personal Information Protection Act</a> |
| Ed. Code 10550-10555            | <a href="#">Telecommunications standards</a>                       |
| Ed. Code 11800                  | <a href="#">K-12 High Speed Network grant program</a>              |
| Ed. Code 33328.5                | <a href="#">Statewide AI Task Force</a>                            |
| Ed. Code 49060-49085            | <a href="#">Student records</a>                                    |
| Ed. Code 51006                  | <a href="#">Computer education and resources</a>                   |



|                             |                                                                                    |
|-----------------------------|------------------------------------------------------------------------------------|
| <b>State</b>                | <b>Description</b>                                                                 |
| Ed. Code 51007              | <u>Programs to strengthen technological skills</u>                                 |
| Ed. Code 51865              | <u>California distance learning policy</u>                                         |
| Ed. Code 60010              | <u>Instructional materials; definition</u>                                         |
| Pen. Code 502               | <u>Computer crimes; remedies</u>                                                   |
| <b>Federal</b>              | <b>Description</b>                                                                 |
| 16 CFR Part 312             | <u>Children's Online Privacy Protection Rule</u>                                   |
| 20 USC 1232g                | <u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>                   |
| 20 USC 1232h                | <u>Privacy rights</u>                                                              |
| 20 USC 7101-7122            | <u>Student Support and Academic Enrichment Grants</u>                              |
| 34 CFR Part 99              | <u>Family Educational Rights and Privacy</u>                                       |
| 47 CFR 54.500-54.523        | <u>Universal service support for schools</u>                                       |
| 47 USC 254                  | <u>Universal service discounts (E-rate)</u>                                        |
| <b>Management Resources</b> | <b>Description</b>                                                                 |
| Website                     | <u>CSBA AI Task Force</u>                                                          |
| Website                     | <u>U.S. Congress Bipartisan House Task Force Report on Artificial Intelligence</u> |
| Website                     | <u>Federal Communications Commission Cybersecurity Resource Recommendations</u>    |
| Website                     | <u>Computer-Using Educators (CUE)</u>                                              |
| Website                     | <u>California IT in Education (CITE)</u>                                           |
| Website                     | <u>California Department of Education, Learning With IA, Learning About AI</u>     |
| Website                     | <u>CSBA District and County Office of Education Legal Services</u>                 |
| Website                     | <u>Technology Information Center for Administrative Leadership</u>                 |
| Website                     | <u>California Department of Education, Education Technology Office</u>             |
| Website                     | <u>CSBA</u>                                                                        |
| <b>Cross References</b>     | <b>Description</b>                                                                 |
| 0000                        | <u>Vision</u>                                                                      |
| 0200                        | <u>Goals For The School District</u>                                               |
| 0400                        | <u>Comprehensive Plans</u>                                                         |
| 0415                        | <u>Equity</u>                                                                      |
| 0440                        | <u>District Technology Plan</u>                                                    |
| 0460                        | <u>Local Control And Accountability Plan</u>                                       |
| 0460                        | <u>Local Control And Accountability Plan</u>                                       |
| 0500                        | <u>Accountability</u>                                                              |
| 1113                        | <u>District And School Websites</u>                                                |
| 1113                        | <u>District And School Websites</u>                                                |
| 1113-E(1)                   | <u>District And School Websites</u>                                                |
| 1114                        | <u>District-Sponsored Social Media</u>                                             |
| 1114                        | <u>District-Sponsored Social Media</u>                                             |
| 1340                        | <u>Access To District Records</u>                                                  |

**Cross References**

|             | <b>Description</b>                                         |
|-------------|------------------------------------------------------------|
| 1340        | <u>Access To District Records</u>                          |
| 3100        | <u>Budget</u>                                              |
| 3100        | <u>Budget</u>                                              |
| 3260        | <u>Fees And Charges</u>                                    |
| 3260        | <u>Fees And Charges</u>                                    |
| 3311.4      | <u>Procurement Of Technological Equipment</u>              |
| 3312        | <u>Contracts</u>                                           |
| 3512        | <u>Equipment</u>                                           |
| 3512-E(1)   | <u>Equipment</u>                                           |
| 3580        | <u>District Records</u>                                    |
| 3580        | <u>District Records</u>                                    |
| 4040        | <u>Employee Use Of Technology</u>                          |
| 4040-E(1)   | <u>Employee Use Of Technology</u>                          |
| 4112.6      | <u>Personnel Files</u>                                     |
| 4131        | <u>Staff Development</u>                                   |
| 4212.6      | <u>Personnel Files</u>                                     |
| 4222        | <u>Teacher Aides/Paraprofessionals</u>                     |
| 4222        | <u>Teacher Aides/Paraprofessionals</u>                     |
| 4231        | <u>Staff Development</u>                                   |
| 4312.6      | <u>Personnel Files</u>                                     |
| 4331        | <u>Staff Development</u>                                   |
| 5125        | <u>Student Records</u>                                     |
| 5125        | <u>Student Records</u>                                     |
| 5131        | <u>Conduct</u>                                             |
| 5131.2      | <u>Bullying</u>                                            |
| 5131.2      | <u>Bullying</u>                                            |
| 6141        | <u>Curriculum Development And Evaluation</u>               |
| 6141        | <u>Curriculum Development And Evaluation</u>               |
| 6142.6      | <u>Visual And Performing Arts Education</u>                |
| 6142.92     | <u>Mathematics Instruction</u>                             |
| 6142.93     | <u>Science Instruction</u>                                 |
| 6161.1      | <u>Selection And Evaluation Of Instructional Materials</u> |
| 6161.1      | <u>Selection And Evaluation Of Instructional Materials</u> |
| 6161.1-E(1) | <u>Selection And Evaluation Of Instructional Materials</u> |
| 6162.51     | <u>State Academic Achievement Tests</u>                    |
| 6162.51     | <u>State Academic Achievement Tests</u>                    |
| 6162.54     | <u>Test Integrity/Test Preparation</u>                     |
| 6162.6      | <u>Use Of Copyrighted Materials</u>                        |
| 6162.6      | <u>Use Of Copyrighted Materials</u>                        |
| 6163.1      | <u>Library Media Centers</u>                               |

**Cross References**

6163.4

6163.4-E(1)

6178

6178

6200

6200

**Description**

Student Use Of Technology

Student Use Of TechnologyCareer Technical Education

Career Technical Education

Adult Education

Adult Education

**Policy 0450: Comprehensive Safety Plan**

Status: ADOPTED

Original Adopted Date: 11/01/2011 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for staff and student conduct, responsible behavior, and respect for others.

**OPTION 1: (Districts with more than 2,500 ADA, and districts with 2,500 or less ADA that choose to develop school site plans)**

The school site council at each district school shall develop a comprehensive school safety plan (CSSP) relevant to the needs and resources of that particular school. New school campuses shall develop a CSSP within one year of initiating operations. (Education Code 32281, 32286)

The CSSP shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the school site.

**OPTION 1 ENDS HERE**

**OPTION 2: (Districts with 2,500 or less ADA that choose to develop a districtwide plan)**

The Superintendent or designee shall be responsible for the development of a districtwide comprehensive safety plan that is applicable to each school site. (Education Code 32281)

**OPTION 2 ENDS HERE**

The CSSP(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

As necessary, the Superintendent or designee shall provide CSSP training to all school staff.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education (CDE) of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

**Tactical Response Plan**

Notwithstanding the process described above, any portion of a CSSP that addresses tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to safeguard students and staff, secure affected school premises, and apprehend criminal perpetrator(s), shall be developed by the Superintendent or designee in accordance with Education Code 32281. In developing such strategies, the Superintendent or designee shall consult with law enforcement officials and with representative(s) of employee bargaining unit(s), if they choose to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials and approve the tactical response plan, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

**Safety Plan(s) Access and Reporting**

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

However, those portions of the CSSP that include tactical responses to criminal incidents need not be publicly disclosed.

The Superintendent or designee shall share the CSSPs and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

The Superintendent or designee shall also provide data to CDE pertaining to lockdown or multi-option response drills conducted at district schools in accordance with Education Code 32289.5. (Education Code 32289.5)

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| <b>State</b>                          | <b>Description</b>                                                                           |
|---------------------------------------|----------------------------------------------------------------------------------------------|
| 5 CCR 11987-11987.7                   | <u>School Community Violence Prevention Program requirements</u>                             |
| 5 CCR 11992-11993                     | <u>Persistently dangerous schools; definition</u>                                            |
| CA Constitution Article 1, Section 28 | <u>Right to Safe Schools</u>                                                                 |
| Ed. Code 200-262.4                    | <u>Prohibition of discrimination</u>                                                         |
| Ed. Code 32260-32262                  | <u>Interagency School Safety Demonstration Act of 1985</u>                                   |
| Ed. Code 32270                        | <u>School safety cadre</u>                                                                   |
| Ed. Code 32280-32289.5                | <u>School safety plans</u>                                                                   |
| Ed. Code 32290                        | <u>Safety devices</u>                                                                        |
| Ed. Code 35147                        | <u>School site councils and advisory committees</u>                                          |
| Ed. Code 35183                        | <u>School dress code; uniforms</u>                                                           |
| Ed. Code 35266                        | <u>Reporting of cyberattacks</u>                                                             |
| Ed. Code 35291                        | <u>Rules</u>                                                                                 |
| Ed. Code 35291.5                      | <u>School-adopted discipline rules</u>                                                       |
| Ed. Code 41020                        | <u>Requirement for annual audit</u>                                                          |
| Ed. Code 48900-48927                  | <u>Suspension and expulsion</u>                                                              |
| Ed. Code 48950                        | <u>Speech and other communication</u>                                                        |
| Ed. Code 48980                        | <u>Parent/Guardian notifications</u>                                                         |
| Ed. Code 49079                        | <u>Notification to teacher; student act constituting grounds for suspension or expulsion</u> |
| Ed. Code 49390-49395                  | <u>Homicide threats</u>                                                                      |
| Ed. Code 49414.35                     | <u>Emergency treatment for opioid overdose</u>                                               |
| Ed. Code 49414.6                      | <u>Student possession of opioid antagonist</u>                                               |
| Ed. Code 67381                        | <u>Availability of information regarding crimes</u>                                          |
| Gov. Code 11549.3                     | <u>Independent security assessment</u>                                                       |
| Gov. Code 54957                       | <u>Closed session meetings for threats to security</u>                                       |
| Gov. Code 8586.5                      | <u>California Cybersecurity Integration Center</u>                                           |
| Pen. Code 11164-11174.3               | <u>Child Abuse and Neglect Reporting Act</u>                                                 |
| Pen. Code 422.55                      | <u>Definition of hate crime</u>                                                              |
| Pen. Code 626.8                       | <u>Disruptions</u>                                                                           |

| <b>Federal</b>                                   | <b>Description</b>                                                                                                                                           |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20 USC 1400-1482                                 | <a href="#"><u>Individuals with Disabilities Education Act</u></a>                                                                                           |
| 20 USC 7111-7122                                 | Student support and academic enrichment grants                                                                                                               |
| 20 USC 7912                                      | <a href="#"><u>Transfers from persistently dangerous schools</u></a>                                                                                         |
| 29 USC 794                                       | <a href="#"><u>Rehabilitation Act of 1973; Section 504</u></a>                                                                                               |
| 42 USC 12101-12213                               | Americans with Disabilities Act                                                                                                                              |
| 6 USC 665k                                       | <a href="#"><u>Federal Clearinghouse on School Safety Evidence-Based Practices</u></a>                                                                       |
| <b>Management Resources</b>                      | <b>Description</b>                                                                                                                                           |
| California Department of Education               | <a href="#"><u>Instructional Continuity Plan Guidance</u></a>                                                                                                |
| CSBA Publication                                 | <a href="#"><u>Comprehensive School Safety Plans, July 2024</u></a>                                                                                          |
| CSBA Publication                                 | <a href="#"><u>School Safety: Firearm Safety and Storage, May 2023</u></a>                                                                                   |
| CSBA Publication                                 | <a href="#"><u>Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010</u></a>                                                         |
| CSBA Publication                                 | <a href="#"><u>Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014</u></a> |
| CSBA Publication                                 | <a href="#"><u>Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011</u></a>                                                         |
| CSBA Publication                                 | <a href="#"><u>Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022</u></a>                                    |
| Federal Bureau of Investigation Publication      | <a href="#"><u>Uniform Crime Reporting Handbook, 2004</u></a>                                                                                                |
| U.S. Department of Education Publication         | <a href="#"><u>Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007</u></a>                                           |
| U.S. Department of Homeland Security Publication | <a href="#"><u>Behavioral Threat Assessment and Management in Practice, 2024</u></a>                                                                         |
| Website                                          | <a href="#"><u>California Department of Education, School Safety Elements and Resources</u></a>                                                              |
| Website                                          | <a href="#"><u>California Department of Education, Language Services Policy and Process</u></a>                                                              |
| Website                                          | <a href="#"><u>Schoolsafety.gov</u></a>                                                                                                                      |
| Website                                          | <a href="#"><u>California Department of Education, Safe Schools Planning</u></a>                                                                             |
| Website                                          | <a href="#"><u>California Military Department</u></a>                                                                                                        |
| Website                                          | <a href="#"><u>California Department of Technology, Independent Security Assessment</u></a>                                                                  |
| Website                                          | <a href="#"><u>U.S. Department of Homeland Security, Fusion Centers</u></a>                                                                                  |
| Website                                          | <a href="#"><u>California State Threat Assessment System</u></a>                                                                                             |
| Website                                          | <a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>                                                                           |
| Website                                          | <a href="#"><u>U.S. Secret Service, National Threat Assessment Center</u></a>                                                                                |
| Website                                          | <a href="#"><u>Centers for Disease Control and Prevention</u></a>                                                                                            |
| Website                                          | <a href="#"><u>Federal Bureau of Investigation</u></a>                                                                                                       |
| Website                                          | <a href="#"><u>National Center for Crisis Management</u></a>                                                                                                 |
| Website                                          | <a href="#"><u>National School Safety Center</u></a>                                                                                                         |
| Website                                          | <a href="#"><u>California Department of Education, Safe Schools</u></a>                                                                                      |
| Website                                          | <a href="#"><u>California Governor's Office of Emergency Services</u></a>                                                                                    |
| Website                                          | <a href="#"><u>California Healthy Kids Survey</u></a>                                                                                                        |
| Website                                          | <a href="#"><u>U.S. Department of Education</u></a>                                                                                                          |
| Website                                          | CSBA                                                                                                                                                         |

| <b>Cross References</b> | <b>Description</b>                                                   |
|-------------------------|----------------------------------------------------------------------|
| 0400                    | <u>Comprehensive Plans</u>                                           |
| 0410                    | <u>Nondiscrimination In District Programs And Activities</u>         |
| 0420                    | <u>School Plans/Site Councils</u>                                    |
| 0420                    | <u>School Plans/Site Councils</u>                                    |
| 0460                    | <u>Local Control And Accountability Plan</u>                         |
| 0460                    | <u>Local Control And Accountability Plan</u>                         |
| 0500                    | <u>Accountability</u>                                                |
| 0510                    | <u>School Accountability Report Card</u>                             |
| 0510                    | <u>School Accountability Report Card</u>                             |
| 1100                    | <u>Communication With The Public</u>                                 |
| 1112                    | <u>Media Relations</u>                                               |
| 1113                    | <u>District And School Websites</u>                                  |
| 1113                    | <u>District And School Websites</u>                                  |
| 1113-E(1)               | <u>District And School Websites</u>                                  |
| 1220                    | <u>Citizen Advisory Committees</u>                                   |
| 1220                    | <u>Citizen Advisory Committees</u>                                   |
| 1312.3                  | <u>Uniform Complaint Procedures</u>                                  |
| 1312.3                  | <u>Uniform Complaint Procedures</u>                                  |
| 1312.3-E(1)             | <u>Uniform Complaint Procedures</u>                                  |
| 1312.3-E(2)             | <u>Uniform Complaint Procedures</u>                                  |
| 1313                    | <u>Civility</u>                                                      |
| 1330                    | <u>Use Of School Facilities</u>                                      |
| 1330                    | <u>Use Of School Facilities</u>                                      |
| 1330.1                  | <u>Joint Use Agreements</u>                                          |
| 1340                    | <u>Access To District Records</u>                                    |
| 1340                    | <u>Access To District Records</u>                                    |
| 1400                    | <u>Relations Between Other Governmental Agencies And The Schools</u> |
| 2210                    | <u>Administrative Discretion Regarding Board Policy</u>              |
| 3510                    | <u>Green School Operations</u>                                       |
| 3511                    | <u>Energy And Water Management</u>                                   |
| 3511                    | <u>Energy And Water Management</u>                                   |
| 3513.3                  | <u>Tobacco-Free Schools</u>                                          |
| 3513.3                  | <u>Tobacco-Free Schools</u>                                          |
| 3514                    | <u>Environmental Safety</u>                                          |
| 3514                    | <u>Environmental Safety</u>                                          |
| 3514.1                  | <u>Hazardous Substances</u>                                          |
| 3514.1                  | <u>Hazardous Substances</u>                                          |
| 3514.2                  | <u>Integrated Pest Management</u>                                    |
| 3515                    | <u>Campus Security</u>                                               |
| 3515                    | <u>Campus Security</u>                                               |

**Cross References****Description**

|         |                                                             |
|---------|-------------------------------------------------------------|
| 3515.2  | Disruptions                                                 |
| 3515.2  | <u>Disruptions</u>                                          |
| 3515.3  | District Police/Security Department                         |
| 3515.3  | District Police/Security Department                         |
| 3515.31 | School Resource Officers                                    |
| 3515.4  | Recovery For Property Loss Or Damage                        |
| 3515.4  | Recovery For Property Loss Or Damage                        |
| 3515.5  | Sex Offender Notification                                   |
| 3515.5  | Sex Offender Notification                                   |
| 3515.7  | Firearms On School Grounds                                  |
| 3516    | Emergencies And Disaster Preparedness Plan                  |
| 3516    | Emergencies And Disaster Preparedness Plan                  |
| 3516.1  | Fire Drills And Fires                                       |
| 3516.2  | Bomb Threats                                                |
| 3516.3  | Earthquake Emergency Procedure System                       |
| 3516.5  | Emergency Schedules                                         |
| 3530    | Risk Management/Insurance                                   |
| 3530    | Risk Management/Insurance                                   |
| 3543    | Transportation Safety And Emergencies                       |
| 4112.41 | Employee Drug Testing                                       |
| 4112.41 | Employee Drug Testing                                       |
| 4119.11 | Sexual Harassment                                           |
| 4119.11 | Sexual Harassment                                           |
| 4119.23 | Unauthorized Release Of Confidential/Privileged Information |
| 4131    | Staff Development                                           |
| 4140    | Bargaining Units                                            |
| 4141.6  | Concerted Action/Work Stoppage                              |
| 4141.6  | Concerted Action/Work Stoppage                              |
| 4157    | Employee Safety                                             |
| 4157    | Employee Safety                                             |
| 4158    | Employee Security                                           |
| 4158    | Employee Security                                           |
| 4212.41 | Employee Drug Testing                                       |
| 4212.41 | Employee Drug Testing                                       |
| 4219.11 | Sexual Harassment                                           |
| 4219.11 | Sexual Harassment                                           |
| 4219.23 | Unauthorized Release Of Confidential/Privileged Information |
| 4231    | Staff Development                                           |
| 4240    | Bargaining Units                                            |
| 4241.6  | Concerted Action/Work Stoppage                              |



**Cross References****Description**

|              |                                                                    |
|--------------|--------------------------------------------------------------------|
| 4241.6       | <u>Concerted Action/Work Stoppage</u>                              |
| 4257         | <u>Employee Safety</u>                                             |
| 4257         | <u>Employee Safety</u>                                             |
| 4258         | <u>Employee Security</u>                                           |
| 4258         | <u>Employee Security</u>                                           |
| 4312.41      | <u>Employee Drug Testing</u>                                       |
| 4312.41      | <u>Employee Drug Testing</u>                                       |
| 4319.11      | <u>Sexual Harassment</u>                                           |
| 4319.11      | <u>Sexual Harassment</u>                                           |
| 4319.21      | <u>Professional Standards</u>                                      |
| 4319.21-E(1) | <u>Professional Standards</u>                                      |
| 4319.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4331         | <u>Staff Development</u>                                           |
| 4340         | <u>Bargaining Units</u>                                            |
| 4357         | <u>Employee Safety</u>                                             |
| 4357         | <u>Employee Safety</u>                                             |
| 4358         | <u>Employee Security</u>                                           |
| 4358         | <u>Employee Security</u>                                           |
| 5020         | <u>Parent Rights And Responsibilities</u>                          |
| 5020         | <u>Parent Rights And Responsibilities</u>                          |
| 5112.5       | <u>Open/Closed Campus</u>                                          |
| 5113         | <u>Absences And Excuses</u>                                        |
| 5113         | <u>Absences And Excuses</u>                                        |
| 5113.1       | <u>Chronic Absence And Truancy</u>                                 |
| 5113.1       | <u>Chronic Absence And Truancy</u>                                 |
| 5116.1       | <u>Intradistrict Open Enrollment</u>                               |
| 5116.1       | <u>Intradistrict Open Enrollment</u>                               |
| 5131         | <u>Conduct</u>                                                     |
| 5131.2       | <u>Bullying</u>                                                    |
| 5131.2       | <u>Bullying</u>                                                    |
| 5131.4       | <u>Student Disturbances</u>                                        |
| 5131.4       | <u>Student Disturbances</u>                                        |
| 5131.41      | <u>Use Of Seclusion And Restraint</u>                              |
| 5131.5       | <u>Vandalism And Graffiti</u>                                      |
| 5131.6       | <u>Alcohol And Other Drugs</u>                                     |
| 5131.6       | <u>Alcohol And Other Drugs</u>                                     |
| 5131.61      | <u>Drug Testing</u>                                                |
| 5131.62      | <u>Tobacco</u>                                                     |
| 5131.62      | <u>Tobacco</u>                                                     |
| 5131.63      | <u>Steroids</u>                                                    |

| <b>Cross References</b> | <b>Description</b>                                                       |
|-------------------------|--------------------------------------------------------------------------|
| 5131.63                 | <u>Steroids</u>                                                          |
| 5131.7                  | <u>Weapons And Dangerous Instruments</u>                                 |
| 5131.7                  | <u>Weapons And Dangerous Instruments</u>                                 |
| 5131.8                  | <u>Mobile Communication Devices</u>                                      |
| 5132                    | <u>Dress And Grooming</u>                                                |
| 5132                    | <u>Dress And Grooming</u>                                                |
| 5136                    | <u>Gangs</u>                                                             |
| 5136                    | <u>Gangs</u>                                                             |
| 5137                    | <u>Positive School Climate</u>                                           |
| 5138                    | <u>Conflict Resolution/Peer Mediation</u>                                |
| 5141.22                 | <u>Infectious Diseases</u>                                               |
| 5141.22                 | <u>Infectious Diseases</u>                                               |
| 5141.4                  | <u>Child Abuse Prevention And Reporting</u>                              |
| 5141.4                  | <u>Child Abuse Prevention And Reporting</u>                              |
| 5141.52                 | <u>Suicide Prevention</u>                                                |
| 5141.52                 | <u>Suicide Prevention</u>                                                |
| 5142                    | <u>Safety</u>                                                            |
| 5142                    | <u>Safety</u>                                                            |
| 5142.2                  | <u>Safe Routes To School Program</u>                                     |
| 5142.2                  | <u>Safe Routes To School Program</u>                                     |
| 5144                    | <u>Discipline</u>                                                        |
| 5144                    | <u>Discipline</u>                                                        |
| 5144.1                  | <u>Suspension And Expulsion/Due Process</u>                              |
| 5144.1                  | <u>Suspension And Expulsion/Due Process</u>                              |
| 5144.2                  | <u>Suspension And Expulsion/Due Process (Students With Disabilities)</u> |
| 5145.12                 | <u>Search And Seizure</u>                                                |
| 5145.12                 | <u>Search And Seizure</u>                                                |
| 5145.3                  | <u>Nondiscrimination/Harassment</u>                                      |
| 5145.3                  | <u>Nondiscrimination/Harassment</u>                                      |
| 5145.6                  | <u>Parent/Guardian Notifications</u>                                     |
| 5145.6-E(1)             | <u>Parent/Guardian Notifications</u>                                     |
| 5145.7                  | <u>Sexual Harassment</u>                                                 |
| 5145.7                  | <u>Sexual Harassment</u>                                                 |
| 5145.9                  | <u>Hate-Motivated Behavior</u>                                           |
| 5148.2                  | <u>Before/After School Programs</u>                                      |
| 5148.2                  | <u>Before/After School Programs</u>                                      |
| 6020                    | <u>Parent Involvement</u>                                                |
| 6020                    | <u>Parent Involvement</u>                                                |
| 6141.2                  | <u>Recognition Of Religious Beliefs And Customs</u>                      |
| 6141.2                  | <u>Recognition Of Religious Beliefs And Customs</u>                      |

**Cross References**

|           |                                                          |
|-----------|----------------------------------------------------------|
| 6142.3    | <u>Civic Education</u>                                   |
| 6142.4    | <u>Service Learning/Community Service Classes</u>        |
| 6142.8    | <u>Comprehensive Health Education</u>                    |
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| 9321      | <u>Closed Session</u>                                    |
| 9321-E(1) | <u>Closed Session</u>                                    |
| 9321-E(2) | <u>Closed Session</u>                                    |

**Description**

**Regulation 0450: Comprehensive Safety Plan**

Status: ADOPTED

Original Adopted Date: 11/01/2011 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

### Development and Review of Comprehensive School Safety Plan

The school site council shall consult with local law enforcement, the local fire department, and other first responders in the writing and development of the comprehensive school safety plan (CSSP). When practical, the school site council shall also consult with other school site councils and safety planning committees. (Education Code 32281, 32282)

Additionally, the school site council may invite community leaders, local emergency medical services personnel, and other persons who may be interested in the health and safety of students and the prevention of campus crime and violence to participate in the planning process. (Education Code 32280)

The school site council may delegate the responsibility for developing a CSSP to a school safety planning committee composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

Before adopting the CSSP, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting, if available: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent/guardian organization at the school, including the parent teacher association and parent teacher clubs
4. A representative of each teacher organization at the school
5. A representative of the school's student body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations
2. Local civic leaders
3. Local business organizations

After the first evaluation or review is conducted, and after each annual evaluation or review, a school employee, a student's parent/guardian or educational rights holder, or a student may bring concerns about an individual student's

ability to access disaster safety procedures described in the CSSP to the principal. (Education Code 32282)

If the principal determines there is merit to a concern, the principal shall direct the school site council or school safety planning committee to make appropriate modifications to the CSSP during the evaluation of the CSSP. The principal may direct the school site council or the school safety planning committee to make such modifications before the evaluation, as appropriate. (Education Code 32282)

#### **Content of the Comprehensive Safety Plan**

Each CSSP shall include an assessment of the current status of any crime committed on campus and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, reports of crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

The plan shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164-11174.3
2. Routine and emergency disaster procedures including, but not limited to:
  - a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act, the federal Individuals with Disabilities Education Act, and Section 504 of the federal Rehabilitation Act of 1973
  - b. An earthquake emergency procedure system as specified
  - c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
  - d. Commencing with the 2026-27 school year, a procedure to identify appropriate refuge shelter for all students and staff to be used in the event of an evacuation order and, for any school in a high or very high fire hazard severity zone, a communication and evacuation plan to be used in the event of an early notice evacuation warning that allows enough time to evacuate all students and staff
3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts that would lead to suspension, expulsion, or mandatory expulsion recommendations
4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079
5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4
6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"
7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school
8. A safe and orderly school environment conducive to learning
9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5
10. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions
11. If procedures to prepare for active shooters or other armed assailants by conducting a drill are included in the

CSSP, the CSSP shall specify that:

- a. The school will not conduct a high-intensity drill, as defined in Education Code 32282
  - b. Real weapons, gunfire blanks, or explosions will not be used in the conducting of the drill
  - c. A trauma-informed approach as specified in Education Code 32282 will be used in the design and execution of any drill
12. Procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school
  13. Procedures to respond to incidents involving an individual experiencing a sudden cardiac arrest or a similar life-threatening medical emergency while on school grounds
  14. For schools that serve students in any of grades 7-12, a protocol in the event a student is suffering or is reasonably believed to be suffering from an opioid overdose
  15. An instructional continuity plan to establish communication with students and their families and provide instruction to students when in-person instruction is disrupted due to an emergency, as specified in Education Code 32282

Among the strategies for providing a safe environment, the CSSP may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution
2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations
3. Strategies aimed at preventing potential incidents involving crime and violence on school campuses, including vandalism, drug and alcohol abuse, gang membership and violence, hate crimes, bullying, including bullying committed personally or by means of an electronic act, teen relationship violence, and discrimination and harassment, including sexual harassment
4. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education and literacy, character/values education, social and emotional learning, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence
5. Parent/guardian and community involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus
6. Provision of safety materials and emergency communications in language(s) understandable to parents/guardians
7. Annual notification to parents/guardians related to the safe storage of firearms
8. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students
9. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction
10. District policy prohibiting the possession of firearms and ammunition on school grounds
11. Measures to prevent or minimize the influence of gangs on campus
12. Procedures for receiving verification from law enforcement when a violent crime has occurred on school

grounds and for promptly notifying parents/guardians and employees of that crime

13. Procedures for the early identification and threat assessment of, and appropriate response to, suspicious and/or threatening digital media content
14. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus
15. Independent security assessment of the school's network infrastructure and selected web applications to identify vulnerabilities and provide recommendations to improve cybersecurity
16. Guidelines for the roles and responsibilities of mental health professionals, athletic coaches, community intervention professionals, school counselors, school resource officers, and police officers on school campuses

Guidelines may include, but are not limited to, the following:

- a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement
  - b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support
  - c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity
17. Strategies for suicide prevention and intervention
  18. District policy and/or plan related to pandemics
  19. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff
  20. Crisis prevention and intervention strategies, which may include the following:
    - a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate
    - b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
    - c. Assignment of staff members responsible for each identified task and procedure
    - d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
    - e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media
    - f. Communication with parents/guardians of reunification plans and the necessity of cooperating with first responders
    - g. Development of a method for the reporting of violent incidents
    - h. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling
  21. Training on assessment and reporting of potential threats, violence prevention, and intervention techniques

Such training shall include preparation to implement the elements of the CSSP

22. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants
23. Continuity of operations procedures to ensure that the district's essential functions are not disrupted during an emergency, to the extent possible

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                                 | Description                                                                                  |
|---------------------------------------|----------------------------------------------------------------------------------------------|
| 5 CCR 11987-11987.7                   | <u>School Community Violence Prevention Program requirements</u>                             |
| 5 CCR 11992-11993                     | <u>Persistently dangerous schools; definition</u>                                            |
| CA Constitution Article 1, Section 28 | <u>Right to Safe Schools</u>                                                                 |
| Ed. Code 200-262.4                    | <u>Prohibition of discrimination</u>                                                         |
| Ed. Code 32260-32262                  | <u>Interagency School Safety Demonstration Act of 1985</u>                                   |
| Ed. Code 32270                        | <u>School safety cadre</u>                                                                   |
| Ed. Code 32280-32289.5                | <u>School safety plans</u>                                                                   |
| Ed. Code 32290                        | <u>Safety devices</u>                                                                        |
| Ed. Code 35147                        | <u>School site councils and advisory committees</u>                                          |
| Ed. Code 35183                        | <u>School dress code; uniforms</u>                                                           |
| Ed. Code 35266                        | <u>Reporting of cyberattacks</u>                                                             |
| Ed. Code 35291                        | <u>Rules</u>                                                                                 |
| Ed. Code 35291.5                      | <u>School-adopted discipline rules</u>                                                       |
| Ed. Code 41020                        | <u>Requirement for annual audit</u>                                                          |
| Ed. Code 48900-48927                  | <u>Suspension and expulsion</u>                                                              |
| Ed. Code 48950                        | <u>Speech and other communication</u>                                                        |
| Ed. Code 48980                        | <u>Parent/Guardian notifications</u>                                                         |
| Ed. Code 49079                        | <u>Notification to teacher; student act constituting grounds for suspension or expulsion</u> |
| Ed. Code 49390-49395                  | <u>Homicide threats</u>                                                                      |
| Ed. Code 49414.35                     | <u>Emergency treatment for opioid overdose</u>                                               |
| Ed. Code 49414.6                      | <u>Student possession of opioid antagonist</u>                                               |
| Ed. Code 67381                        | <u>Availability of information regarding crimes</u>                                          |
| Gov. Code 11549.3                     | <u>Independent security assessment</u>                                                       |
| Gov. Code 54957                       | <u>Closed session meetings for threats to security</u>                                       |
| Gov. Code 8586.5                      | <u>California Cybersecurity Integration Center</u>                                           |
| Pen. Code 11164-11174.3               | <u>Child Abuse and Neglect Reporting Act</u>                                                 |
| Pen. Code 422.55                      | <u>Definition of hate crime</u>                                                              |
| Pen. Code 626.8                       | <u>Disruptions</u>                                                                           |
| Federal                               | Description                                                                                  |
| 20 USC 1400-1482                      | <u>Individuals with Disabilities Education Act</u>                                           |



| <b>Federal</b>                                   | <b>Description</b>                                                                                                                                    |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20 USC 7111-7122                                 | Student support and academic enrichment grants                                                                                                        |
| 20 USC 7912                                      | <a href="#">Transfers from persistently dangerous schools</a>                                                                                         |
| 29 USC 794                                       | <a href="#">Rehabilitation Act of 1973; Section 504</a>                                                                                               |
| 42 USC 12101-12213                               | Americans with Disabilities Act                                                                                                                       |
| 6 USC 665k                                       | Federal Clearinghouse on School Safety <a href="#">Evidence-Based Practices</a>                                                                       |
| <b>Management Resources</b>                      | <b>Description</b>                                                                                                                                    |
| California Department of Education               | <a href="#">Instructional Continuity Plan Guidance</a>                                                                                                |
| CSBA Publication                                 | <a href="#">Comprehensive School Safety Plans, July 2024</a>                                                                                          |
| CSBA Publication                                 | <a href="#">School Safety: Firearm Safety and Storage, May 2023</a>                                                                                   |
| CSBA Publication                                 | <a href="#">Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010</a>                                                         |
| CSBA Publication                                 | <a href="#">Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014</a> |
| CSBA Publication                                 | <a href="#">Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011</a>                                                         |
| CSBA Publication                                 | <a href="#">Legal Guidance on Rights of Transgender and Gender-Nonconforming Students in Schools, October 2022</a>                                    |
| Federal Bureau of Investigation Publication      | <a href="#">Uniform Crime Reporting Handbook, 2004</a>                                                                                                |
| U.S. Department of Education Publication         | <a href="#">Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007</a>                                           |
| U.S. Department of Homeland Security Publication | <a href="#">Behavioral Threat Assessment and Management in Practice 2024</a>                                                                          |
| Website                                          | <a href="#">California Department of Education, School Safety Elements and Resources</a>                                                              |
| Website                                          | <a href="#">California Department of Education, Language Services Policy and Process</a>                                                              |
| Website                                          | <a href="#">Schoolsafety.gov</a>                                                                                                                      |
| Website                                          | <a href="#">California Department of Education, Safe Schools Planning</a>                                                                             |
| Website                                          | <a href="#">California Military Department</a>                                                                                                        |
| Website                                          | <a href="#">California Department of Technology, Independent Security Assessment</a>                                                                  |
| Website                                          | <a href="#">U.S. Department of Homeland Security, Fusion Centers</a>                                                                                  |
| Website                                          | <a href="#">California State Threat Assessment System</a>                                                                                             |
| Website                                          | <a href="#">CSBA District and County Office of Education Legal Services</a>                                                                           |
| Website                                          | <a href="#">U.S. Secret Service, National Threat Assessment Center</a>                                                                                |
| Website                                          | <a href="#">Centers for Disease Control and Prevention</a>                                                                                            |
| Website                                          | <a href="#">Federal Bureau of Investigation</a>                                                                                                       |
| Website                                          | <a href="#">National Center for Crisis Management</a>                                                                                                 |
| Website                                          | <a href="#">National School Safety Center</a>                                                                                                         |
| Website                                          | <a href="#">California Department of Education, Safe Schools</a>                                                                                      |
| Website                                          | <a href="#">California Governor's Office of Emergency Services</a>                                                                                    |
| Website                                          | <a href="#">California Healthy Kids Survey</a>                                                                                                        |
| Website                                          | <a href="#">U.S. Department of Education</a>                                                                                                          |
| Website                                          | <a href="#">CSBA</a>                                                                                                                                  |

| <b>Cross References</b> | <b>Description</b>                                                   |
|-------------------------|----------------------------------------------------------------------|
| 0400                    | <u>Comprehensive Plans</u>                                           |
| 0410                    | <u>Nondiscrimination In District Programs And Activities</u>         |
| 0420                    | <u>School Plans/Site Councils</u>                                    |
| 0420                    | <u>School Plans/Site Councils</u>                                    |
| 0460                    | <u>Local Control And Accountability Plan</u>                         |
| 0460                    | <u>Local Control And Accountability Plan</u>                         |
| 0500                    | <u>Accountability</u>                                                |
| 0510                    | <u>School Accountability Report Card</u>                             |
| 0510                    | <u>School Accountability Report Card</u>                             |
| 1100                    | <u>Communication With The Public</u>                                 |
| 1112                    | <u>Media Relations</u>                                               |
| 1113                    | <u>District And School Websites</u>                                  |
| 1113                    | <u>District And School Websites</u>                                  |
| 1113-E(1)               | <u>District And School Websites</u>                                  |
| 1220                    | <u>Citizen Advisory Committees</u>                                   |
| 1220                    | <u>Citizen Advisory Committees</u>                                   |
| 1312.3                  | <u>Uniform Complaint Procedures</u>                                  |
| 1312.3                  | <u>Uniform Complaint Procedures</u>                                  |
| 1312.3-E(1)             | <u>Uniform Complaint Procedures</u>                                  |
| 1312.3-E(2)             | <u>Uniform Complaint Procedures</u>                                  |
| 1313                    | <u>Chillity</u>                                                      |
| 1330                    | <u>Use Of School Facilities</u>                                      |
| 1330                    | <u>Use Of School Facilities</u>                                      |
| 1330.1                  | <u>Joint Use Agreements</u>                                          |
| 1340                    | <u>Access To District Records</u>                                    |
| 1340                    | <u>Access To District Records</u>                                    |
| 1400                    | <u>Relations Between Other Governmental Agencies And The Schools</u> |
| 2210                    | <u>Administrative Discretion Regarding Board Policy</u>              |
| 3510                    | <u>Green School Operations</u>                                       |
| 3511                    | <u>Energy And Water Management</u>                                   |
| 3511                    | <u>Energy And Water Management</u>                                   |
| 3513.3                  | <u>Tobacco-Free Schools</u>                                          |
| 3513.3                  | <u>Tobacco-Free Schools</u>                                          |
| 3514                    | <u>Environmental Safety</u>                                          |
| 3514                    | <u>Environmental Safety</u>                                          |
| 3514.1                  | <u>Hazardous Substances</u>                                          |
| 3514.1                  | <u>Hazardous Substances</u>                                          |
| 3514.2                  | <u>Integrated Pest Management</u>                                    |
| 3515                    | <u>Campus Security</u>                                               |
| 3515                    | <u>Campus Security</u>                                               |

| <b>Cross References</b> | <b>Description</b>                                                 |
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| 3515.2                  | <u>Disruptions</u>                                                 |
| 3515.2                  | <u>Disruptions</u>                                                 |
| 3515.3                  | <u>District Police/Security Department</u>                         |
| 3515.3                  | <u>District Police/Security Department</u>                         |
| 3515.31                 | <u>School Resource Officers</u>                                    |
| 3515.4                  | <u>Recovery For Property Loss Or Damage</u>                        |
| 3515.4                  | <u>Recovery For Property Loss Or Damage</u>                        |
| 3515.5                  | <u>Sex Offender Notification</u>                                   |
| 3515.5                  | <u>Sex Offender Notification</u>                                   |
| 3515.7                  | <u>Firearms On School Grounds</u>                                  |
| 3516                    | <u>Emergencies And Disaster Preparedness Plan</u>                  |
| 3516                    | <u>Emergencies And Disaster Preparedness Plan</u>                  |
| 3516.1                  | <u>Fire Drills And Fires</u>                                       |
| 3516.2                  | <u>Bomb Threats</u>                                                |
| 3516.3                  | <u>Earthquake Emergency Procedure System</u>                       |
| 3516.5                  | <u>Emergency Schedules</u>                                         |
| 3530                    | <u>Risk Management/Insurance</u>                                   |
| 3530                    | <u>Risk Management/Insurance</u>                                   |
| 3543                    | <u>Transportation Safety And Emergencies</u>                       |
| 4112.41                 | <u>Employee Drug Testing</u>                                       |
| 4112.41                 | <u>Employee Drug Testing</u>                                       |
| 4119.11                 | <u>Sexual Harassment</u>                                           |
| 4119.11                 | <u>Sexual Harassment</u>                                           |
| 4119.23                 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4131                    | <u>Staff Development</u>                                           |
| 4140                    | <u>Bargaining Units</u>                                            |
| 4141.6                  | <u>Concerted Action/Work Stoppage</u>                              |
| 4141.6                  | <u>Concerted Action/Work Stoppage</u>                              |
| 4157                    | <u>Employee Safety</u>                                             |
| 4157                    | <u>Employee Safety</u>                                             |
| 4158                    | <u>Employee Security</u>                                           |
| 4158                    | <u>Employee Security</u>                                           |
| 4212.41                 | <u>Employee Drug Testing</u>                                       |
| 4212.41                 | <u>Employee Drug Testing</u>                                       |
| 4219.11                 | <u>Sexual Harassment</u>                                           |
| 4219.11                 | <u>Sexual Harassment</u>                                           |
| 4219.23                 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4231                    | <u>Staff Development</u>                                           |
| 4240                    | <u>Bargaining Units</u>                                            |
| 4241.6                  | <u>Concerted Action/Work Stoppage</u>                              |

| <b>Cross References</b> | <b>Description</b>                                                 |
|-------------------------|--------------------------------------------------------------------|
| 4241.6                  | <u>Concerted Action/Work Stoppage</u>                              |
| 4257                    | <u>Employee Safety</u>                                             |
| 4257                    | <u>Employee Safety</u>                                             |
| 4258                    | <u>Employee Security</u>                                           |
| 4258                    | <u>Employee Security</u>                                           |
| 4312.41                 | <u>Employee Drug Testing</u>                                       |
| 4312.41                 | <u>Employee Drug Testing</u>                                       |
| 4319.11                 | <u>Sexual Harassment</u>                                           |
| 4319.11                 | <u>Sexual Harassment</u>                                           |
| 4319.21                 | <u>Professional Standards</u>                                      |
| 4319.21-E(1)            | <u>Professional Standards</u>                                      |
| 4319.23                 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4331                    | <u>Staff Development</u>                                           |
| 4340                    | <u>Bargaining Units</u>                                            |
| 4357                    | <u>Employee Safety</u>                                             |
| 4357                    | <u>Employee Safety</u>                                             |
| 4358                    | <u>Employee Security</u>                                           |
| 4358                    | <u>Employee Security</u>                                           |
| 5020                    | <u>Parent Rights And Responsibilities</u>                          |
| 5020                    | <u>Parent Rights And Responsibilities</u>                          |
| 5112.5                  | <u>Open/Closed Campus</u>                                          |
| 5113                    | <u>Absences And Excuses</u>                                        |
| 5113                    | <u>Absences And Excuses</u>                                        |
| 5113.1                  | <u>Chronic Absence And Truancy</u>                                 |
| 5113.1                  | <u>Chronic Absence And Truancy</u>                                 |
| 5116.1                  | <u>Intradistrict Open Enrollment</u>                               |
| 5116.1                  | <u>Intradistrict Open Enrollment</u>                               |
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| 5131.2                  | <u>Bullying</u>                                                    |
| 5131.4                  | <u>Student Disturbances</u>                                        |
| 5131.4                  | <u>Student Disturbances</u>                                        |
| 5131.41                 | <u>Use Of Seclusion And Restraint</u>                              |
| 5131.5                  | <u>Vandalism And Graffiti</u>                                      |
| 5131.6                  | <u>Alcohol And Other Drugs</u>                                     |
| 5131.6                  | <u>Alcohol And Other Drugs</u>                                     |
| 5131.61                 | <u>Drug Testing</u>                                                |
| 5131.62                 | <u>Tobacco</u>                                                     |
| 5131.62                 | <u>Tobacco</u>                                                     |
| 5131.63                 | <u>Steroids</u>                                                    |

| <b>Cross References</b> | <b>Description</b>                                                       |
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| 5131.63                 | <u>Steroids</u>                                                          |
| 5131.7                  | <u>Weapons And Dangerous Instruments</u>                                 |
| 5131.7                  | <u>Weapons And Dangerous Instruments</u>                                 |
| 5131.8                  | <u>Mobile Communication Devices</u>                                      |
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| 5132                    | <u>Dress And Grooming</u>                                                |
| 5136                    | <u>Gangs</u>                                                             |
| 5136                    | <u>Gangs</u>                                                             |
| 5137                    | <u>Positive School Climate</u>                                           |
| 5138                    | <u>Conflict Resolution/Peer Mediation</u>                                |
| 5141.22                 | <u>Infectious Diseases</u>                                               |
| 5141.22                 | <u>Infectious Diseases</u>                                               |
| 5141.4                  | <u>Child Abuse Prevention And Reporting</u>                              |
| 5141.4                  | <u>Child Abuse Prevention And Reporting</u>                              |
| 5141.52                 | <u>Suicide Prevention</u>                                                |
| 5141.52                 | <u>Suicide Prevention</u>                                                |
| 5142                    | <u>Safety</u>                                                            |
| 5142                    | <u>Safety</u>                                                            |
| 5142.2                  | <u>Safe Routes To School Program</u>                                     |
| 5142.2                  | <u>Safe Routes To School Program</u>                                     |
| 5144                    | <u>Discipline</u>                                                        |
| 5144                    | <u>Discipline</u>                                                        |
| 5144.1                  | <u>Suspension And Expulsion/Due Process</u>                              |
| 5144.1                  | <u>Suspension And Expulsion/Due Process</u>                              |
| 5144.2                  | <u>Suspension And Expulsion/Due Process (Students With Disabilities)</u> |
| 5145.12                 | <u>Search And Seizure</u>                                                |
| 5145.12                 | <u>Search And Seizure</u>                                                |
| 5145.3                  | <u>Nondiscrimination/Harassment</u>                                      |
| 5145.3                  | <u>Nondiscrimination/Harassment</u>                                      |
| 5145.6                  | <u>Parent/Guardian Notifications</u>                                     |
| 5145.6-E(1)             | <u>Parent/Guardian Notifications</u>                                     |
| 5145.7                  | <u>Sexual Harassment</u>                                                 |
| 5145.7                  | <u>Sexual Harassment</u>                                                 |
| 5145.9                  | <u>Hate-Motivated Behavior</u>                                           |
| 5148.2                  | <u>Before/After School Programs</u>                                      |
| 5148.2                  | <u>Before/After School Programs</u>                                      |
| 6020                    | <u>Parent Involvement</u>                                                |
| 6020                    | <u>Parent Involvement</u>                                                |
| 6141.2                  | <u>Recognition Of Religious Beliefs And Customs</u>                      |
| 6141.2                  | <u>Recognition Of Religious Beliefs And Customs</u>                      |

**Cross References**

6142.3

6142.4

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9321-E(1)

9321-E(2)

**Description**Civic EducationService Learning/Community Service ClassesComprehensive Health EducationComprehensive Health EducationSchool-Sponsored TripsSchool-Sponsored TripsIndependent StudyIndependent StudyIndividualized Education ProgramIndividualized Education ProgramGuidance/Counseling ServicesEducation For Foster YouthEducation For Foster YouthContinuation EducationContinuation EducationGeneral Obligation BondsGeneral Obligation BondsPublic StatementsDisclosure Of Confidential/Privileged InformationMeetings And NoticesClosed SessionClosed SessionClosed Session

**Policy 1113: District And School Websites**

Status: ADOPTED

Original Adopted Date: 07/01/2007 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board recognizes the value of district and school websites to communicate with students, parents/guardians, staff, and community members. The Superintendent or designee shall maintain district and school websites. The use of district and school websites shall support the district's vision and goals and be coordinated with other district communications strategies.

**Design Standards**

The Superintendent or designee shall establish design standards for district and school websites in order to maintain a consistent identity, professional appearance, and ease of use.

District design standards shall require an evaluation of products, features, and content accessible to students on district and school websites to prevent access to harmful or potentially harmful material.

The district's design standards shall address the accessibility of district and school websites to individuals with disabilities, including compatibility with commonly used assistive technologies.

**Website Content**

The Superintendent or designee shall develop content guidelines for district and school websites and assign staff to review and approve content prior to posting.

Board policy pertaining to advertising in district and school publications, as specified in Board Policy 1325 - Advertising and Promotion, shall also apply to advertising on district and school websites.

**Privacy Rights**

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school websites.

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school websites.

**OPTION 1: (Photographs released)**

The district regards photographs as a category of directory information that would not generally be considered harmful or an invasion of privacy if disclosed. Therefore, a student's photograph, together with the student's name, may be published on district or school websites unless the student's parent/guardian has notified the district in writing to not release the student's photograph without prior written consent, in accordance with Board Policy and Administrative Regulation 5125.1 - Release of Directory Information.

**END OF OPTION 1**

**OPTION 2: (Photographs not released)**

Photographs of individual students shall not be published on district or school websites accompanied by the student's name or other personally identifiable information without the prior written consent of the student's parent/guardian.

**END OF OPTION 2**

If students' names are not included, photographs of individual students or groups of students, such as at a school event, may be published on school or district websites.

Employees' home addresses, personal telephone numbers, and personal email addresses shall not be posted on district or school websites.

The home address, telephone number, or both the name and assessor parcel number associated with the home address of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school websites without the prior written permission of that individual. (Government Code 3307.5, 7928.205, 7920.535)

No public safety official shall be required to consent to the posting on the Internet of the public safety official's photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or the officer's family. (Government Code 3307.5)

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| <b>State</b>                    | <b>Description</b>                                                                                 |
|---------------------------------|----------------------------------------------------------------------------------------------------|
| Bus. and Prof. Code 22580-22582 | <u>Privacy rights for California minors in the digital world</u>                                   |
| Bus. and Prof. Code 22584-22585 | <u>Student Online Personal Information Protection Act</u>                                          |
| Bus. and Prof. Code 22586-22587 | <u>Early Learning Personal Information Protection Act</u>                                          |
| Ed. Code 234.1                  | <u>Policy prohibiting discrimination, harassment, intimidation, and bullying</u>                   |
| Ed. Code 234.6                  | <u>Resources on neurodiversity</u>                                                                 |
| Ed. Code 32526                  | <u>Use of learning recovery funds</u>                                                              |
| Ed. Code 33353                  | <u>California Interscholastic Federation; standardized incident form</u>                           |
| Ed. Code 35182.5                | <u>Contracts for advertising</u>                                                                   |
| Ed. Code 35258                  | <u>Internet access to school accountability report cards</u>                                       |
| Ed. Code 42103                  | <u>Budget notification</u>                                                                         |
| Ed. Code 48852.6                | <u>Information regarding homelessness</u>                                                          |
| Ed. Code 48907                  | <u>Exercise of free expression; time, place, and manner rules and regulations</u>                  |
| Ed. Code 48950                  | <u>Speech and other communication</u>                                                              |
| Ed. Code 48985.5                | <u>Synthetic drug use</u>                                                                          |
| Ed. Code 48985.5                | <u>Synthetic drugs</u>                                                                             |
| Ed. Code 49006                  | <u>Seclusion and restraint</u>                                                                     |
| Ed. Code 49061                  | <u>Definitions; directory information</u>                                                          |
| Ed. Code 49073                  | <u>Release of directory information</u>                                                            |
| Ed. Code 5092                   | <u>Filling Vacancies</u>                                                                           |
| Ed. Code 60048                  | <u>Commercial brand names, contracts or logos</u>                                                  |
| Gov. Code 11135                 | <u>Prohibition of discrimination</u>                                                               |
| Gov. Code 12950                 | <u>California Civil Rights Department posters</u>                                                  |
| Gov. Code 3307.5                | <u>Publishing identity of public safety officers</u>                                               |
| Gov. Code 7920.000-7930.215     | <u>California Public Records Act</u>                                                               |
| Pen. Code 14029.5               | <u>Prohibition against publishing personal information of person in witness protection program</u> |



|                                               |                                                                                                                                                                                                |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>State</b>                                  | <b>Description</b>                                                                                                                                                                             |
| Pub. Res. Code 21082.1                        | <a href="#">California Environmental Quality Act environmental review documents</a>                                                                                                            |
| <b>Federal</b>                                | <b>Description</b>                                                                                                                                                                             |
| 16 CFR 312.1-312.13                           | <a href="#">Children's Online Privacy Protection Act</a>                                                                                                                                       |
| 17 USC 101-122                                | <a href="#">Subject matter and scope of copyright</a>                                                                                                                                          |
| 17 USC 504                                    | <a href="#">Penalties for copyright infringement</a>                                                                                                                                           |
| 20 USC 1232g                                  | <a href="#">Family Educational Rights and Privacy Act (FERPA) of 1974</a>                                                                                                                      |
| 28 CFR 35.200-35.205                          | <a href="#">Web accessibility requirements</a>                                                                                                                                                 |
| 29 USC 705                                    | <a href="#">Definitions; Vocational Rehabilitation Act</a>                                                                                                                                     |
| 29 USC 794                                    | <a href="#">Rehabilitation Act of 1973; Section 504</a>                                                                                                                                        |
| 34 CFR 104.1-104.61                           | <a href="#">Nondiscrimination on the basis of disability</a>                                                                                                                                   |
| 34 CFR 99.1-99.67                             | <a href="#">Family Educational Rights and Privacy</a>                                                                                                                                          |
| 42 USC 12101-12213                            | <a href="#">Americans with Disabilities Act</a>                                                                                                                                                |
| <b>Management Resources</b>                   | <b>Description</b>                                                                                                                                                                             |
| CA Civil Rights Department Publication        | <a href="#">Family Care and Medical Leave and Pregnancy Disability Leave, January 2023</a>                                                                                                     |
| CA Civil Rights Department Publication        | <a href="#">California Law Prohibits Workplace Discrimination and Harassment, January 2024</a>                                                                                                 |
| CA Civil Rights Department Publication        | <a href="#">The Rights of Employees Who Are Transgender or Gender Nonconforming: Fact Sheet, November 2022</a>                                                                                 |
| CA Civil Rights Department Publication        | <a href="#">Your Rights and Obligations as a Pregnant Employee, January 2023</a>                                                                                                               |
| Court Decision                                | <a href="#">Tennessee v. Cardona (2024) 737 F.Supp.3d 510</a>                                                                                                                                  |
| Court Decision                                | <a href="#">Aarts v. Las Virgenes Unified School District (1998) 64 Cal.App.4th 1112</a>                                                                                                       |
| Court Decision                                | <a href="#">City of San Jose v. Superior Court (2017) 2 Cal.5th 608</a>                                                                                                                        |
| Federal Register                              | <a href="#">Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579</a>             |
| U.S. Department of Agriculture Publication    | <a href="#">Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016</a>                                                                                                         |
| U.S. DOE, Office for Civil Rights Publication | <a href="#">Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</a>                                                                |
| U.S. DOE, Office for Civil Rights Publication | <a href="#">Dear Colleague Letter: Race and School Programming, August 2023</a>                                                                                                                |
| U.S. DOJ, Civil Rights Division Publication   | <a href="#">Nondiscrimination on the Basis of Disability: Accessibility of Web Information and Services of State and Local Government Entities, April 24, 2024, Vol. 89, pages 31320-31396</a> |
| Website                                       | <a href="#">Fact Sheet: New rule on the accessibility of web content and mobile apps provided by state and local governments</a>                                                               |
| Website                                       | <a href="#">California Cybersecurity Integration Center</a>                                                                                                                                    |
| Website                                       | <a href="#">CSBA District and County Office of Education Legal Services</a>                                                                                                                    |
| Website                                       | <a href="#">Governor's Office of Planning and Research, The California Environmental Quality Act</a>                                                                                           |
| Website                                       | <a href="#">California Department of Education, Web Accessibility Standards</a>                                                                                                                |
| Website                                       | <a href="#">California School Public Relations Association</a>                                                                                                                                 |
| Website                                       | <a href="#">California Interscholastic Federation</a>                                                                                                                                          |
| Website                                       | <a href="#">U.S. Department of Justice, Civil Rights Division, Disability Rights Section</a>                                                                                                   |

**Management Resources**

|                                       |                                                                                |
|---------------------------------------|--------------------------------------------------------------------------------|
| Website                               | <a href="#"><u>World Wide Web Consortium, Web Accessibility Initiative</u></a> |
| Website                               | <a href="#"><u>CSBA</u></a>                                                    |
| Website                               | <a href="#"><u>U.S. Department of Education, Office for Civil Rights</u></a>   |
| Website                               | <a href="#"><u>California Civil Rights Department</u></a>                      |
| World Wide Web Consortium Publication | <a href="#"><u>Web Content Accessibility Guidelines, December 2024</u></a>     |

**Cross References**

|             |                                                                              |
|-------------|------------------------------------------------------------------------------|
|             | <b>Description</b>                                                           |
| 0000        | <a href="#"><u>Vision</u></a>                                                |
| 0410        | <a href="#"><u>Nondiscrimination In District Programs And Activities</u></a> |
| 0440        | <a href="#"><u>District Technology Plan</u></a>                              |
| 0441        | <a href="#"><u>Artificial Intelligence</u></a>                               |
| 0450        | <a href="#"><u>Comprehensive Safety Plan</u></a>                             |
| 0450        | <a href="#"><u>Comprehensive Safety Plan</u></a>                             |
| 0460        | <a href="#"><u>Local Control And Accountability Plan</u></a>                 |
| 0460        | <a href="#"><u>Local Control And Accountability Plan</u></a>                 |
| 0500        | <a href="#"><u>Accountability</u></a>                                        |
| 0510        | <a href="#"><u>School Accountability Report Card</u></a>                     |
| 0510        | <a href="#"><u>School Accountability Report Card</u></a>                     |
| 1100        | <a href="#"><u>Communication With The Public</u></a>                         |
| 1112        | <a href="#"><u>Media Relations</u></a>                                       |
| 1114        | <a href="#"><u>District-Sponsored Social Media</u></a>                       |
| 1114        | <a href="#"><u>District-Sponsored Social Media</u></a>                       |
| 1312.3      | <a href="#"><u>Uniform Complaint Procedures</u></a>                          |
| 1312.3      | <a href="#"><u>Uniform Complaint Procedures</u></a>                          |
| 1312.3-E(1) | <a href="#"><u>Uniform Complaint Procedures</u></a>                          |
| 1312.3-E(2) | <a href="#"><u>Uniform Complaint Procedures</u></a>                          |
| 1325        | <a href="#"><u>Advertising And Promotion</u></a>                             |
| 1340        | <a href="#"><u>Access To District Records</u></a>                            |
| 1340        | <a href="#"><u>Access To District Records</u></a>                            |
| 3100        | <a href="#"><u>Budget</u></a>                                                |
| 3100        | <a href="#"><u>Budget</u></a>                                                |
| 3290        | <a href="#"><u>Gifts, Grants And Requests</u></a>                            |
| 3311        | <a href="#"><u>Bids</u></a>                                                  |
| 3311        | <a href="#"><u>Bids</u></a>                                                  |
| 3513.3      | <a href="#"><u>Tobacco-Free Schools</u></a>                                  |
| 3513.3      | <a href="#"><u>Tobacco-Free Schools</u></a>                                  |
| 3515        | <a href="#"><u>Campus Security</u></a>                                       |
| 3515        | <a href="#"><u>Campus Security</u></a>                                       |
| 3515.3      | <a href="#"><u>District Police/Security Department</u></a>                   |
| 3515.3      | <a href="#"><u>District Police/Security Department</u></a>                   |

**Cross References****Description**

|              |                                                                    |
|--------------|--------------------------------------------------------------------|
| 3515.7       | <u>Firearms On School Grounds</u>                                  |
| 3516         | <u>Emergencies And Disaster Preparedness Plan</u>                  |
| 3516         | <u>Emergencies And Disaster Preparedness Plan</u>                  |
| 3516.5       | <u>Emergency Schedules</u>                                         |
| 3551         | <u>Food Service Operations/Cafeteria Fund</u>                      |
| 3551         | <u>Food Service Operations/Cafeteria Fund</u>                      |
| 3552         | <u>Summer Meal Program</u>                                         |
| 3552         | <u>Summer Meal Program</u>                                         |
| 3580         | <u>District Records</u>                                            |
| 3580         | <u>District Records</u>                                            |
| 4030         | <u>Nondiscrimination In Employment</u>                             |
| 4030         | <u>Nondiscrimination In Employment</u>                             |
| 4040         | <u>Employee Use Of Technology</u>                                  |
| 4040-E(1)    | <u>Employee Use Of Technology</u>                                  |
| 4119.21      | <u>Professional Standards</u>                                      |
| 4119.21-E(1) | <u>Professional Standards</u>                                      |
| 4119.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4131         | <u>Staff Development</u>                                           |
| 4132         | <u>Publication Or Creation Of Materials</u>                        |
| 4161.8       | <u>Family Care And Medical Leave</u>                               |
| 4219.21      | <u>Professional Standards</u>                                      |
| 4219.21-E(1) | <u>Professional Standards</u>                                      |
| 4219.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4231         | <u>Staff Development</u>                                           |
| 4232         | <u>Publication Or Creation Of Materials</u>                        |
| 4261.8       | <u>Family Care And Medical Leave</u>                               |
| 4319.21      | <u>Professional Standards</u>                                      |
| 4319.21-E(1) | <u>Professional Standards</u>                                      |
| 4319.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4331         | <u>Staff Development</u>                                           |
| 4332         | <u>Publication Or Creation Of Materials</u>                        |
| 4361.8       | <u>Family Care And Medical Leave</u>                               |
| 5022         | <u>Student And Family Privacy Rights</u>                           |
| 5022         | <u>Student And Family Privacy Rights</u>                           |
| 5125         | <u>Student Records</u>                                             |
| 5125         | <u>Student Records</u>                                             |
| 5125.1       | <u>Release Of Directory Information</u>                            |
| 5125.1       | <u>Release Of Directory Information</u>                            |
| 5125.1-E(1)  | <u>Release Of Directory Information</u>                            |
| 5131.2       | <u>Bullying</u>                                                    |

| <b>Cross References</b> | <b>Description</b>                             |
|-------------------------|------------------------------------------------|
| 5131.2                  | <u>Bullying</u>                                |
| 5131.41                 | <u>Use Of Seclusion And Restraint</u>          |
| 5141.5                  | <u>Mental Health</u>                           |
| 6020                    | <u>Parent Involvement</u>                      |
| 6020                    | <u>Parent Involvement</u>                      |
| 6145.2                  | <u>Athletic Competition</u>                    |
| 6145.2                  | <u>Athletic Competition</u>                    |
| 6152.1                  | <u>Placement In Mathematics Courses</u>        |
| 6152.1                  | <u>Placement In Mathematics Courses</u>        |
| 6162.6                  | <u>Use Of Copyrighted Materials</u>            |
| 6162.6                  | <u>Use Of Copyrighted Materials</u>            |
| 6163.4                  | <u>Student Use Of Technology</u>               |
| 6163.4-E(1)             | <u>Student Use Of Technology</u>               |
| 6173                    | <u>Education For Homeless Children</u>         |
| 6173                    | <u>Education For Homeless Children</u>         |
| 6173-E(1)               | <u>Education For Homeless Children</u>         |
| 6173-E(2)               | <u>Education For Homeless Children</u>         |
| 6190                    | <u>Evaluation Of The Instructional Program</u> |
| 7150                    | <u>Site Selection And Development</u>          |
| 7150                    | <u>Site Selection And Development</u>          |
| 7214                    | <u>General Obligation Bonds</u>                |
| 7214                    | <u>General Obligation Bonds</u>                |
| 9010                    | <u>Public Statements</u>                       |
| 9012                    | <u>Board Member Electronic Communications</u>  |
| 9223                    | <u>Filling Vacancies</u>                       |
| 9310                    | <u>Board Policies</u>                          |
| 9320                    | <u>Meetings And Notices</u>                    |
| 9322                    | <u>Agenda/Meeting Materials</u>                |

**Regulation 1113: District And School Websites**

Status: ADOPTED

Original Adopted Date: 03/01/2000 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

### Design Standards

The Superintendent or designee shall develop design standards for district and school websites that include, but are not limited to, guidelines to ensure the clear organization of the material, readability of the font type and size, and simplicity of the navigation structure linking the content on the website. Such standards shall take into consideration the ease of use on a wide range of devices.

In accordance with the requirements of the Americans with Disabilities Act, Section 504 of the Federal Rehabilitation Act of 1973, and the associated federal regulations, district and school websites shall contain features that ensure accessibility for individuals with disabilities. Such features include, but are not limited to, captions for videos and multimedia presentations, text alternatives to images, provision of sufficient time to use the content, avoidance of flashing images, adequate contrast in visual presentations, and/or other features that meet applicable standards for website accessibility. The Superintendent or designee shall regularly review district and school websites and modify them as needed to ensure legal compliance with accessibility standards.

### Website Content

As applicable, district and school websites shall provide current information regarding the district's mission and goals, district/school programs and operations, district/school news, agendas and minutes of Governing Board meetings, School Accountability Report Cards, school calendars, and links to educational resources.

With approval of the principal, individual teachers may create web pages linked to the district or school website to provide information pertaining to class assignments, expectations, and activities.

Student work may be published on district or school websites provided that both the student and the student's parent/guardian provide written permission or the work is part of an existing publication such as a school newspaper.

Any copyrighted material to be posted on a district or school website shall first be submitted to the Superintendent or designee together with the permission of the copyright owner to reprint the material. Any copyrighted material submitted without the copyright owner's permission shall only be posted on a district or school website if the Superintendent or designee determines that the material is in the public domain or that the intended use meets the criteria for fair use or another exception pursuant to 17 USC 107-122. When any copyrighted material is posted, the website shall include a notice crediting the copyright owner and, as necessary, shall note that permission to reprint the material was granted.

Whenever a district or school website includes links to external websites, it shall include a disclaimer that the district is not responsible for the content of external websites.

### Roles and Responsibilities

Any employee assigned as a district or school webmaster shall be responsible for the uploading of material to the website(s) upon approval of the Superintendent or designee. The employee shall review district and school websites to ensure consistency with district standards, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

The Superintendent or designee may assign additional staff members to conduct editorial reviews of all materials submitted for publication on district or school websites and to make corrections as needed in spelling, grammar, or accuracy of content.

The Superintendent or designee shall provide staff development opportunities related to district content guidelines, design standards, and accessibility laws and standards to district communications and technology staff, district and

school webmasters, and/or other appropriate staff.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| <b>State</b>                    | <b>Description</b>                                                                                                 |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Bus. and Prof. Code 22580-22582 | <a href="#"><u>Privacy rights for California minors in the digital world</u></a>                                   |
| Bus. and Prof. Code 22584-22585 | <a href="#"><u>Student Online Personal Information Protection Act</u></a>                                          |
| Bus. and Prof. Code 22586-22587 | <a href="#"><u>Early Learning Personal Information Protection Act</u></a>                                          |
| Ed. Code 234.1                  | Policy prohibiting discrimination, harassment, intimidation, and bullying                                          |
| Ed. Code 234.6                  | Resources on neurodiversity                                                                                        |
| Ed. Code 32526                  | <a href="#"><u>Use of learning recovery funds</u></a>                                                              |
| Ed. Code 33353                  | <a href="#"><u>California Interscholastic Federation: standardized incident form</u></a>                           |
| Ed. Code 35182.5                | Contracts for advertising                                                                                          |
| Ed. Code 35258                  | <a href="#"><u>Internet access to school accountability report cards</u></a>                                       |
| Ed. Code 42103                  | Budget notification                                                                                                |
| Ed. Code 48852.6                | <a href="#"><u>Information regarding homelessness</u></a>                                                          |
| Ed. Code 48907                  | <a href="#"><u>Exercise of free expression; time, place, and manner rules and regulations</u></a>                  |
| Ed. Code 48950                  | Speech and other communication                                                                                     |
| Ed. Code 48985.5                | <a href="#"><u>Synthetic drug use</u></a>                                                                          |
| Ed. Code 48985.5                | Synthetic drugs                                                                                                    |
| Ed. Code 49006                  | <a href="#"><u>Seclusion and restraint</u></a>                                                                     |
| Ed. Code 49061                  | <a href="#"><u>Definitions: directory information</u></a>                                                          |
| Ed. Code 49073                  | Release of directory information                                                                                   |
| Ed. Code 5092                   | <a href="#"><u>Filling Vacancies</u></a>                                                                           |
| Ed. Code 60048                  | Commercial brand names, contracts, or logos                                                                        |
| Gov. Code 11135                 | <a href="#"><u>Prohibition of discrimination</u></a>                                                               |
| Gov. Code 12950                 | <a href="#"><u>California Civil Rights Department posters</u></a>                                                  |
| Gov. Code 3307.5                | Publishing identity of public safety officers                                                                      |
| Gov. Code 7920.000-7930.215     | <a href="#"><u>California Public Records Act</u></a>                                                               |
| Pen. Code 14029.5               | <a href="#"><u>Prohibition against publishing personal information of person in witness protection program</u></a> |
| Pub. Res. Code 21082.1          | <a href="#"><u>California Environmental Quality Act environmental review documents</u></a>                         |
| <b>Federal</b>                  | <b>Description</b>                                                                                                 |
| 16 CFR 312.1-312.13             | <a href="#"><u>Children's Online Privacy Protection Act</u></a>                                                    |
| 17 USC 101-122                  | <a href="#"><u>Subject matter and scope of copyright</u></a>                                                       |
| 17 USC 504                      | <a href="#"><u>Penalties for copyright infringement</u></a>                                                        |
| 20 USC 1232g                    | Family Educational Rights and Privacy Act (FERPA) of 1974                                                          |
| 28 CFR 35.200-35.205            | Web accessibility requirements                                                                                     |
| 29 USC 705                      | <a href="#"><u>Definitions: Vocational Rehabilitation Act</u></a>                                                  |
| 29 USC 794                      | Rehabilitation Act of 1973: Section 504                                                                            |
| 34 CFR 104.1-104.61             | <a href="#"><u>Nondiscrimination on the basis of disability</u></a>                                                |

|                                               |                                                                                                                                                                                       |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Federal</b>                                | <b>Description</b>                                                                                                                                                                    |
| 34 CFR 99.1-99.67                             | <u>Family Educational Rights and Privacy</u>                                                                                                                                          |
| 42 USC 12101-12213                            | <u>Americans with Disabilities Act</u>                                                                                                                                                |
| <b>Management Resources</b>                   | <b>Description</b>                                                                                                                                                                    |
| CA Civil Rights Department Publication        | <u>Family Care and Medical Leave and Pregnancy Disability Leave, January 2023</u>                                                                                                     |
| CA Civil Rights Department Publication        | <u>California Law Prohibits Workplace Discrimination and Harassment, January 2024</u>                                                                                                 |
| CA Civil Rights Department Publication        | <u>The Rights of Employees Who Are Transgender or Gender Nonconforming: Fact Sheet, November 2022</u>                                                                                 |
| CA Civil Rights Department Publication        | <u>Your Rights and Obligations as a Pregnant Employee, January 2023</u>                                                                                                               |
| Court Decision                                | <u>Tennessee v. Cardona (2024) 737 F.Supp.3d 510</u>                                                                                                                                  |
| Court Decision                                | <u>Aaris v. Las Virgenes Unified School District (1998) 64 Cal.App.4th 1112</u>                                                                                                       |
| Court Decision                                | <u>City of San Jose v. Superior Court (2017) 2 Cal.5th 608</u>                                                                                                                        |
| Federal Register                              | <u>Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579</u>             |
| U.S. Department of Agriculture Publication    | <u>Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016</u>                                                                                                         |
| U.S. DOE, Office for Civil Rights Publication | <u>Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</u>                                                                |
| U.S. DOE, Office for Civil Rights Publication | <u>Dear Colleague Letter: Race and School Programming, August 2023</u>                                                                                                                |
| U.S. DOJ, Civil Rights Division Publication   | <u>Nondiscrimination on the Basis of Disability: Accessibility of Web Information and Services of State and Local Government Entities, April 24, 2024, Vol. 89, pages 31320-31396</u> |
| Website                                       | <u>Fact Sheet: New rule on the accessibility of web content and mobile apps provided by state and local governments</u>                                                               |
| Website                                       | <u>California Cybersecurity Integration Center</u>                                                                                                                                    |
| Website                                       | <u>CSBA District and County Office of Education Legal Services</u>                                                                                                                    |
| Website                                       | <u>Governor's Office of Planning and Research: The California Environmental Quality Act</u>                                                                                           |
| Website                                       | <u>California Department of Education: Web Accessibility Standards</u>                                                                                                                |
| Website                                       | <u>California School Public Relations Association</u>                                                                                                                                 |
| Website                                       | <u>California Interscholastic Federation</u>                                                                                                                                          |
| Website                                       | <u>U.S. Department of Justice, Civil Rights Division, Disability Rights Section</u>                                                                                                   |
| Website                                       | <u>World Wide Web Consortium, Web Accessibility Initiative</u>                                                                                                                        |
| Website                                       | <u>CSBA</u>                                                                                                                                                                           |
| Website                                       | <u>U.S. Department of Education, Office for Civil Rights</u>                                                                                                                          |
| Website                                       | <u>California Civil Rights Department</u>                                                                                                                                             |
| World Wide Web Consortium Publication         | <u>Web Content Accessibility Guidelines, December 2024</u>                                                                                                                            |
| <b>Cross References</b>                       | <b>Description</b>                                                                                                                                                                    |
| 0000                                          | <u>Vision</u>                                                                                                                                                                         |
| 0410                                          | <u>Nondiscrimination in District Programs And Activities</u>                                                                                                                          |
| 0440                                          | <u>District Technology Plan</u>                                                                                                                                                       |
| 0441                                          | <u>Artificial Intelligence</u>                                                                                                                                                        |

| <b>Cross References</b> | <b>Description</b>                                |
|-------------------------|---------------------------------------------------|
| 0450                    | <u>Comprehensive Safety Plan</u>                  |
| 0450                    | <u>Comprehensive Safety Plan</u>                  |
| 0460                    | <u>Local Control And Accountability Plan</u>      |
| 0460                    | <u>Local Control And Accountability Plan</u>      |
| 0500                    | <u>Accountability</u>                             |
| 0510                    | <u>School Accountability Report Card</u>          |
| 0510                    | <u>School Accountability Report Card</u>          |
| 1100                    | <u>Communication With The Public</u>              |
| 1112                    | <u>Media Relations</u>                            |
| 1114                    | <u>District-Sponsored Social Media</u>            |
| 1114                    | <u>District-Sponsored Social Media</u>            |
| 1312.3                  | <u>Uniform Complaint Procedures</u>               |
| 1312.3                  | <u>Uniform Complaint Procedures</u>               |
| 1312.3-E(1)             | <u>Uniform Complaint Procedures</u>               |
| 1312.3-E(2)             | <u>Uniform Complaint Procedures</u>               |
| 1325                    | <u>Advertising And Promotion</u>                  |
| 1340                    | <u>Access To District Records</u>                 |
| 1340                    | <u>Access To District Records</u>                 |
| 3100                    | <u>Budget</u>                                     |
| 3100                    | <u>Budget</u>                                     |
| 3290                    | <u>Gifts, Grants And Requests</u>                 |
| 3311                    | <u>Bids</u>                                       |
| 3311                    | <u>Bids</u>                                       |
| 3513.3                  | <u>Tobacco-Free Schools</u>                       |
| 3513.3                  | <u>Tobacco-Free Schools</u>                       |
| 3515                    | <u>Campus Security</u>                            |
| 3515                    | <u>Campus Security</u>                            |
| 3515.3                  | <u>District Police/Security Department</u>        |
| 3515.3                  | <u>District Police/Security Department</u>        |
| 3515.7                  | <u>Firearms On School Grounds</u>                 |
| 3516                    | <u>Emergencies And Disaster Preparedness Plan</u> |
| 3516                    | <u>Emergencies And Disaster Preparedness Plan</u> |
| 3516.5                  | <u>Emergency Schedules</u>                        |
| 3551                    | <u>Food Service Operations/Cafeteria Fund</u>     |
| 3551                    | <u>Food Service Operations/Cafeteria Fund</u>     |
| 3552                    | <u>Summer Meal Program</u>                        |
| 3552                    | <u>Summer Meal Program</u>                        |
| 3580                    | <u>District Records</u>                           |
| 3580                    | <u>District Records</u>                           |
| 4030                    | <u>Nondiscrimination In Employment</u>            |



**Cross References****Description**

|              |                                                                    |
|--------------|--------------------------------------------------------------------|
| 4030         | <u>Nondiscrimination In Employment</u>                             |
| 4040         | <u>Employee Use Of Technology</u>                                  |
| 4040-E(1)    | <u>Employee Use Of Technology</u>                                  |
| 4119.21      | <u>Professional Standards</u>                                      |
| 4119.21-E(1) | <u>Professional Standards</u>                                      |
| 4119.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4131         | <u>Staff Development</u>                                           |
| 4132         | <u>Publication Or Creation Of Materials</u>                        |
| 4161.8       | <u>Family Care And Medical Leave</u>                               |
| 4219.21      | <u>Professional Standards</u>                                      |
| 4219.21-E(1) | <u>Professional Standards</u>                                      |
| 4219.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4231         | <u>Staff Development</u>                                           |
| 4232         | <u>Publication Or Creation Of Materials</u>                        |
| 4261.8       | <u>Family Care And Medical Leave</u>                               |
| 4319.21      | <u>Professional Standards</u>                                      |
| 4319.21-E(1) | <u>Professional Standards</u>                                      |
| 4319.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4331         | <u>Staff Development</u>                                           |
| 4332         | <u>Publication Or Creation Of Materials</u>                        |
| 4361.8       | <u>Family Care And Medical Leave</u>                               |
| 5022         | <u>Student And Family Privacy Rights</u>                           |
| 5022         | <u>Student And Family Privacy Rights</u>                           |
| 5125         | <u>Student Records</u>                                             |
| 5125         | <u>Student Records</u>                                             |
| 5125.1       | <u>Release Of Directory Information</u>                            |
| 5125.1       | <u>Release Of Directory Information</u>                            |
| 5125.1-E(1)  | <u>Release Of Directory Information</u>                            |
| 5131.2       | <u>Bullying</u>                                                    |
| 5131.2       | <u>Bullying</u>                                                    |
| 5131.41      | <u>Use Of Seclusion And Restraint</u>                              |
| 5141.5       | <u>Mental Health</u>                                               |
| 6020         | <u>Parent Involvement</u>                                          |
| 6020         | <u>Parent Involvement</u>                                          |
| 6145.2       | <u>Athletic Competition</u>                                        |
| 6145.2       | <u>Athletic Competition</u>                                        |
| 6152.1       | <u>Placement In Mathematics Courses</u>                            |
| 6152.1       | <u>Placement In Mathematics Courses</u>                            |
| 6162.6       | <u>Use Of Copyrighted Materials</u>                                |
| 6162.6       | <u>Use Of Copyrighted Materials</u>                                |

**Cross References**

6163.4

6163.4-E(1)

6173

6173

6173-E(1)

6173-E(2)

6190

7150

7150

7214

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9010

9012

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**Description**Student Use Of TechnologyStudent Use Of TechnologyEducation For Homeless ChildrenEducation For Homeless ChildrenEducation For Homeless ChildrenEducation For Homeless ChildrenEvaluation Of The Instructional ProgramSite Selection And DevelopmentSite Selection And DevelopmentGeneral Obligation BondsGeneral Obligation BondsPublic StatementsBoard Member Electronic CommunicationsFilling VacanciesBoard PoliciesMeetings And NoticesAgenda/Meeting Materials

**Exhibit 1113-E(1): District And School Websites**

Status: ADOPTED

Original Adopted Date: 10/01/2020 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

**MATERIALS REQUIRED TO BE POSTED ON DISTRICT WEBSITE**

This exhibit is a non-exhaustive list of materials which the law explicitly requires be posted on district or school websites. Other posting requirements may exist and may be identified in the future.

**Materials to Prominently Display**

The following must be posted in a prominent location on the district's website, such as on the home page when required by law:

1. In accordance with Administrative Regulation 0460 - Local Control and Accountability Plan, the district's local control and accountability plan (LCAP), any updates or revisions to the LCAP, and the local control funding formula budget overview (Education Code 52064.1, 52065)
2. In accordance with Board Bylaw 9320 - Meetings and Notices and Board Bylaw 9322 - Agenda/Meeting Materials, a direct link to the current board agenda containing the time and location of the meeting and a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, or a link to the district's agenda management platform where the current agenda shall be the first available (Government Code 54954.2, 54956)

The agenda shall be posted at least 72 hours before a regular board meeting or 24 hours before a special meeting. (Government Code 54954.2)

3. In accordance with Administrative Regulation 5131.2 - Bullying and Administrative Regulation 5145.3 - Nondiscrimination/Harassment, the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media (Education Code 234.6)
4. In accordance with Administrative Regulation 5145.3 - Nondiscrimination/Harassment, the definition of discrimination and harassment based on sex as described in Education Code 230, including the rights set forth in Education Code 221.8 (Education Code 234.6)
5. In accordance with Administrative Regulation 5145.3 - Nondiscrimination/Harassment, a link to statewide California Department of Education (CDE)-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families (Education Code 234.5, 234.6)
6. In accordance with Administrative Regulation 4030 - Nondiscrimination in Employment and Administrative Regulations 4161.8/4261.8/4361.8 - Family Care and Medical Leave, posters published by the California Civil Rights Department (CRD) including, "California Law Prohibits Workplace Discrimination and Harassment," and for districts with five or more employees, "The Rights of Employees Who Are Transgender or Gender Nonconforming," "Your Rights and Obligations as a Pregnant Employee," and "Family Care and Medical Leave and Pregnancy Disability Leave" (Government Code 12950)
7. In accordance with Administrative Regulation 5145.3 - Nondiscrimination/Harassment and Administrative Regulation 5145.7 - Sexual Harassment, information regarding Title IX prohibitions against discrimination based on a student's sex; that inquiries about the application of Title IX may be referred to the Title IX Coordinator or the U.S. Department of Education's Office for Civil Rights (OCR) Assistant Secretary; the name and contact information of the Title IX Coordinator; the rights of students and the public as specified in Education Code 221.8; the responsibilities of the district under Title IX; web links to information about those rights and responsibilities on the websites of the Office for Equal Opportunity and OCR; a description of how to file a complaint of noncompliance under Title IX with specified components; and a link to Title IX information posted on CDE's website (Education Code 221.6, 221.61, 234.6; 34 CFR 106.8)
8. In accordance with Board Policy 5141.52 - Suicide Prevention, the district's policy on student suicide

prevention including, for grades K-6, the age appropriateness of the policy (Education Code 234.6)

9. In accordance with Board Policy and Administrative Regulation 5145.3 - Nondiscrimination/Harassment, the resources related to neurodiversity posted on CDE's website (Education Code 234.6)
10. In accordance with Board Policy 5145.9 - Hate-Motivated Behavior, the district's policy on preventing and responding to hate violence, if the district has adopted such a policy (Education Code 234.6)
11. In accordance with Board Policy 7212 - Mello-Roos Districts, if the district has formed a community facilities district (Mello-Roos district) for the acquisition or improvement of school facilities, a copy of the annual report for the fiscal year if requested pursuant to Government Code 53343.1, the report provided to the California Debt and Investment Advisory Commission pursuant to Government Code 53359.5, and the report provided to the State Controller's office pursuant to Government Code 12463.2 (Government Code 53343.2)

Post within seven months after the last day of the fiscal year. (Government Code 53343.2)

12. In accordance with Administrative Regulation 3100 - Budget, beginning January 1, 2027, at least three days before the availability of the proposed budget for public inspection the location and dates at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing (Education Code 42103)

#### Other Postings

The following materials are also required to be posted on the district website. However, there are no specific requirements related to where they are posted on the website.

13. In accordance with Administrative Regulation 0430 - Comprehensive Local Plan for Special Education, the Special Education Local Plan Area's approved comprehensive local plan for special education, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans (Education Code 56205.5)
14. In accordance with Board Policy 0410 - Nondiscrimination in District Programs and Activities and Administrative Regulation 4030 - Nondiscrimination in Employment, the district's nondiscrimination policy and regulation, including the complaint procedure and the compliance coordinator's contact information (34 CFR 100.6, 106.8)
15. In accordance with Administrative Regulation 6173 - Education for Homeless Children, contact information for the district's liaison(s) for homeless students and other persons as required by Education Code 48852.6, and information regarding the educational rights and resources available to persons experiencing homelessness (Education Code 48852.6)
16. In accordance with Administrative Regulation 6145.2 - Athletic Competition, for all schools offering competitive athletics, the total enrollment of the school classified by gender, the number of students enrolled at the school who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)

The information shall be posted at the end of the school year on the school's website or, if the school does not have a website, on the district's website. (Education Code 221.9)

17. In accordance with Administrative Regulation 5117 - Interdistrict Transfer, if the district has interdistrict attendance agreement(s), the procedures and timelines for requesting an interdistrict transfer permit, including, but not limited to, a link to the board's policy on interdistrict attendance, the date that the district will begin accepting applications, reasons that the district may approve/deny the request, the process for appeal, that failure to meet timelines will be deemed an abandonment of the request, and the condition under which an existing interdistrict transfer permit may be revoked or rescinded (Education Code 46600.2)
18. In accordance with Administrative Regulation 5117 - Interdistrict Transfer, if the district has elected to be a school district of choice, application information including, at a minimum, any applicable form, the timeline for a transfer, and an explanation of the selection process (Education Code 48301)
19. In accordance with Administrative Regulation 6152.1 - Placement in Mathematics Courses, for districts that offer grade 9, the district's policy and protocols related to student placement in mathematics courses

(Education Code 51224.7)

20. In accordance with Board Policies 4119.21/4219.21/4319.21 - Professional Standards and Board Policies 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions, the section(s) of the district's employee code of conduct addressing interactions with students (Education Code 44050)

These section(s) or a link to them shall be posted on each school's website or, if a school does not have its own website, on the district's website in a manner that is accessible to the public without a password. (Education Code 44050)

21. In accordance with Board Policy and Administrative Regulation 3551 - Food Services Operations/Cafeteria Fund, the district's meal payment collection policy and procedures (U.S. Department of Agriculture (USDA) Memorandum SP 46-2016)

22. In accordance with Exhibit (1) 3555 - Nutrition Program Compliance, which includes the required nondiscrimination statement about the district's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the district.

This statement is to be posted if the district includes information about the free and reduced-priced meal program on its website (USDA FNS Instruction 113-1)

23. In accordance with Administrative Regulation 3514.2 - Integrated Pest Management, the school's or district's integrated pest management plan, whenever a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5 (Education Code 17611.5)

The plan shall be posted on the school's website or, if the school does not have a website, then on the district's website. (Education Code 17611.5)

24. In accordance with Board Policy 7150 - Site Selection And Development, when the California Environmental Quality Act requires an environmental impact report, negative declaration, or mitigated negative declaration, those environmental review documents, public notice of the preparation and availability of such documents within a reasonable period of time prior to certification of the environmental impact report, adoption of a negative declaration, or determination that a proposed subsequent project will have no additional significant effect on the environment, and specified notices when written requests for notices have been filed (Public Resources Code 21082.1, 21092, 21092.2)

25. In accordance with Administrative Regulation 7214 - General Obligation Bonds, when a citizens' oversight committee is formed after the approval of a bond under the 55 percent majority threshold, the committee's minutes, documents received, and reports issued (Education Code 15280)

26. In accordance with Board Policy 0510 - School Accountability Report Card, copy of each school's school accountability report card, on or before February 1 of each year (Education Code 35258)

27. In accordance with Board Policy 6190 - Evaluation of the Instructional Program, results of the Western Association of Schools and Colleges (WASC) or other accrediting agency's inspection of a school, within 60 days of receiving the results (Education Code 35178.4)

This notification may be made in writing to parents/guardians instead of or in addition to posting the results on the district's website. Additionally, if a school loses its WASC or other agency's accreditation, the district and school shall post on their websites a notice of the loss of accreditation and potential consequences. (Education Code 35178.4)

28. The district's COVID-19 testing plan (Education Code 32096)

29. In accordance with Board Policy 0460 - Local Control and Accountability Plan, and using the template developed by CDE, the use of Learning Recovery Emergency Funds, with interim reports posted annually thereafter, and a final report by December 15, 2029 (Education Code 32526)

30. In accordance with Board Policy 5141.5 - Mental Health, an age appropriate and culturally relevant digitized poster that identifies approaches and shares resources about student mental health, distributed to students online at the beginning of each school year (Education Code 49428.5)

31. In accordance with Board Policy and Administrative Regulation 6145.2 - Athletic Competition, the standardized incident form developed by CDE to track racial discrimination, harassment, or hazing, that occurs at high school sporting games or events, including information on how to submit a completed incident form (Education Code 33353)
32. In accordance with Board Bylaw 9223 - Filling Vacancies, if a provisional appointment is made to fill a governing board vacancy, notice of both the actual vacancy or the filing of a deferred resignation and the provisional appointment (Education Code 5092)  
  
Post within 10 days of making the provisional appointment. (Education Code 5092)
33. In accordance with Board Policy 5131.6 - Alcohol and Other Drugs, on the website of each school and the district website, post information about the dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl, and of the possibility that dangerous synthetic drugs can be found in counterfeit pills, and the risks of social media being used as a way to market and sell synthetic drugs (Education Code 48985.5)
34. In accordance with Administrative Regulation 5131.41 - Use of Seclusion and Restraint, the annual report to CDE on the use of behavioral restraints and seclusion (Education Code 49006)

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                           | Description                                                                       |
|---------------------------------|-----------------------------------------------------------------------------------|
| Bus. and Prof. Code 22580-22582 | <u>Privacy rights for California minors in the digital world</u>                  |
| Bus. and Prof. Code 22584-22585 | <u>Student Online Personal Information Protection Act</u>                         |
| Bus. and Prof. Code 22586-22587 | <u>Early Learning Personal Information Protection Act</u>                         |
| Ed. Code 234.1                  | Policy prohibiting discrimination, harassment, intimidation, and bullying         |
| Ed. Code 234.6                  | Resources on neurodiversity                                                       |
| Ed. Code 32526                  | <u>Use of learning recovery funds</u>                                             |
| Ed. Code 33353                  | <u>California Interscholastic Federation; standardized incident form</u>          |
| Ed. Code 35182.5                | <u>Contracts for advertising</u>                                                  |
| Ed. Code 35258                  | <u>Internet access to school accountability report cards</u>                      |
| Ed. Code 42103                  | <u>Budget notification</u>                                                        |
| Ed. Code 48852.6                | <u>Information regarding homelessness</u>                                         |
| Ed. Code 48907                  | <u>Exercise of free expression; time, place, and manner rules and regulations</u> |
| Ed. Code 48950                  | <u>Speech and other communication</u>                                             |
| Ed. Code 48985.5                | <u>Synthetic drug use</u>                                                         |
| Ed. Code 48985.5                | <u>Synthetic drugs</u>                                                            |
| Ed. Code 49006                  | <u>Seclusion and restraint</u>                                                    |
| Ed. Code 49061                  | <u>Definitions; directory information</u>                                         |
| Ed. Code 49073                  | <u>Release of directory information</u>                                           |
| Ed. Code 5092                   | <u>Filling Vacancies</u>                                                          |
| Ed. Code 60048                  | <u>Commercial brand names, contracts or logos</u>                                 |
| Gov. Code 11135                 | <u>Prohibition of discrimination</u>                                              |
| Gov. Code 12950                 | <u>California Civil Rights Department posters</u>                                 |
| Gov. Code 3307.5                | <u>Publishing identity of public safety officers</u>                              |
| Gov. Code 7920.000-7930.215     | <u>California Public Records Act</u>                                              |

| State                                         | Description                                                                                                                                                                                    |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pen. Code 14029.5                             | <a href="#">Prohibition against publishing personal information of person in witness protection program</a>                                                                                    |
| Pub. Res. Code 21082.1                        | <a href="#">California Environmental Quality Act, environmental review documents</a>                                                                                                           |
| Federal                                       | Description                                                                                                                                                                                    |
| 16 CFR 312.1-312.13                           | <a href="#">Children's Online Privacy Protection Act</a>                                                                                                                                       |
| 17 USC 101-122                                | <a href="#">Subject matter and scope of copyright</a>                                                                                                                                          |
| 17 USC 504                                    | <a href="#">Penalties for copyright infringement</a>                                                                                                                                           |
| 20 USC 1232g                                  | <a href="#">Family Educational Rights and Privacy Act (FERPA) of 1974</a>                                                                                                                      |
| 28 CFR 35.200-35.205                          | <a href="#">Web accessibility requirements</a>                                                                                                                                                 |
| 29 USC 705                                    | <a href="#">Definitions; Vocational Rehabilitation Act</a>                                                                                                                                     |
| 29 USC 794                                    | <a href="#">Rehabilitation Act of 1973; Section 504</a>                                                                                                                                        |
| 34 CFR 104.1-104.61                           | <a href="#">Nondiscrimination on the basis of disability</a>                                                                                                                                   |
| 34 CFR 99.1-99.67                             | <a href="#">Family Educational Rights and Privacy</a>                                                                                                                                          |
| 42 USC 12101-12213                            | <a href="#">Americans with Disabilities Act</a>                                                                                                                                                |
| Management Resources                          | Description                                                                                                                                                                                    |
| CA Civil Rights Department Publication        | <a href="#">Family Care and Medical Leave and Pregnancy Disability Leave, January 2023</a>                                                                                                     |
| CA Civil Rights Department Publication        | <a href="#">California Law Prohibits Workplace Discrimination and Harassment, January 2024</a>                                                                                                 |
| CA Civil Rights Department Publication        | <a href="#">The Rights of Employees Who Are Transgender or Gender Nonconforming: Fact Sheet, November 2022</a>                                                                                 |
| CA Civil Rights Department Publication        | <a href="#">Your Rights and Obligations as a Pregnant Employee, January 2023</a>                                                                                                               |
| Court Decision                                | <a href="#">Tennessee v. Cardona (2024) 737 F.Supp.3d 510</a>                                                                                                                                  |
| Court Decision                                | <a href="#">Aaris v. Las Virgenes Unified School District (1998) 64 Cal.App.4th 1112</a>                                                                                                       |
| Court Decision                                | <a href="#">City of San Jose v. Superior Court (2017) 2 Cal.5th 608</a>                                                                                                                        |
| Federal Register                              | <a href="#">Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 27, pages 30026-30579</a>             |
| U.S. Department of Agriculture Publication    | <a href="#">Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016</a>                                                                                                         |
| U.S. DOE, Office for Civil Rights Publication | <a href="#">Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</a>                                                                |
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| Website                                       | <a href="#">Fact Sheet: New rule on the accessibility of web content and mobile apps provided by state and local governments</a>                                                               |
| Website                                       | <a href="#">California Cybersecurity Integration Center</a>                                                                                                                                    |
| Website                                       | <a href="#">CSBA District and County Office of Education Legal Services</a>                                                                                                                    |
| Website                                       | <a href="#">Governor's Office of Planning and Research, The California Environmental Quality Act</a>                                                                                           |
| Website                                       | <a href="#">California Department of Education, Web Accessibility Standards</a>                                                                                                                |
| Website                                       | <a href="#">California School Public Relations Association</a>                                                                                                                                 |

**Management Resources**

|                                       |                                                                                     |
|---------------------------------------|-------------------------------------------------------------------------------------|
| Website                               | <u>California Interscholastic Federation</u>                                        |
| Website                               | <u>U.S. Department of Justice, Civil Rights Division, Disability Rights Section</u> |
| Website                               | <u>World Wide Web Consortium, Web Accessibility Initiative</u>                      |
| Website                               | <u>CSBA</u>                                                                         |
| Website                               | <u>U.S. Department of Education, Office for Civil Rights</u>                        |
| Website                               | <u>California Civil Rights Department</u>                                           |
| World Wide Web Consortium Publication | <u>Web Content Accessibility Guidelines, December 2024</u>                          |

**Cross References**

|             |                                                              |
|-------------|--------------------------------------------------------------|
| 0000        | <u>Vision</u>                                                |
| 0410        | <u>Nondiscrimination In District Programs And Activities</u> |
| 0440        | <u>District Technology Plan</u>                              |
| 0441        | <u>Artificial Intelligence</u>                               |
| 0450        | <u>Comprehensive Safety Plan</u>                             |
| 0450        | <u>Comprehensive Safety Plan</u>                             |
| 0460        | <u>Local Control And Accountability Plan</u>                 |
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| 0500        | <u>Accountability</u>                                        |
| 0510        | <u>School Accountability Report Card</u>                     |
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| 1112        | <u>Media Relations</u>                                       |
| 1114        | <u>District-Sponsored Social Media</u>                       |
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| 1312.3      | <u>Uniform Complaint Procedures</u>                          |
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| 3513.3      | <u>Tobacco-Free Schools</u>                                  |
| 3513.3      | <u>Tobacco-Free Schools</u>                                  |
| 3515        | <u>Campus Security</u>                                       |
| 3515        | <u>Campus Security</u>                                       |



**Cross References****Description**

|              |                                                                    |
|--------------|--------------------------------------------------------------------|
| 3515.3       | District Police/Security Department                                |
| 3515.3       | <u>District Police/Security Department</u>                         |
| 3515.7       | <u>Firearms On School Grounds</u>                                  |
| 3516         | Emergencies And Disaster Preparedness Plan                         |
| 3516         | <u>Emergencies And Disaster Preparedness Plan</u>                  |
| 3516.5       | <u>Emergency Schedules</u>                                         |
| 3551         | <u>Food Service Operations/Cafeteria Fund</u>                      |
| 3551         | Food Service Operations/Cafeteria Fund                             |
| 3552         | <u>Summer Meal Program</u>                                         |
| 3552         | Summer Meal Program                                                |
| 3580         | District Records                                                   |
| 3580         | <u>District Records</u>                                            |
| 4030         | <u>Nondiscrimination In Employment</u>                             |
| 4030         | Nondiscrimination In Employment                                    |
| 4040         | <u>Employee Use Of Technology</u>                                  |
| 4040-E(1)    | Employee Use Of Technology                                         |
| 4119.21      | Professional Standards                                             |
| 4119.21-E(1) | Professional Standards                                             |
| 4119.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4131         | <u>Staff Development</u>                                           |
| 4132         | <u>Publication Or Creation Of Materials</u>                        |
| 4161.8       | <u>Family Care And Medical Leave</u>                               |
| 4219.21      | Professional Standards                                             |
| 4219.21-E(1) | Professional Standards                                             |
| 4219.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4231         | <u>Staff Development</u>                                           |
| 4232         | Publication Or Creation Of Materials                               |
| 4261.8       | <u>Family Care And Medical Leave</u>                               |
| 4319.21      | Professional Standards                                             |
| 4319.21-E(1) | Professional Standards                                             |
| 4319.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4331         | <u>Staff Development</u>                                           |
| 4332         | <u>Publication Or Creation Of Materials</u>                        |
| 4361.8       | <u>Family Care And Medical Leave</u>                               |
| 5022         | <u>Student And Family Privacy Rights</u>                           |
| 5022         | Student And Family Privacy Rights                                  |
| 5125         | <u>Student Records</u>                                             |
| 5125         | Student Records                                                    |
| 5125.1       | <u>Release Of Directory Information</u>                            |
| 5125.1       | Release Of Directory Information                                   |

**Cross References**

5125.1-E(1)

5131.2

5131.2

5131.41

5141.5

6020

6020

6145.2

6145.2

6152.1

6152.1

6162.6

6162.6

6163.4

6163.4-E(1)

6173

6173

6173-E(1)

6173-E(2)

6190

7150

7150

7214

7214

9010

9012

9223

9310

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9322

**Description**Release Of Directory InformationBullyingBullyingUse Of Seclusion And RestraintMental HealthParent InvolvementParent InvolvementAthletic CompetitionAthletic CompetitionPlacement In Mathematics CoursesPlacement In Mathematics CoursesUse Of Copyrighted MaterialsUse Of Copyrighted MaterialsStudent Use Of TechnologyStudent Use Of TechnologyEducation For Homeless ChildrenEducation For Homeless ChildrenEducation For Homeless ChildrenEducation For Homeless ChildrenEvaluation Of The Instructional ProgramSite Selection And DevelopmentSite Selection And DevelopmentGeneral Obligation BondsGeneral Obligation BondsPublic StatementsBoard Member Electronic CommunicationsFilling VacanciesBoard PoliciesMeetings And NoticesAgenda/Meeting Materials

**Policy 1312.3: Uniform Complaint Procedures**

Status: ADOPTED

Original Adopted Date: 05/01/2017 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670.

**Complaints Subject to UCP**

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500, 52616.18)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, a person's actual or perceived race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status; any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55; or based on the person's association with a person or group with one or more of these actual or perceived characteristics (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; 5 CCR 4610; 20 USC 1681-1688, 42 USC 2000d-2000d-7)

However, the UCP shall not be used to investigate and resolve employment discrimination complaints. (5 CCR 4611)

11. Educational and graduation requirements for students in foster care, students experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and newcomer students (Education Code 48645.7, 48850, 48853, 48853.5, 48911, 48915.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 12030, 52059.5, 64000; 20 USC 6301 et seq.)
13. Instructional Materials and Curriculum: Diversity (Education Code 243)

A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243, 244)

14. Local control and accountability plan (Education Code 52075)
15. Migrant education (Education Code 54440-54445)
16. Physical education instructional minutes (Education Code 51210, 51222, 51223)
17. Student fees (Education Code 49010-49013)
18. Reasonable accommodations to a lactating student (Education Code 222)
19. Regional occupational centers and programs (Education Code 52300-52334.7)
20. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
22. State preschool programs (Education Code 8200-8488, 33315)
23. State preschool health and safety issues in license-exempt programs (Education Code 8212)
24. School or athletic team names, mascots, or nicknames pursuant to Education Code 221.3
25. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
26. Any other state or federal educational program the SPI or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination, the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to 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.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

#### **Non-UCP Complaints**

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity, was subjected to sexual harassment, as defined in 34 CFR 106.30

Such a complaint shall be addressed through the federal Title IX complaint procedures as specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.

4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in Administrative Regulation 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Civil Rights Department
5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with Administrative Regulation 6159.1 - Procedural Safeguards and Complaints for Special Education (5 CCR 3200-3205)
6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with Board Policy 3555 - Nutrition Program Compliance (5 CCR 15580-15584)
7. Any complaint alleging discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with Board Policy 3555 - Nutrition Program Compliance (5 CCR 15582)
8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures (Education Code 35186)

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                  | Description                                                                                                               |
|------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 2 CCR 11023            | <u>Harassment and discrimination prevention and correction</u>                                                            |
| 5 CCR 15580-15584      | <u>Child nutrition programs complaint procedures</u>                                                                      |
| 5 CCR 3200-3205        | <u>Special education compliance complaints</u>                                                                            |
| 5 CCR 4600-4670        | <u>Uniform complaint procedures</u>                                                                                       |
| 5 CCR 4600-4687        | <u>Uniform complaint procedures and Williams complaints</u>                                                               |
| 5 CCR 4690-4694        | <u>Complaints regarding health and safety issues in license-exempt preschool programs</u>                                 |
| 5 CCR 4900-4965        | <u>Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance</u> |
| Ed. Code 18100-18203   | <u>School libraries</u>                                                                                                   |
| Ed. Code 200-262.4     | <u>Prohibition of discrimination</u>                                                                                      |
| Ed. Code 32280-32289.5 | <u>School safety plans</u>                                                                                                |
| Ed. Code 33315         | <u>Uniform complaint procedures</u>                                                                                       |

| <b>State</b>              | <b>Description</b>                                                                                                                        |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Ed. Code 35186            | <u>Williams uniform complaint procedures</u>                                                                                              |
| Ed. Code 46015            | <u>Parental leave for students</u>                                                                                                        |
| Ed. Code 48645.7          | <u>Juvenile court schools</u>                                                                                                             |
| Ed. Code 48853-48853.5    | Foster youth                                                                                                                              |
| Ed. Code 48900.5          | <u>Suspension; other means of correction</u>                                                                                              |
| Ed. Code 48985            | <u>Notices to parents in language other than English</u>                                                                                  |
| Ed. Code 49010-49013      | Student fees                                                                                                                              |
| Ed. Code 49060-49079      | <u>Student records</u>                                                                                                                    |
| Ed. Code 49069.5          | <u>Records of foster youth</u>                                                                                                            |
| Ed. Code 49490-49590      | Child nutrition programs                                                                                                                  |
| Ed. Code 49701            | <u>Provisions of the Interstate Compact on Educational Opportunities for Military Children</u>                                            |
| Ed. Code 51204.5          | <u>Social sciences instruction; contributions of specified groups</u>                                                                     |
| Ed. Code 51210            | <u>Course of study for grades 1-6</u>                                                                                                     |
| Ed. Code 51222            | Physical education                                                                                                                        |
| Ed. Code 51223            | <u>Physical education; elementary schools</u>                                                                                             |
| Ed. Code 51225.1-51225.25 | <u>Foster youth, homeless children, former juvenile court school students, newcomer students; course credits; graduation requirements</u> |
| Ed. Code 51226-51226.1    | <u>Career technical education</u>                                                                                                         |
| Ed. Code 51228.1-51228.3  | <u>Course periods without educational content</u>                                                                                         |
| Ed. Code 51501            | <u>Nondiscriminatory subject matter</u>                                                                                                   |
| Ed. Code 52059.5          | Statewide system of support                                                                                                               |
| Ed. Code 52060-52077      | <u>Local control and accountability plan</u>                                                                                              |
| Ed. Code 52075            | <u>Complaint for lack of compliance with local control and accountability plan requirements</u>                                           |
| Ed. Code 52300-52462      | <u>Career technical education</u>                                                                                                         |
| Ed. Code 52500-52617      | Adult schools                                                                                                                             |
| Ed. Code 54400-54425      | <u>Compensatory education programs</u>                                                                                                    |
| Ed. Code 54440-54445      | <u>Migrant education</u>                                                                                                                  |
| Ed. Code 54460-54529      | Compensatory education programs                                                                                                           |
| Ed. Code 59000-59300      | <u>Special schools and centers</u>                                                                                                        |
| Ed. Code 60010            | <u>Instructional materials; definition</u>                                                                                                |
| Ed. Code 60040-60052      | <u>Requirements for instructional materials</u>                                                                                           |
| Ed. Code 64000-64001      | <u>Consolidated application process; school plan for student achievement</u>                                                              |
| Ed. Code 65000-65001      | School site councils                                                                                                                      |
| Ed. Code 8200-8488        | <u>Child care and development programs</u>                                                                                                |
| Ed. Code 8500-8538        | <u>Adult basic education</u>                                                                                                              |
| Gov. Code 11135           | <u>Prohibition of discrimination</u>                                                                                                      |
| Gov. Code 12900-12996     | <u>Fair Employment and Housing Act</u>                                                                                                    |
| H&S Code 1596.792         | <u>California Child Day Care Act; general provisions and definitions</u>                                                                  |
| H&S Code 1596.7925        | <u>California Child Day Care Act; health and safety regulations</u>                                                                       |

|                                                |                                                                                                                                 |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>State</b>                                   | <b>Description</b>                                                                                                              |
| Pen. Code 422.55                               | <u>Definition of hate crime</u>                                                                                                 |
| Pen. Code 422.6                                | <u>Crimes; harassment</u>                                                                                                       |
| <b>Federal</b>                                 | <b>Description</b>                                                                                                              |
| 20 USC 1221                                    | <u>Application of laws</u>                                                                                                      |
| 20 USC 1232g                                   | Family Educational Rights and Privacy Act (FERPA) of 1974                                                                       |
| 20 USC 1681-1688                               | Title IX of the Education Amendments of 1972; discrimination based on sex                                                       |
| 20 USC 6301-6576                               | Title I Improving the Academic Achievement of the Disadvantaged                                                                 |
| 20 USC 6801-7014                               | Title III language instruction for limited English proficient and immigrant students                                            |
| 28 CFR 35.107                                  | <u>Nondiscrimination on basis of disability; complaints</u>                                                                     |
| 29 USC 794                                     | Rehabilitation Act of 1973; Section 504                                                                                         |
| 34 CFR 100.3                                   | <u>Prohibition of discrimination on basis of race, color or national origin</u>                                                 |
| 34 CFR 104.7                                   | <u>Section 504; Designation of responsible employee and adoption of grievance procedures</u>                                    |
| 34 CFR 106.1-106.82                            | <u>Nondiscrimination on the basis of sex in education programs or activities</u>                                                |
| 34 CFR 106.30                                  | Discrimination on the basis of sex in education programs and activities; definitions                                            |
| 34 CFR 106.44                                  | <u>Recipient's response to sexual harassment</u>                                                                                |
| 34 CFR 106.45                                  | <u>Grievance process for formal complaints of sexual harassment</u>                                                             |
| 34 CFR 106.8                                   | <u>Designation of coordinator; dissemination of policy; and adoption of grievance procedures</u>                                |
| 34 CFR 110.25                                  | <u>Notification of nondiscrimination on the basis of age</u>                                                                    |
| 34 CFR 99.1-99.67                              | Family Educational Rights and Privacy                                                                                           |
| 42 USC 11431-11435                             | McKinney-Vento Homeless Assistance Act                                                                                          |
| 42 USC 12101-12213                             | <u>Americans with Disabilities Act</u>                                                                                          |
| 42 USC 2000d-2000d-7                           | Title VI, Civil Rights Act of 1964                                                                                              |
| 42 USC 2000h-2-2000h-6                         | Title IX of the Civil Rights Act of 1964                                                                                        |
| 42 USC 6101-6107                               | <u>Age Discrimination Act of 1975</u>                                                                                           |
| <b>Management Resources</b>                    | <b>Description</b>                                                                                                              |
| California Department of Education Publication | <u>Uniform Complaint Procedure Program Instrument</u>                                                                           |
| California Department of Education Publication | <u>Sample UCP Board Policies and Procedures</u>                                                                                 |
| California Department of Justice Publication   | <u>Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, January 2024</u>            |
| Court Decision                                 | Tennessee v. Cardona (2024) 737 F.Supp.3d 510                                                                                   |
| Court Decision                                 | Olmstead v. L.C. ex rel. Zimring (1999) 527 U.S. 581                                                                            |
| Court Decision                                 | John T. D. v. River Delta Joint Unified School District (2021) WL 5176356                                                       |
| CSBA Publication                               | <u>Reference: State Roles, Responsibilities, and Process for Instructional Materials Adoption, February 2024</u>                |
| CSBA Publication                               | <u>Fact Sheet: Instructional Materials Adoption: Local governing board responsibilities, February 2024</u>                      |
| CSBA Publication                               | <u>Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, February 2024</u> |

| Management Resources                          | Description                                                                                                                                                                               |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Federal Register                              | <a href="#"><u>Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 92, pages 30026-30579</u></a> |
| U.S. DOE, Office for Civil Rights Publication | <a href="#"><u>Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</u></a>                                                    |
| U.S. DOE, Office for Civil Rights Publication | <a href="#"><u>Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014</u></a>                                                                          |
| Website                                       | <a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>                                                                                                        |
| Website                                       | <a href="#"><u>Student Privacy Policy Office</u></a>                                                                                                                                      |
| Website                                       | <a href="#"><u>U.S. Department of Agriculture</u></a>                                                                                                                                     |
| Website                                       | <a href="#"><u>California Department of Social Services</u></a>                                                                                                                           |
| Website                                       | <a href="#"><u>U.S. Department of Justice</u></a>                                                                                                                                         |
| Website                                       | <a href="#"><u>California Civil Rights Department</u></a>                                                                                                                                 |
| Website                                       | <a href="#"><u>California Department of Education</u></a>                                                                                                                                 |
| Website                                       | <a href="#"><u>CSBA</u></a>                                                                                                                                                               |
| Website                                       | <a href="#"><u>U.S. Department of Education, Office for Civil Rights</u></a>                                                                                                              |
| Cross References                              | Description                                                                                                                                                                               |
| 0410                                          | <a href="#"><u>Nondiscrimination in District Programs And Activities</u></a>                                                                                                              |
| 0420                                          | <a href="#"><u>School Plans/Site Councils</u></a>                                                                                                                                         |
| 0420                                          | <a href="#"><u>School Plans/Site Councils</u></a>                                                                                                                                         |
| 0420.41                                       | <a href="#"><u>Charter School Oversight</u></a>                                                                                                                                           |
| 0420.41-E(1)                                  | <a href="#"><u>Charter School Oversight</u></a>                                                                                                                                           |
| 0430                                          | <a href="#"><u>Comprehensive Local Plan For Special Education</u></a>                                                                                                                     |
| 0430                                          | <a href="#"><u>Comprehensive Local Plan For Special Education</u></a>                                                                                                                     |
| 0450                                          | <a href="#"><u>Comprehensive Safety Plan</u></a>                                                                                                                                          |
| 0450                                          | <a href="#"><u>Comprehensive Safety Plan</u></a>                                                                                                                                          |
| 0460                                          | <a href="#"><u>Local Control And Accountability Plan</u></a>                                                                                                                              |
| 0460                                          | <a href="#"><u>Local Control And Accountability Plan</u></a>                                                                                                                              |
| 1100                                          | <a href="#"><u>Communication With The Public</u></a>                                                                                                                                      |
| 1113                                          | <a href="#"><u>District And School Websites</u></a>                                                                                                                                       |
| 1113                                          | <a href="#"><u>District And School Websites</u></a>                                                                                                                                       |
| 1113-E(1)                                     | <a href="#"><u>District And School Websites</u></a>                                                                                                                                       |
| 1114                                          | <a href="#"><u>District-Sponsored Social Media</u></a>                                                                                                                                    |
| 1114                                          | <a href="#"><u>District-Sponsored Social Media</u></a>                                                                                                                                    |
| 1220                                          | <a href="#"><u>Citizen Advisory Committees</u></a>                                                                                                                                        |
| 1220                                          | <a href="#"><u>Citizen Advisory Committees</u></a>                                                                                                                                        |
| 1250                                          | <a href="#"><u>Visitors/Outsiders</u></a>                                                                                                                                                 |
| 1250                                          | <a href="#"><u>Visitors/Outsiders</u></a>                                                                                                                                                 |
| 1312.1                                        | <a href="#"><u>Complaints Concerning District Employees</u></a>                                                                                                                           |
| 1312.1                                        | <a href="#"><u>Complaints Concerning District Employees</u></a>                                                                                                                           |
| 1312.2                                        | <a href="#"><u>Complaints Concerning Instructional Materials</u></a>                                                                                                                      |



| <b>Cross References</b> | <b>Description</b>                                                 |
|-------------------------|--------------------------------------------------------------------|
| 1312.2                  | <u>Complaints Concerning Instructional Materials</u>               |
| 1312.2-E(1)             | Complaints Concerning Instructional Materials                      |
| 1312.4                  | <u>Williams Uniform Complaint Procedures</u>                       |
| 1312.4-E(1)             | <u>Williams Uniform Complaint Procedures</u>                       |
| 1312.4-E(2)             | <u>Williams Uniform Complaint Procedures</u>                       |
| 1313                    | Civility                                                           |
| 1340                    | Access To District Records                                         |
| 1340                    | <u>Access To District Records</u>                                  |
| 3260                    | <u>Fees And Charges</u>                                            |
| 3260                    | Fees And Charges                                                   |
| 3555                    | <u>Nutrition Program Compliance</u>                                |
| 3555-E(1)               | <u>Nutrition Program Compliance</u>                                |
| 3580                    | District Records                                                   |
| 3580                    | <u>District Records</u>                                            |
| 4030                    | <u>Nondiscrimination In Employment</u>                             |
| 4030                    | Nondiscrimination In Employment                                    |
| 4112.23                 | <u>Special Education Staff</u>                                     |
| 4112.9                  | <u>Employee Notifications</u>                                      |
| 4112.9-E(1)             | Employee Notifications                                             |
| 4118                    | Dismissal/Suspension/Disciplinary Action                           |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4119.1                  | Civil And Legal Rights                                             |
| 4119.11                 | Sexual Harassment                                                  |
| 4119.11                 | <u>Sexual Harassment</u>                                           |
| 4119.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4119.12-E(1)            | Title IX Sexual Harassment Complaint Procedures                    |
| 4119.23                 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4131                    | <u>Staff Development</u>                                           |
| 4212.9                  | Employee Notifications                                             |
| 4212.9-E(1)             | Employee Notifications                                             |
| 4218                    | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4218                    | Dismissal/Suspension/Disciplinary Action                           |
| 4219.1                  | Civil And Legal Rights                                             |
| 4219.11                 | <u>Sexual Harassment</u>                                           |
| 4219.11                 | Sexual Harassment                                                  |
| 4219.12                 | Title IX Sexual Harassment Complaint Procedures                    |
| 4219.12-E(1)            | Title IX Sexual Harassment Complaint Procedures                    |
| 4219.23                 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4231                    | Staff Development                                                  |
| 4244                    | <u>Complaints</u>                                                  |

**Cross References****Description**

|              |                                                             |
|--------------|-------------------------------------------------------------|
| 4244         | Complaints                                                  |
| 4312.9       | <u>Employee Notifications</u>                               |
| 4312.9-E(1)  | Employee Notifications                                      |
| 4319.1       | <u>Civil And Legal Rights</u>                               |
| 4319.11      | <u>Sexual Harassment</u>                                    |
| 4319.11      | Sexual Harassment                                           |
| 4319.12      | <u>Title IX Sexual Harassment Complaint Procedures</u>      |
| 4319.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>      |
| 4319.23      | Unauthorized Release Of Confidential/Privileged Information |
| 4331         | <u>Staff Development</u>                                    |
| 4344         | <u>Complaints</u>                                           |
| 4344         | Complaints                                                  |
| 5116.1       | <u>Intradistrict Open Enrollment</u>                        |
| 5116.1       | Intradistrict Open Enrollment                               |
| 5117         | <u>Interdistrict Attendance</u>                             |
| 5117         | <u>Interdistrict Attendance</u>                             |
| 5125         | Student Records                                             |
| 5125         | <u>Student Records</u>                                      |
| 5131.2       | Bullying                                                    |
| 5131.2       | Bullying                                                    |
| 5131.62      | Tobacco                                                     |
| 5131.62      | Tobacco                                                     |
| 5137         | <u>Positive School Climate</u>                              |
| 5141.22      | Infectious Diseases                                         |
| 5141.22      | <u>Infectious Diseases</u>                                  |
| 5141.4       | <u>Child Abuse Prevention And Reporting</u>                 |
| 5141.4       | Child Abuse Prevention And Reporting                        |
| 5144         | <u>Discipline</u>                                           |
| 5144         | Discipline                                                  |
| 5144.1       | Suspension And Expulsion/Due Process                        |
| 5144.1       | <u>Suspension And Expulsion/Due Process</u>                 |
| 5145.3       | Nondiscrimination/Harassment                                |
| 5145.3       | <u>Nondiscrimination/Harassment</u>                         |
| 5145.6       | <u>Parent/Guardian Notifications</u>                        |
| 5145.6-E(1)  | Parent/Guardian Notifications                               |
| 5145.7       | <u>Sexual Harassment</u>                                    |
| 5145.7       | Sexual Harassment                                           |
| 5145.71      | Title IX Sexual Harassment Complaint Procedures             |
| 5145.71-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>      |
| 5145.9       | Hate-Motivated Behavior                                     |

| <b>Cross References</b> | <b>Description</b>                                                              |
|-------------------------|---------------------------------------------------------------------------------|
| 5146                    | <u>Married/Pregnant/Parenting Students</u>                                      |
| 5148                    | <u>Child Care And Development</u>                                               |
| 5148                    | <u>Child Care And Development</u>                                               |
| 5148.2                  | <u>Before/After School Programs</u>                                             |
| 5148.2                  | <u>Before/After School Programs</u>                                             |
| 5148.3                  | <u>Preschool/Early Childhood Education</u>                                      |
| 5148.3                  | <u>Preschool/Early Childhood Education</u>                                      |
| 6142.1                  | <u>Sexual Health And HIV/AIDS Prevention Instruction</u>                        |
| 6142.1                  | <u>Sexual Health And HIV/AIDS Prevention Instruction</u>                        |
| 6142.7                  | <u>Physical Education And Activity</u>                                          |
| 6142.7                  | <u>Physical Education And Activity</u>                                          |
| 6145                    | <u>Extracurricular And Cocurricular Activities</u>                              |
| 6145                    | <u>Extracurricular And Cocurricular Activities</u>                              |
| 6145.2                  | <u>Athletic Competition</u>                                                     |
| 6145.2                  | <u>Athletic Competition</u>                                                     |
| 6146.1                  | <u>High School Graduation Requirements</u>                                      |
| 6152                    | <u>Class Assignment</u>                                                         |
| 6159                    | <u>Individualized Education Program</u>                                         |
| 6159                    | <u>Individualized Education Program</u>                                         |
| 6159.1                  | <u>Procedural Safeguards And Complaints For Special Education</u>               |
| 6159.1                  | <u>Procedural Safeguards And Complaints For Special Education</u>               |
| 6159.2                  | <u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u> |
| 6159.2                  | <u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u> |
| 6159.3                  | <u>Appointment Of Surrogate Parent For Special Education Students</u>           |
| 6159.3                  | <u>Appointment Of Surrogate Parent For Special Education Students</u>           |
| 6161.1                  | <u>Selection And Evaluation Of Instructional Materials</u>                      |
| 6161.1                  | <u>Selection And Evaluation Of Instructional Materials</u>                      |
| 6161.1-E(1)             | <u>Selection And Evaluation Of Instructional Materials</u>                      |
| 6161.11                 | <u>Supplementary Instructional Materials</u>                                    |
| 6163.1                  | <u>Library Media Centers</u>                                                    |
| 6164.2                  | <u>Guidance/Counseling Services</u>                                             |
| 6164.4                  | <u>Identification And Evaluation Of Individuals For Special Education</u>       |
| 6164.4                  | <u>Identification And Evaluation Of Individuals For Special Education</u>       |
| 6164.5                  | <u>Student Success Teams</u>                                                    |
| 6164.5                  | <u>Student Success Teams</u>                                                    |
| 6171                    | <u>Title I Programs</u>                                                         |
| 6171                    | <u>Title I Programs</u>                                                         |
| 6173                    | <u>Education For Homeless Children</u>                                          |
| 6173                    | <u>Education For Homeless Children</u>                                          |
| 6173-E(1)               | <u>Education For Homeless Children</u>                                          |

| <b>Cross References</b> | <b>Description</b>                                       |
|-------------------------|----------------------------------------------------------|
| 6173-E(2)               | <u>Education For Homeless Children</u>                   |
| 6173.1                  | <u>Education For Foster Youth</u>                        |
| 6173.1                  | <u>Education For Foster Youth</u>                        |
| 6173.2                  | <u>Education Of Children Of Military Families</u>        |
| 6173.2                  | <u>Education Of Children Of Military Families</u>        |
| 6173.3                  | <u>Education For Juvenile Court School Students</u>      |
| 6175                    | <u>Migrant Education Program</u>                         |
| 6175                    | <u>Migrant Education Program</u>                         |
| 6178                    | <u>Career Technical Education</u>                        |
| 6178                    | <u>Career Technical Education</u>                        |
| 6178.1                  | <u>Work-Based Learning</u>                               |
| 6178.1                  | <u>Work-Based Learning</u>                               |
| 6178.2                  | <u>Regional Occupational Center/Program</u>              |
| 6200                    | <u>Adult Education</u>                                   |
| 6200                    | <u>Adult Education</u>                                   |
| 9000                    | <u>Role Of The Board</u>                                 |
| 9011                    | <u>Disclosure Of Confidential/Privileged Information</u> |
| 9012                    | <u>Board Member Electronic Communications</u>            |
| 9124                    | <u>Attorney</u>                                          |
| 9200                    | <u>Limits Of Board Member Authority</u>                  |
| 9321                    | <u>Closed Session</u>                                    |
| 9321-E(1)               | <u>Closed Session</u>                                    |
| 9321-E(2)               | <u>Closed Session</u>                                    |
| 9322                    | <u>Agenda/Meeting Materials</u>                          |

**Regulation 1312.3: Uniform Complaint Procedures**

Status: ADOPTED

Original Adopted Date: 05/01/2017 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

Except as may otherwise be specifically provided in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in the accompanying Board policy.

**Compliance Officers**

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in Administrative Regulation 5145.3 - Nondiscrimination/Harassment, who is responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying, and in Administrative Regulation 5145.7 - Sexual Harassment, who is responsible for handling complaints regarding sexual harassment.

(title or position)

(unit or office)

(address)

(telephone number)

(email)

CSBA NOTE: The following paragraph is for use by districts that have designated more than one compliance officer.

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, harassment, intimidation, or bullying; applicable standards for reaching decisions on complaints; and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, an appropriate administrator shall determine whether interim measures are necessary during an investigation and while the result is pending. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

**Notifications**

The district's UCP policy and administrative regulation shall be posted in all schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall include, but need not be limited to, all of the following:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such person(s) will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, students experiencing homelessness, children of military families, former juvenile court school students now enrolled in the district, students who are migratory, and newcomer students as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
11. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 and 34 CFR 106.8 shall be posted on district and school websites, published in handbooks or catalogs, and may be provided through district-supported social media, if available.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's

policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's UCP policy, regulation, forms, and notices shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

### **Filing of Complaints**

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization (5 CCR 4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance (Education Code 49013, 52075)

A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. (Education Code 49013)

3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred (5 CCR 4630)

For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)

4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying (5 CCR 4630)
5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination (5 CCR 4630)

The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation
7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action

When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

### **Mediation**

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the complaint within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

#### **Investigation of Complaint**

The compliance officer shall begin an investigation into the complaint within 10 business days of receiving the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint. Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

#### **Timeline for Investigation Report**

##### **OPTION 1 (Districts that do not allow complainants to appeal to the Board)**

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the



complainant a written investigation report, as described in the section "Investigation Report" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

#### **END OF OPTION 1**

#### **OPTION 2 (Districts that allow complainants to appeal to the Board)**

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

If the Board decides not to hear the complaint, the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

#### **END OF OPTION 2**

#### **Investigation Report**

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law
3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600
4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610
5. Procedures to be followed for initiating an appeal to CDE

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, or bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after

the filing of an appeal with CDE (Education Code 262.3)

2. The 60-day moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education's Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination

#### **Corrective Actions**

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school practices or procedures; or school climate surveys.

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that

students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

#### **Appeals to the California Department of Education**

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law
3. The material findings of fact in the district's investigation report are not supported by substantial evidence
4. The legal conclusion in the district's investigation report is inconsistent with the law
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the district's investigation report
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint
5. A copy of the district's UCP
6. Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

## Health and Safety Complaints in License-Exempt Preschool Programs

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from CDE's website. (Education Code 8212; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| <b>State</b>              | <b>Description</b>                                                                                                                        |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 2 CCR 11023               | <u>Harassment and discrimination prevention and correction</u>                                                                            |
| 5 CCR 15580-15584         | <u>Child nutrition programs complaint procedures</u>                                                                                      |
| 5 CCR 3200-3205           | <u>Special education compliance complaints</u>                                                                                            |
| 5 CCR 4600-4670           | <u>Uniform complaint procedures</u>                                                                                                       |
| 5 CCR 4600-4687           | <u>Uniform complaint procedures and Williams complaints</u>                                                                               |
| 5 CCR 4690-4694           | <u>Complaints regarding health and safety issues in license-exempt preschool programs</u>                                                 |
| 5 CCR 4900-4965           | <u>Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance</u>                 |
| Ed. Code 18100-18203      | <u>School libraries</u>                                                                                                                   |
| Ed. Code 200-262.4        | <u>Prohibition of discrimination</u>                                                                                                      |
| Ed. Code 32280-32289.5    | <u>School safety plans</u>                                                                                                                |
| Ed. Code 33315            | <u>Uniform complaint procedures</u>                                                                                                       |
| Ed. Code 35186            | <u>Williams uniform complaint procedures</u>                                                                                              |
| Ed. Code 46015            | <u>Parental leave for students</u>                                                                                                        |
| Ed. Code 48645.7          | <u>Juvenile court schools</u>                                                                                                             |
| Ed. Code 48853-48853.5    | <u>Foster youth</u>                                                                                                                       |
| Ed. Code 48900.5          | <u>Suspension; other means of correction</u>                                                                                              |
| Ed. Code 48985            | <u>Notices to parents in language other than English</u>                                                                                  |
| Ed. Code 49010-49013      | <u>Student fees</u>                                                                                                                       |
| Ed. Code 49060-49079      | <u>Student records</u>                                                                                                                    |
| Ed. Code 49069.5          | <u>Records of foster youth</u>                                                                                                            |
| Ed. Code 49490-49590      | <u>Child nutrition programs</u>                                                                                                           |
| Ed. Code 49701            | <u>Provisions of the Interstate Compact on Educational Opportunities for Military Children</u>                                            |
| Ed. Code 51204.5          | <u>Social sciences instruction; contributions of specified groups</u>                                                                     |
| Ed. Code 51210            | <u>Course of study for grades 1-6</u>                                                                                                     |
| Ed. Code 51222            | <u>Physical education</u>                                                                                                                 |
| Ed. Code 51223            | <u>Physical education; elementary schools</u>                                                                                             |
| Ed. Code 51225.1-51225.25 | <u>Foster youth, homeless children, former juvenile court school students, newcomer students; course credits; graduation requirements</u> |
| Ed. Code 51226-51226.1    | <u>Career technical education</u>                                                                                                         |
| Ed. Code 51228.1-51228.3  | <u>Course periods without educational content</u>                                                                                         |
| Ed. Code 51501            | <u>Nondiscriminatory subject matter</u>                                                                                                   |
| Ed. Code 52059.5          | <u>Statewide system of support</u>                                                                                                        |
| Ed. Code 52060-52077      | <u>Local control and accountability plan</u>                                                                                              |
| Ed. Code 52075            | <u>Complaint for lack of compliance with local control and accountability plan requirements</u>                                           |
| Ed. Code 52300-52462      | <u>Career technical education</u>                                                                                                         |
| Ed. Code 52500-52617      | <u>Adult schools</u>                                                                                                                      |
| Ed. Code 54400-54425      | <u>Compensatory education programs</u>                                                                                                    |
| Ed. Code 54440-54445      | <u>Migrant education</u>                                                                                                                  |

| <b>State</b>           | <b>Description</b>                                                                               |
|------------------------|--------------------------------------------------------------------------------------------------|
| Ed. Code 54460-54529   | <u>Compensatory education programs</u>                                                           |
| Ed. Code 59000-59300   | <u>Special schools and centers</u>                                                               |
| Ed. Code 60010         | <u>Instructional materials; definition</u>                                                       |
| Ed. Code 60040-60052   | <u>Requirements for instructional materials</u>                                                  |
| Ed. Code 64000-64001   | <u>Consolidated application process; school plan for student achievement</u>                     |
| Ed. Code 65000-65001   | <u>School site councils</u>                                                                      |
| Ed. Code 8200-8488     | <u>Child care and development programs</u>                                                       |
| Ed. Code 8500-8538     | <u>Adult basic education</u>                                                                     |
| Gov. Code 11135        | <u>Prohibition of discrimination</u>                                                             |
| Gov. Code 12900-12996  | <u>Fair Employment and Housing Act</u>                                                           |
| H&S Code 1596.792      | <u>California Child Day Care Act; general provisions and definitions</u>                         |
| H&S Code 1596.7925     | <u>California Child Day Care Act; health and safety regulations</u>                              |
| Pen. Code 422.55       | <u>Definition of hate crime</u>                                                                  |
| Pen. Code 422.6        | <u>Crimes; harassment</u>                                                                        |
| <b>Federal</b>         | <b>Description</b>                                                                               |
| 20 USC 1221            | <u>Application of laws</u>                                                                       |
| 20 USC 1232g           | <u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>                                 |
| 20 USC 1681-1688       | <u>Title IX of the Education Amendments of 1972; discrimination based on sex</u>                 |
| 20 USC 6301-6576       | <u>Title I Improving the Academic Achievement of the Disadvantaged</u>                           |
| 20 USC 6801-7014       | <u>Title III language instruction for limited English proficient and immigrant students</u>      |
| 28 CFR 35.107          | <u>Nondiscrimination on basis of disability; complaints</u>                                      |
| 29 USC 794             | <u>Rehabilitation Act of 1973; Section 504</u>                                                   |
| 34 CFR 100.3           | <u>Prohibition of discrimination on basis of race, color or national origin</u>                  |
| 34 CFR 104.7           | <u>Section 504; Designation of responsible employee and adoption of grievance procedures</u>     |
| 34 CFR 106.1-106.82    | <u>Nondiscrimination on the basis of sex in education programs or activities</u>                 |
| 34 CFR 106.30          | <u>Discrimination on the basis of sex in education programs and activities; definitions</u>      |
| 34 CFR 106.44          | <u>Recipient's response to sexual harassment</u>                                                 |
| 34 CFR 106.45          | <u>Grievance process for formal complaints of sexual harassment</u>                              |
| 34 CFR 106.8           | <u>Designation of coordinator; dissemination of policy; and adoption of grievance procedures</u> |
| 34 CFR 110.25          | <u>Notification of nondiscrimination on the basis of age</u>                                     |
| 34 CFR 99.1-99.67      | <u>Family Educational Rights and Privacy</u>                                                     |
| 42 USC 11431-11435     | <u>McKinney-Vento Homeless Assistance Act</u>                                                    |
| 42 USC 12101-12213     | <u>Americans with Disabilities Act</u>                                                           |
| 42 USC 2000d-2000d-7   | <u>Title VI, Civil Rights Act of 1964</u>                                                        |
| 42 USC 2000h-2-2000h-6 | <u>Title IX of the Civil Rights Act of 1964</u>                                                  |
| 42 USC 6101-6107       | <u>Age Discrimination Act of 1975</u>                                                            |

| <b>Management Resources</b>                    | <b>Description</b>                                                                                                                                                        |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| California Department of Education Publication | <u>Uniform Complaint Procedure Program Instrument</u>                                                                                                                     |
| California Department of Education Publication | <u>Sample UCP Board Policies and Procedures</u>                                                                                                                           |
| California Department of Justice Publication   | <u>Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, January 2024</u>                                                      |
| Court Decision                                 | <u>Tennessee v. Cardona (2024) 737 F.Supp.3d 510</u>                                                                                                                      |
| Court Decision                                 | <u>Olmstead v. L.C. ex rel. Zimring (1999) 527 U.S. 581</u>                                                                                                               |
| Court Decision                                 | <u>John T. D. v. River Delta Joint Unified School District (2021) WL 5176356</u>                                                                                          |
| CSBA Publication                               | <u>Reference: State Roles, Responsibilities, and Process for Instructional Materials Adoption, February 2024</u>                                                          |
| CSBA Publication                               | <u>Fact Sheet: Instructional Materials Adoption: Local governing board responsibilities, February 2024</u>                                                                |
| CSBA Publication                               | <u>Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, February 2024</u>                                           |
| Federal Register                               | <u>Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579</u> |
| U.S. DOE, Office for Civil Rights Publication  | <u>Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</u>                                                    |
| U.S. DOE, Office for Civil Rights Publication  | <u>Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014</u>                                                                          |
| Website                                        | <u>CSBA District and County Office of Education Legal Services</u>                                                                                                        |
| Website                                        | <u>Student Privacy Policy Office</u>                                                                                                                                      |
| Website                                        | <u>U.S. Department of Agriculture</u>                                                                                                                                     |
| Website                                        | <u>California Department of Social Services</u>                                                                                                                           |
| Website                                        | <u>U.S. Department of Justice</u>                                                                                                                                         |
| Website                                        | <u>California Civil Rights Department</u>                                                                                                                                 |
| Website                                        | <u>California Department of Education</u>                                                                                                                                 |
| Website                                        | <u>CSBA</u>                                                                                                                                                               |
| Website                                        | <u>U.S. Department of Education, Office for Civil Rights</u>                                                                                                              |
| <b>Cross References</b>                        | <b>Description</b>                                                                                                                                                        |
| 0410                                           | <u>Nondiscrimination In District Programs And Activities</u>                                                                                                              |
| 0420                                           | <u>School Plans/Site Councils</u>                                                                                                                                         |
| 0420                                           | <u>School Plans/Site Councils</u>                                                                                                                                         |
| 0420.41                                        | <u>Charter School Oversight</u>                                                                                                                                           |
| 0420.41-E(1)                                   | <u>Charter School Oversight</u>                                                                                                                                           |
| 0430                                           | <u>Comprehensive Local Plan For Special Education</u>                                                                                                                     |
| 0430                                           | <u>Comprehensive Local Plan For Special Education</u>                                                                                                                     |
| 0450                                           | <u>Comprehensive Safety Plan</u>                                                                                                                                          |
| 0450                                           | <u>Comprehensive Safety Plan</u>                                                                                                                                          |
| 0460                                           | <u>Local Control And Accountability Plan</u>                                                                                                                              |
| 0460                                           | <u>Local Control And Accountability Plan</u>                                                                                                                              |
| 1100                                           | <u>Communication With The Public</u>                                                                                                                                      |

| <b>Cross References</b> | <b>Description</b>                                                 |
|-------------------------|--------------------------------------------------------------------|
| 1113                    | District And School Websites                                       |
| 1113                    | <u>District And School Websites</u>                                |
| 1113-E(1)               | District And School Websites                                       |
| 1114                    | District-Sponsored Social Media                                    |
| 1114                    | <u>District-Sponsored Social Media</u>                             |
| 1220                    | Citizen Advisory Committees                                        |
| 1220                    | <u>Citizen Advisory Committees</u>                                 |
| 1250                    | <u>Visitors/Outsiders</u>                                          |
| 1250                    | Visitors/Outsiders                                                 |
| 1312.1                  | <u>Complaints Concerning District Employees</u>                    |
| 1312.1                  | <u>Complaints Concerning District Employees</u>                    |
| 1312.2                  | Complaints Concerning Instructional Materials                      |
| 1312.2                  | <u>Complaints Concerning Instructional Materials</u>               |
| 1312.2-E(1)             | <u>Complaints Concerning Instructional Materials</u>               |
| 1312.4                  | <u>Williams Uniform Complaint Procedures</u>                       |
| 1312.4-E(1)             | <u>Williams Uniform Complaint Procedures</u>                       |
| 1312.4-E(2)             | <u>Williams Uniform Complaint Procedures</u>                       |
| 1313                    | <u>Civility</u>                                                    |
| 1340                    | Access To District Records                                         |
| 1340                    | <u>Access To District Records</u>                                  |
| 3260                    | Fees And Charges                                                   |
| 3260                    | <u>Fees And Charges</u>                                            |
| 3555                    | <u>Nutrition Program Compliance</u>                                |
| 3555-E(1)               | <u>Nutrition Program Compliance</u>                                |
| 3580                    | <u>District Records</u>                                            |
| 3580                    | <u>District Records</u>                                            |
| 4030                    | Nondiscrimination In Employment                                    |
| 4030                    | <u>Nondiscrimination In Employment</u>                             |
| 4112.23                 | Special Education Staff                                            |
| 4112.9                  | Employee Notifications                                             |
| 4112.9-E(1)             | <u>Employee Notifications</u>                                      |
| 4118                    | Dismissal/Suspension/Disciplinary Action                           |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4119.1                  | <u>Civil And Legal Rights</u>                                      |
| 4119.11                 | Sexual Harassment                                                  |
| 4119.11                 | <u>Sexual Harassment</u>                                           |
| 4119.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4119.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4119.23                 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4131                    | Staff Development                                                  |



| <b>Cross References</b> | <b>Description</b>                                                 |
|-------------------------|--------------------------------------------------------------------|
| 4212.9                  | <u>Employee Notifications</u>                                      |
| 4212.9-E(1)             | <u>Employee Notifications</u>                                      |
| 4218                    | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4218                    | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4219.1                  | <u>Civil And Legal Rights</u>                                      |
| 4219.11                 | <u>Sexual Harassment</u>                                           |
| 4219.11                 | <u>Sexual Harassment</u>                                           |
| 4219.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4219.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4219.23                 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4231                    | <u>Staff Development</u>                                           |
| 4244                    | <u>Complaints</u>                                                  |
| 4244                    | <u>Complaints</u>                                                  |
| 4312.9                  | <u>Employee Notifications</u>                                      |
| 4312.9-E(1)             | <u>Employee Notifications</u>                                      |
| 4319.1                  | <u>Civil And Legal Rights</u>                                      |
| 4319.11                 | <u>Sexual Harassment</u>                                           |
| 4319.11                 | <u>Sexual Harassment</u>                                           |
| 4319.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4319.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4319.23                 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4331                    | <u>Staff Development</u>                                           |
| 4344                    | <u>Complaints</u>                                                  |
| 4344                    | <u>Complaints</u>                                                  |
| 5116.1                  | <u>Intradistrict Open Enrollment</u>                               |
| 5116.1                  | <u>Intradistrict Open Enrollment</u>                               |
| 5117                    | <u>Interdistrict Attendance</u>                                    |
| 5117                    | <u>Interdistrict Attendance</u>                                    |
| 5125                    | <u>Student Records</u>                                             |
| 5125                    | <u>Student Records</u>                                             |
| 5131.2                  | <u>Bullying</u>                                                    |
| 5131.2                  | <u>Bullying</u>                                                    |
| 5131.62                 | <u>Tobacco</u>                                                     |
| 5131.62                 | <u>Tobacco</u>                                                     |
| 5137                    | <u>Positive School Climate</u>                                     |
| 5141.22                 | <u>Infectious Diseases</u>                                         |
| 5141.22                 | <u>Infectious Diseases</u>                                         |
| 5141.4                  | <u>Child Abuse Prevention And Reporting</u>                        |
| 5141.4                  | <u>Child Abuse Prevention And Reporting</u>                        |
| 5144                    | <u>Discipline</u>                                                  |

**Cross References**

5144

5144.1

5144.1

5145.3

5145.3

5145.6

5145.6-E(1)

5145.7

5145.7

5145.71

5145.71-E(1)

5145.9

5146

5148

5148

5148.2

5148.2

5148.3

5148.3

6142.1

6142.1

6142.7

6142.7

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6145

6145.2

6145.2

6146.1

6152

6159

6159

6159.1

6159.1

6159.2

6159.2

6159.3

6159.3

6161.1

6161.1

6161.1-E(1)

**Description**DisciplineSuspension And Expulsion/Due ProcessSuspension And Expulsion/Due ProcessNondiscrimination/HarassmentNondiscrimination/HarassmentParent/Guardian NotificationsParent/Guardian NotificationsSexual HarassmentSexual HarassmentTitle IX Sexual Harassment Complaint ProceduresTitle IX Sexual Harassment Complaint ProceduresHate-Motivated BehaviorMarried/Pregnant/Parenting StudentsChild Care And DevelopmentChild Care And DevelopmentBefore/After School ProgramsBefore/After School ProgramsPreschool/Early Childhood EducationPreschool/Early Childhood EducationSexual Health And HIV/AIDS Prevention InstructionSexual Health And HIV/AIDS Prevention InstructionPhysical Education And ActivityPhysical Education And ActivityExtracurricular And Cocurricular ActivitiesExtracurricular And Cocurricular ActivitiesAthletic CompetitionAthletic CompetitionHigh School Graduation RequirementsClass AssignmentIndividualized Education ProgramIndividualized Education ProgramProcedural Safeguards And Complaints For Special EducationProcedural Safeguards And Complaints For Special EducationNonpublic, Nonsectarian School And Agency Services For Special EducationNonpublic, Nonsectarian School And Agency Services For Special EducationAppointment Of Surrogate Parent For Special Education StudentsAppointment Of Surrogate Parent For Special Education StudentsSelection And Evaluation Of Instructional MaterialsSelection And Evaluation Of Instructional MaterialsSelection And Evaluation Of Instructional Materials

| <b>Cross References</b> | <b>Description</b>                                                        |
|-------------------------|---------------------------------------------------------------------------|
| 6161.11                 | <u>Supplementary Instructional Materials</u>                              |
| 6163.1                  | <u>Library Media Centers</u>                                              |
| 6164.2                  | <u>Guidance/Counseling Services</u>                                       |
| 6164.4                  | <u>Identification And Evaluation Of Individuals For Special Education</u> |
| 6164.4                  | <u>Identification And Evaluation Of Individuals For Special Education</u> |
| 6164.5                  | <u>Student Success Teams</u>                                              |
| 6164.5                  | <u>Student Success Teams</u>                                              |
| 6171                    | <u>Title I Programs</u>                                                   |
| 6171                    | <u>Title I Programs</u>                                                   |
| 6173                    | <u>Education For Homeless Children</u>                                    |
| 6173                    | <u>Education For Homeless Children</u>                                    |
| 6173-E(1)               | <u>Education For Homeless Children</u>                                    |
| 6173-E(2)               | <u>Education For Homeless Children</u>                                    |
| 6173.1                  | <u>Education For Foster Youth</u>                                         |
| 6173.1                  | <u>Education For Foster Youth</u>                                         |
| 6173.2                  | <u>Education Of Children Of Military Families</u>                         |
| 6173.2                  | <u>Education Of Children Of Military Families</u>                         |
| 6173.3                  | <u>Education For Juvenile Court School Students</u>                       |
| 6175                    | <u>Migrant Education Program</u>                                          |
| 6175                    | <u>Migrant Education Program</u>                                          |
| 6178                    | <u>Career Technical Education</u>                                         |
| 6178                    | <u>Career Technical Education</u>                                         |
| 6178.1                  | <u>Work-Based Learning</u>                                                |
| 6178.1                  | <u>Work-Based Learning</u>                                                |
| 6178.2                  | <u>Regional Occupational Center/Program</u>                               |
| 6200                    | <u>Adult Education</u>                                                    |
| 6200                    | <u>Adult Education</u>                                                    |
| 9000                    | <u>Role Of The Board</u>                                                  |
| 9011                    | <u>Disclosure Of Confidential/Privileged Information</u>                  |
| 9012                    | <u>Board Member Electronic Communications</u>                             |
| 9124                    | <u>Attorney</u>                                                           |
| 9200                    | <u>Limits Of Board Member Authority</u>                                   |
| 9321                    | <u>Closed Session</u>                                                     |
| 9321-E(1)               | <u>Closed Session</u>                                                     |
| 9321-E(2)               | <u>Closed Session</u>                                                     |
| 9322                    | <u>Agenda/Meeting Materials</u>                                           |

**Exhibit 1312.3-E(1): Uniform Complaint Procedures**

Status: ADOPTED

Original Adopted Date: 05/01/2020 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

**NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: PRESCHOOL COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8212, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair
2. Drinking water that is accessible and readily available throughout the day
3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
4. Restroom facilities that are available only for preschoolers and kindergartners
5. Visual supervision of children at all times
6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time
7. Playground equipment that is safe, in good repair, and age appropriate

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's uniform complaint procedures as required by law. A complaint form may be obtained at the school or district office, or downloaded from the school or district website. You may also download a copy of the California Department of Education (CDE) complaint form when available from the following website: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from CDE.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                  | Description                                                                                                               |
|------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 2 CCR 11023            | <u>Harassment and discrimination prevention and correction</u>                                                            |
| 5 CCR 15580-15584      | <u>Child nutrition programs complaint procedures</u>                                                                      |
| 5 CCR 3200-3205        | <u>Special education compliance complaints</u>                                                                            |
| 5 CCR 4600-4670        | <u>Uniform complaint procedures</u>                                                                                       |
| 5 CCR 4600-4687        | <u>Uniform complaint procedures and Williams complaints</u>                                                               |
| 5 CCR 4690-4694        | <u>Complaints regarding health and safety issues in license-exempt preschool programs</u>                                 |
| 5 CCR 4900-4965        | <u>Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance</u> |
| Ed. Code 18100-18203   | <u>School libraries</u>                                                                                                   |
| Ed. Code 200-262.4     | <u>Prohibition of discrimination</u>                                                                                      |
| Ed. Code 32280-32289.5 | <u>School safety plans</u>                                                                                                |
| Ed. Code 33315         | <u>Uniform complaint procedures</u>                                                                                       |
| Ed. Code 35186         | <u>Williams uniform complaint procedures</u>                                                                              |
| Ed. Code 46015         | <u>Parental leave for students</u>                                                                                        |
| Ed. Code 48645.7       | <u>Juvenile court schools</u>                                                                                             |

| <b>State</b>              | <b>Description</b>                                                                                                                        |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Ed. Code 48853-48853.5    | <u>Foster youth</u>                                                                                                                       |
| Ed. Code 48900.5          | <u>Suspension; other means of correction</u>                                                                                              |
| Ed. Code 48985            | <u>Notices to parents in language other than English</u>                                                                                  |
| Ed. Code 49010-49013      | <u>Student fees</u>                                                                                                                       |
| Ed. Code 49060-49079      | <u>Student records</u>                                                                                                                    |
| Ed. Code 49069.5          | <u>Records of foster youth</u>                                                                                                            |
| Ed. Code 49490-49590      | <u>Child nutrition programs</u>                                                                                                           |
| Ed. Code 49701            | <u>Provisions of the Interstate Compact on Educational Opportunities for Military Children</u>                                            |
| Ed. Code 51204.5          | <u>Social sciences instruction: contributions of specified groups</u>                                                                     |
| Ed. Code 51210            | <u>Course of study for grades 1-6</u>                                                                                                     |
| Ed. Code 51222            | <u>Physical education</u>                                                                                                                 |
| Ed. Code 51223            | <u>Physical education; elementary schools</u>                                                                                             |
| Ed. Code 51225.1-51225.25 | <u>Foster youth, homeless children, former juvenile court school students, newcomer students; course credits; graduation requirements</u> |
| Ed. Code 51226-51226.1    | <u>Career technical education</u>                                                                                                         |
| Ed. Code 51228.1-51228.3  | <u>Course periods without educational content</u>                                                                                         |
| Ed. Code 51501            | <u>Nondiscriminatory subject matter</u>                                                                                                   |
| Ed. Code 52059.5          | <u>Statewide system of support</u>                                                                                                        |
| Ed. Code 52060-52077      | <u>Local control and accountability plan</u>                                                                                              |
| Ed. Code 52075            | <u>Complaint for lack of compliance with local control and accountability plan requirements</u>                                           |
| Ed. Code 52300-52462      | <u>Career technical education</u>                                                                                                         |
| Ed. Code 52500-52617      | <u>Adult schools</u>                                                                                                                      |
| Ed. Code 54400-54425      | <u>Compensatory education programs</u>                                                                                                    |
| Ed. Code 54440-54445      | <u>Migrant education</u>                                                                                                                  |
| Ed. Code 54460-54529      | <u>Compensatory education programs</u>                                                                                                    |
| Ed. Code 59000-59300      | <u>Special schools and centers</u>                                                                                                        |
| Ed. Code 60010            | <u>Instructional materials; definition</u>                                                                                                |
| Ed. Code 60040-60052      | <u>Requirements for instructional materials</u>                                                                                           |
| Ed. Code 64000-64001      | <u>Consolidated application process; school plan for student achievement</u>                                                              |
| Ed. Code 65000-65001      | <u>School site councils</u>                                                                                                               |
| Ed. Code 8200-8488        | <u>Child care and development programs</u>                                                                                                |
| Ed. Code 8500-8538        | <u>Adult basic education</u>                                                                                                              |
| Gov. Code 11135           | <u>Prohibition of discrimination</u>                                                                                                      |
| Gov. Code 12900-12996     | <u>Fair Employment and Housing Act</u>                                                                                                    |
| H&S Code 1596.792         | <u>California Child Day Care Act; general provisions and definitions</u>                                                                  |
| H&S Code 1596.7925        | <u>California Child Day Care Act; health and safety regulations</u>                                                                       |
| Pen. Code 422.55          | <u>Definition of hate crime</u>                                                                                                           |
| Pen. Code 422.6           | <u>Crimes; harassment</u>                                                                                                                 |

| <b>Federal</b>                                 | <b>Description</b>                                                                                                                                                        |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20 USC 1221                                    | <u>Application of laws</u>                                                                                                                                                |
| 20 USC 1232g                                   | <u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>                                                                                                          |
| 20 USC 1681-1688                               | <u>Title IX of the Education Amendments of 1972; discrimination based on sex</u>                                                                                          |
| 20 USC 6301-6576                               | <u>Title I Improving the Academic Achievement of the Disadvantaged</u>                                                                                                    |
| 20 USC 6801-7014                               | <u>Title III language instruction for limited English proficient and immigrant students</u>                                                                               |
| 28 CFR 35.107                                  | <u>Nondiscrimination on basis of disability; complaints</u>                                                                                                               |
| 29 USC 794                                     | <u>Rehabilitation Act of 1973; Section 504</u>                                                                                                                            |
| 34 CFR 100.3                                   | <u>Prohibition of discrimination on basis of race, color or national origin</u>                                                                                           |
| 34 CFR 104.7                                   | <u>Section 504: Designation of responsible employee and adoption of grievance procedures</u>                                                                              |
| 34 CFR 106.1-106.82                            | <u>Nondiscrimination on the basis of sex in education programs or activities</u>                                                                                          |
| 34 CFR 106.30                                  | <u>Discrimination on the basis of sex in education programs and activities; definitions</u>                                                                               |
| 34 CFR 106.44                                  | <u>Recipient's response to sexual harassment</u>                                                                                                                          |
| 34 CFR 106.45                                  | <u>Grievance process for formal complaints of sexual harassment</u>                                                                                                       |
| 34 CFR 106.8                                   | <u>Designation of coordinator; dissemination of policy; and adoption of grievance procedures</u>                                                                          |
| 34 CFR 110.25                                  | <u>Notification of nondiscrimination on the basis of age</u>                                                                                                              |
| 34 CFR 99.1-99.67                              | <u>Family Educational Rights and Privacy</u>                                                                                                                              |
| 42 USC 11431-11435                             | <u>McKinney-Vento Homeless Assistance Act</u>                                                                                                                             |
| 42 USC 12101-12213                             | <u>Americans with Disabilities Act</u>                                                                                                                                    |
| 42 USC 2000d-2000d-7                           | <u>Title VI, Civil Rights Act of 1964</u>                                                                                                                                 |
| 42 USC 2000h-2-2000h-6                         | <u>Title IX of the Civil Rights Act of 1964</u>                                                                                                                           |
| 42 USC 6101-6107                               | <u>Age Discrimination Act of 1975</u>                                                                                                                                     |
| <b>Management Resources</b>                    | <b>Description</b>                                                                                                                                                        |
| California Department of Education Publication | <u>Uniform Complaint Procedure Program Instrument</u>                                                                                                                     |
| California Department of Education Publication | <u>Sample UCP Board Policies and Procedures</u>                                                                                                                           |
| California Department of Justice Publication   | <u>Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, January 2024</u>                                                      |
| Court Decision                                 | <u>Tennessee v. Cardona (2024) 737 F.Supp.3d 510</u>                                                                                                                      |
| Court Decision                                 | <u>Olmstead v. L.C. ex rel. Zimring (1999) 527 U.S. 581</u>                                                                                                               |
| Court Decision                                 | <u>John T. D. v. River Delta Joint Unified School District (2021) WL 5176356</u>                                                                                          |
| CSBA Publication                               | <u>Reference: State Roles, Responsibilities, and Process for Instructional Materials Adoption, February 2024</u>                                                          |
| CSBA Publication                               | <u>Fact Sheet: Instructional Materials Adoption: Local governing board responsibilities, February 2024</u>                                                                |
| CSBA Publication                               | <u>Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, February 2024</u>                                           |
| Federal Register                               | <u>Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 92, pages 30026-30579</u> |
| U.S. DOE, Office for Civil Rights Publication  | <u>Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</u>                                                    |

**Management Resources**

U.S. DOE, Office for Civil Rights Publication

Website

Website

Website

Website

Website

Website

Website

Website

Website

**Description**

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

CSBA District and County Office of Education Legal Services

Student Privacy Policy Office

U.S. Department of Agriculture

California Department of Social Services

U.S. Department of Justice

California Civil Rights Department

California Department of Education

CSBA

U.S. Department of Education, Office for Civil Rights

**Cross References**

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0420

0420.41

0420.41-E(1)

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0430

0450

0450

0460

0460

1100

1113

1113

1113-E(1)

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1114

1220

1220

1250

1250

1312.1

1312.1

1312.2

1312.2

1312.2-E(1)

1312.4

1312.4-E(1)

**Description**

Nondiscrimination in District Programs And Activities

School Plans/Site Councils

School Plans/Site Councils

Charter School Oversight

Charter School Oversight

Comprehensive Local Plan For Special Education

Comprehensive Local Plan For Special Education

Comprehensive Safety Plan

Comprehensive Safety Plan

Local Control And Accountability Plan

Local Control And Accountability Plan

Communication With The Public

District And School Websites

District And School Websites

District And School Websites

District-Sponsored Social Media

District-Sponsored Social Media

Citizen Advisory Committees

Citizen Advisory Committees

Visitors/Outsiders

Visitors/Outsiders

Complaints Concerning District Employees

Complaints Concerning District Employees

Complaints Concerning Instructional Materials

Complaints Concerning Instructional Materials

Complaints Concerning Instructional Materials

Williams Uniform Complaint Procedures

Williams Uniform Complaint Procedures

**Cross References**

|              | <b>Description</b>                                                 |
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| 1312.4-E(2)  | <u>Williams Uniform Complaint Procedures</u>                       |
| 1313         | <u>Civility</u>                                                    |
| 1340         | <u>Access To District Records</u>                                  |
| 1340         | <u>Access To District Records</u>                                  |
| 3260         | <u>Fees And Charges</u>                                            |
| 3260         | <u>Fees And Charges</u>                                            |
| 3555         | <u>Nutrition Program Compliance</u>                                |
| 3555-E(1)    | <u>Nutrition Program Compliance</u>                                |
| 3580         | <u>District Records</u>                                            |
| 3580         | <u>District Records</u>                                            |
| 4030         | <u>Nondiscrimination In Employment</u>                             |
| 4030         | <u>Nondiscrimination In Employment</u>                             |
| 4112.23      | <u>Special Education Staff</u>                                     |
| 4112.9       | <u>Employee Notifications</u>                                      |
| 4112.9-E(1)  | <u>Employee Notifications</u>                                      |
| 4118         | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4118         | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4119.1       | <u>Civil And Legal Rights</u>                                      |
| 4119.11      | <u>Sexual Harassment</u>                                           |
| 4119.11      | <u>Sexual Harassment</u>                                           |
| 4119.12      | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4119.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4119.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4131         | <u>Staff Development</u>                                           |
| 4212.9       | <u>Employee Notifications</u>                                      |
| 4212.9-E(1)  | <u>Employee Notifications</u>                                      |
| 4218         | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4218         | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4219.1       | <u>Civil And Legal Rights</u>                                      |
| 4219.11      | <u>Sexual Harassment</u>                                           |
| 4219.11      | <u>Sexual Harassment</u>                                           |
| 4219.12      | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4219.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4219.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4231         | <u>Staff Development</u>                                           |
| 4244         | <u>Complaints</u>                                                  |
| 4244         | <u>Complaints</u>                                                  |
| 4312.9       | <u>Employee Notifications</u>                                      |
| 4312.9-E(1)  | <u>Employee Notifications</u>                                      |
| 4319.1       | <u>Civil And Legal Rights</u>                                      |



**Cross References**

4319.11  
4319.11  
4319.12  
4319.12-E(1)  
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5116.1  
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5131.2  
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5145.3  
5145.3  
5145.6  
5145.6-E(1)  
5145.7  
5145.7  
5145.71  
5145.71-E(1)  
5145.9  
5146  
5148  
5148  
5148.2

**Description**

Sexual Harassment  
Sexual Harassment  
Title IX Sexual Harassment Complaint Procedures  
Title IX Sexual Harassment Complaint Procedures  
Unauthorized Release Of Confidential/Privileged Information  
Staff Development  
Complaints  
Complaints  
Intradistrict Open Enrollment  
Intradistrict Open Enrollment  
Interdistrict Attendance  
Interdistrict Attendance  
Student Records  
Student Records  
Bullying  
Bullying  
Tobacco  
Tobacco  
Positive School Climate  
Infectious Diseases  
Infectious Diseases  
Child Abuse Prevention And Reporting  
Child Abuse Prevention And Reporting  
Discipline  
Discipline  
Suspension And Expulsion/Due Process  
Suspension And Expulsion/Due Process  
Nondiscrimination/Harassment  
Nondiscrimination/Harassment  
Parent/Guardian Notifications  
Parent/Guardian Notifications  
Sexual Harassment  
Sexual Harassment  
Title IX Sexual Harassment Complaint Procedures  
Title IX Sexual Harassment Complaint Procedures  
Hate-Motivated Behavior  
Married/Pregnant/Parenting Students  
Child Care And Development  
Child Care And Development  
Before/After School Programs

**Cross References****Description**

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| 5148.2      | <u>Before/After School Programs</u>                                             |
| 5148.3      | <u>Preschool/Early Childhood Education</u>                                      |
| 5148.3      | <u>Preschool/Early Childhood Education</u>                                      |
| 6142.1      | <u>Sexual Health And HIV/AIDS Prevention Instruction</u>                        |
| 6142.1      | <u>Sexual Health And HIV/AIDS Prevention Instruction</u>                        |
| 6142.7      | <u>Physical Education And Activity</u>                                          |
| 6142.7      | <u>Physical Education And Activity</u>                                          |
| 6145        | <u>Extracurricular And Cocurricular Activities</u>                              |
| 6145        | <u>Extracurricular And Cocurricular Activities</u>                              |
| 6145.2      | <u>Athletic Competition</u>                                                     |
| 6145.2      | <u>Athletic Competition</u>                                                     |
| 6146.1      | <u>High School Graduation Requirements</u>                                      |
| 6152        | <u>Class Assignment</u>                                                         |
| 6159        | <u>Individualized Education Program</u>                                         |
| 6159        | <u>Individualized Education Program</u>                                         |
| 6159.1      | <u>Procedural Safeguards And Complaints For Special Education</u>               |
| 6159.1      | <u>Procedural Safeguards And Complaints For Special Education</u>               |
| 6159.2      | <u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u> |
| 6159.2      | <u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u> |
| 6159.3      | <u>Appointment Of Surrogate Parent For Special Education Students</u>           |
| 6159.3      | <u>Appointment Of Surrogate Parent For Special Education Students</u>           |
| 6161.1      | <u>Selection And Evaluation Of Instructional Materials</u>                      |
| 6161.1      | <u>Selection And Evaluation Of Instructional Materials</u>                      |
| 6161.1-E(1) | <u>Selection And Evaluation Of Instructional Materials</u>                      |
| 6161.11     | <u>Supplementary Instructional Materials</u>                                    |
| 6163.1      | <u>Library Media Centers</u>                                                    |
| 6164.2      | <u>Guidance/Counseling Services</u>                                             |
| 6164.4      | <u>Identification And Evaluation Of Individuals For Special Education</u>       |
| 6164.4      | <u>Identification And Evaluation Of Individuals For Special Education</u>       |
| 6164.5      | <u>Student Success Teams</u>                                                    |
| 6164.5      | <u>Student Success Teams</u>                                                    |
| 6171        | <u>Title I Programs</u>                                                         |
| 6171        | <u>Title I Programs</u>                                                         |
| 6173        | <u>Education For Homeless Children</u>                                          |
| 6173        | <u>Education For Homeless Children</u>                                          |
| 6173-E(1)   | <u>Education For Homeless Children</u>                                          |
| 6173-E(2)   | <u>Education For Homeless Children</u>                                          |
| 6173.1      | <u>Education For Foster Youth</u>                                               |
| 6173.1      | <u>Education For Foster Youth</u>                                               |
| 6173.2      | <u>Education Of Children Of Military Families</u>                               |

**Cross References**

|           |                                                          |
|-----------|----------------------------------------------------------|
| 6173.2    | <u>Education Of Children Of Military Families</u>        |
| 6173.3    | <u>Education For Juvenile Court School Students</u>      |
| 6175      | <u>Migrant Education Program</u>                         |
| 6175      | Migrant Education Program                                |
| 6178      | <u>Career Technical Education</u>                        |
| 6178      | <u>Career Technical Education</u>                        |
| 6178.1    | <u>Work-Based Learning</u>                               |
| 6178.1    | Work-Based Learning                                      |
| 6178.2    | <u>Regional Occupational Center/Program</u>              |
| 6200      | <u>Adult Education</u>                                   |
| 6200      | Adult Education                                          |
| 9000      | <u>Role Of The Board</u>                                 |
| 9011      | <u>Disclosure Of Confidential/Privileged Information</u> |
| 9012      | <u>Board Member Electronic Communications</u>            |
| 9124      | <u>Attorney</u>                                          |
| 9200      | <u>Limits Of Board Member Authority</u>                  |
| 9321      | <u>Closed Session</u>                                    |
| 9321-E(1) | Closed Session                                           |
| 9321-E(2) | <u>Closed Session</u>                                    |
| 9322      | <u>Agenda/Meeting Materials</u>                          |



(preschool administrator or designee)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature)

(Date)

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                     | Description                                                                                                                               |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 2 CCR 11023               | <u>Harassment and discrimination prevention and correction</u>                                                                            |
| 5 CCR 15580-15584         | <u>Child nutrition programs complaint procedures</u>                                                                                      |
| 5 CCR 3200-3205           | <u>Special education compliance complaints</u>                                                                                            |
| 5 CCR 4600-4670           | <u>Uniform complaint procedures</u>                                                                                                       |
| 5 CCR 4600-4687           | <u>Uniform complaint procedures and Williams complaints</u>                                                                               |
| 5 CCR 4690-4694           | <u>Complaints regarding health and safety issues in license-exempt preschool programs</u>                                                 |
| 5 CCR 4900-4965           | <u>Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance</u>                 |
| Ed. Code 18100-18203      | <u>School libraries</u>                                                                                                                   |
| Ed. Code 200-262.4        | <u>Prohibition of discrimination</u>                                                                                                      |
| Ed. Code 32280-32289.5    | <u>School safety plans</u>                                                                                                                |
| Ed. Code 33315            | <u>Uniform complaint procedures</u>                                                                                                       |
| Ed. Code 35186            | <u>Williams uniform complaint procedures</u>                                                                                              |
| Ed. Code 46015            | <u>Parental leave for students</u>                                                                                                        |
| Ed. Code 48645.7          | <u>Juvenile court schools</u>                                                                                                             |
| Ed. Code 48853-48853.5    | <u>Foster youth</u>                                                                                                                       |
| Ed. Code 48900.5          | <u>Suspension; other means of correction</u>                                                                                              |
| Ed. Code 48985            | <u>Notices to parents in language other than English</u>                                                                                  |
| Ed. Code 49010-49013      | <u>Student fees</u>                                                                                                                       |
| Ed. Code 49060-49079      | <u>Student records</u>                                                                                                                    |
| Ed. Code 49069.5          | <u>Records of foster youth</u>                                                                                                            |
| Ed. Code 49490-49590      | <u>Child nutrition programs</u>                                                                                                           |
| Ed. Code 49701            | <u>Provisions of the Interstate Compact on Educational Opportunities for Military Children</u>                                            |
| Ed. Code 51204.5          | <u>Social sciences instruction; contributions of specified groups</u>                                                                     |
| Ed. Code 51210            | <u>Course of study for grades 1-6</u>                                                                                                     |
| Ed. Code 51222            | <u>Physical education</u>                                                                                                                 |
| Ed. Code 51223            | <u>Physical education: elementary schools</u>                                                                                             |
| Ed. Code 51225.1-51225.25 | <u>Foster youth, homeless children, former juvenile court school students, newcomer students; course credits; graduation requirements</u> |

| <b>State</b>             | <b>Description</b>                                                                              |
|--------------------------|-------------------------------------------------------------------------------------------------|
| Ed. Code 51226-51226.1   | Career technical education                                                                      |
| Ed. Code 51228.1-51228.3 | <u>Course periods without educational content</u>                                               |
| Ed. Code 51501           | <u>Nondiscriminatory subject matter</u>                                                         |
| Ed. Code 52059.5         | <u>Statewide system of support</u>                                                              |
| Ed. Code 52060-52077     | <u>Local control and accountability plan</u>                                                    |
| Ed. Code 52075           | <u>Complaint for lack of compliance with local control and accountability plan requirements</u> |
| Ed. Code 52300-52462     | <u>Career technical education</u>                                                               |
| Ed. Code 52500-52617     | Adult schools                                                                                   |
| Ed. Code 54400-54425     | <u>Compensatory education programs</u>                                                          |
| Ed. Code 54440-54445     | <u>Migrant education</u>                                                                        |
| Ed. Code 54460-54529     | Compensatory education programs                                                                 |
| Ed. Code 59000-59300     | <u>Special schools and centers</u>                                                              |
| Ed. Code 60010           | <u>Instructional materials: definition</u>                                                      |
| Ed. Code 60040-60052     | <u>Requirements for instructional materials</u>                                                 |
| Ed. Code 64000-64001     | <u>Consolidated application process: school plan for student achievement</u>                    |
| Ed. Code 65000-65001     | School site councils                                                                            |
| Ed. Code 8200-8488       | <u>Child care and development programs</u>                                                      |
| Ed. Code 8500-8538       | Adult basic education                                                                           |
| Gov. Code 11135          | <u>Prohibition of discrimination</u>                                                            |
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| H&S Code 1596.792        | California Child Day Care Act; general provisions and definitions                               |
| H&S Code 1596.7925       | <u>California Child Day Care Act: health and safety regulations</u>                             |
| Pen. Code 422.55         | <u>Definition of hate crime</u>                                                                 |
| Pen. Code 422.6          | <u>Crimes; harassment</u>                                                                       |
| <b>Federal</b>           | <b>Description</b>                                                                              |
| 20 USC 1221              | Application of laws                                                                             |
| 20 USC 1232g             | <u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>                                |
| 20 USC 1681-1688         | Title IX of the Education Amendments of 1972; discrimination based on sex                       |
| 20 USC 6301-6576         | Title I Improving the Academic Achievement of the Disadvantaged                                 |
| 20 USC 6801-7014         | Title III language instruction for limited English proficient and immigrant students            |
| 28 CFR 35.107            | <u>Nondiscrimination on basis of disability: complaints</u>                                     |
| 29 USC 794               | <u>Rehabilitation Act of 1973; Section 504</u>                                                  |
| 34 CFR 100.3             | <u>Prohibition of discrimination on basis of race, color or national origin</u>                 |
| 34 CFR 104.7             | <u>Section 504; Designation of responsible employee and adoption of grievances procedures</u>   |
| 34 CFR 106.1-106.82      | <u>Nondiscrimination on the basis of sex in education programs or activities</u>                |
| 34 CFR 106.30            | Discrimination on the basis of sex in education programs and activities; definitions            |
| 34 CFR 106.44            | Recipient's response to sexual harassment                                                       |

| <b>Federal</b>                                 | <b>Description</b>                                                                                                                                                                        |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 34 CFR 106.45                                  | <a href="#"><u>Grievance process for formal complaints of sexual harassment</u></a>                                                                                                       |
| 34 CFR 106.8                                   | <a href="#"><u>Designation of coordinator; dissemination of policy, and adoption of grievance procedures</u></a>                                                                          |
| 34 CFR 110.25                                  | <a href="#"><u>Notification of nondiscrimination on the basis of age</u></a>                                                                                                              |
| 34 CFR 99.1-99.67                              | <a href="#"><u>Family Educational Rights and Privacy</u></a>                                                                                                                              |
| 42 USC 11431-11435                             | <a href="#"><u>McKinney-Vento Homeless Assistance Act</u></a>                                                                                                                             |
| 42 USC 12101-12213                             | <a href="#"><u>Americans with Disabilities Act</u></a>                                                                                                                                    |
| 42 USC 2000d-2000d-7                           | <a href="#"><u>Title VI, Civil Rights Act of 1964</u></a>                                                                                                                                 |
| 42 USC 2000h-2-2000h-6                         | <a href="#"><u>Title IX of the Civil Rights Act of 1964</u></a>                                                                                                                           |
| 42 USC 6101-6107                               | <a href="#"><u>Age Discrimination Act of 1975</u></a>                                                                                                                                     |
| <b>Management Resources</b>                    | <b>Description</b>                                                                                                                                                                        |
| California Department of Education Publication | <a href="#"><u>Uniform Complaint Procedure Program Instrument</u></a>                                                                                                                     |
| California Department of Education Publication | <a href="#"><u>Sample UCP Board Policies and Procedures</u></a>                                                                                                                           |
| California Department of Justice Publication   | <a href="#"><u>Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, January 2024</u></a>                                                      |
| Court Decision                                 | <a href="#"><u>Tennessee v. Cardona (2024) 737 F.Supp.3d 510</u></a>                                                                                                                      |
| Court Decision                                 | <a href="#"><u>Olmstead v. L.C. ex rel. Zimring (1999) 527 U.S. 581</u></a>                                                                                                               |
| Court Decision                                 | <a href="#"><u>John T. D. v. River Delta Joint Unified School District (2021) WL 5176356</u></a>                                                                                          |
| CSBA Publication                               | <a href="#"><u>Reference: State Roles, Responsibilities, and Process for Instructional Materials Adoption, February 2024</u></a>                                                          |
| CSBA Publication                               | <a href="#"><u>Fact Sheet: Instructional Materials Adoption: Local governing board responsibilities, February 2024</u></a>                                                                |
| CSBA Publication                               | <a href="#"><u>Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, February 2024</u></a>                                           |
| Federal Register                               | <a href="#"><u>Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579</u></a> |
| U.S. DOE, Office for Civil Rights Publication  | <a href="#"><u>Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</u></a>                                                    |
| U.S. DOE, Office for Civil Rights Publication  | <a href="#"><u>Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014</u></a>                                                                          |
| Website                                        | <a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>                                                                                                        |
| Website                                        | <a href="#"><u>Student Privacy Policy Office</u></a>                                                                                                                                      |
| Website                                        | <a href="#"><u>U.S. Department of Agriculture</u></a>                                                                                                                                     |
| Website                                        | <a href="#"><u>California Department of Social Services</u></a>                                                                                                                           |
| Website                                        | <a href="#"><u>U.S. Department of Justice</u></a>                                                                                                                                         |
| Website                                        | <a href="#"><u>California Civil Rights Department</u></a>                                                                                                                                 |
| Website                                        | <a href="#"><u>California Department of Education</u></a>                                                                                                                                 |
| Website                                        | <a href="#"><u>CSBA</u></a>                                                                                                                                                               |
| Website                                        | <a href="#"><u>U.S. Department of Education, Office for Civil Rights</u></a>                                                                                                              |
| <b>Cross References</b>                        | <b>Description</b>                                                                                                                                                                        |
| 0410                                           | <a href="#"><u>Nondiscrimination in District Programs And Activities</u></a>                                                                                                              |

| <b>Cross References</b> | <b>Description</b>                                    |
|-------------------------|-------------------------------------------------------|
| 0420                    | <u>School Plans/Site Councils</u>                     |
| 0420                    | School Plans/Site Councils                            |
| 0420.41                 | <u>Charter School Oversight</u>                       |
| 0420.41-E(1)            | <u>Charter School Oversight</u>                       |
| 0430                    | Comprehensive Local Plan For Special Education        |
| 0430                    | <u>Comprehensive Local Plan For Special Education</u> |
| 0450                    | <u>Comprehensive Safety Plan</u>                      |
| 0450                    | Comprehensive Safety Plan                             |
| 0460                    | <u>Local Control And Accountability Plan</u>          |
| 0460                    | Local Control And Accountability Plan                 |
| 1100                    | Communication With The Public                         |
| 1113                    | <u>District And School Websites</u>                   |
| 1113                    | District And School Websites                          |
| 1113-E(1)               | <u>District And School Websites</u>                   |
| 1114                    | District-Sponsored Social Media                       |
| 1114                    | District-Sponsored Social Media                       |
| 1220                    | <u>Citizen Advisory Committees</u>                    |
| 1220                    | Citizen Advisory Committees                           |
| 1250                    | <u>Visitors/Outsiders</u>                             |
| 1250                    | Visitors/Outsiders                                    |
| 1312.1                  | <u>Complaints Concerning District Employees</u>       |
| 1312.1                  | <u>Complaints Concerning District Employees</u>       |
| 1312.2                  | Complaints Concerning Instructional Materials         |
| 1312.2                  | <u>Complaints Concerning Instructional Materials</u>  |
| 1312.2-E(1)             | <u>Complaints Concerning Instructional Materials</u>  |
| 1312.4                  | Williams Uniform Complaint Procedures                 |
| 1312.4-E(1)             | <u>Williams Uniform Complaint Procedures</u>          |
| 1312.4-E(2)             | Williams Uniform Complaint Procedures                 |
| 1313                    | <u>Civility</u>                                       |
| 1340                    | <u>Access To District Records</u>                     |
| 1340                    | Access To District Records                            |
| 3260                    | <u>Fees And Charges</u>                               |
| 3260                    | <u>Fees And Charges</u>                               |
| 3555                    | Nutrition Program Compliance                          |
| 3555-E(1)               | <u>Nutrition Program Compliance</u>                   |
| 3580                    | District Records                                      |
| 3580                    | District Records                                      |
| 4030                    | <u>Nondiscrimination In Employment</u>                |
| 4030                    | Nondiscrimination In Employment                       |
| 4112.23                 | <u>Special Education Staff</u>                        |



**Cross References****Description**

|              |                                                                    |
|--------------|--------------------------------------------------------------------|
| 4112.9       | Employee Notifications                                             |
| 4112.9-E(1)  | <u>Employee Notifications</u>                                      |
| 4118         | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4118         | Dismissal/Suspension/Disciplinary Action                           |
| 4119.1       | Civil And Legal Rights                                             |
| 4119.11      | <u>Sexual Harassment</u>                                           |
| 4119.11      | <u>Sexual Harassment</u>                                           |
| 4119.12      | Title IX Sexual Harassment Complaint Procedures                    |
| 4119.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4119.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4131         | Staff Development                                                  |
| 4212.9       | Employee Notifications                                             |
| 4212.9-E(1)  | <u>Employee Notifications</u>                                      |
| 4218         | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4218         | Dismissal/Suspension/Disciplinary Action                           |
| 4219.1       | Civil And Legal Rights                                             |
| 4219.11      | Sexual Harassment                                                  |
| 4219.11      | Sexual Harassment                                                  |
| 4219.12      | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4219.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4219.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4231         | Staff Development                                                  |
| 4244         | <u>Complaints</u>                                                  |
| 4244         | Complaints                                                         |
| 4312.9       | Employee Notifications                                             |
| 4312.9-E(1)  | <u>Employee Notifications</u>                                      |
| 4319.1       | Civil And Legal Rights                                             |
| 4319.11      | Sexual Harassment                                                  |
| 4319.11      | <u>Sexual Harassment</u>                                           |
| 4319.12      | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4319.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4319.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4331         | <u>Staff Development</u>                                           |
| 4344         | Complaints                                                         |
| 4344         | Complaints                                                         |
| 5116.1       | <u>Intradistrict Open Enrollment</u>                               |
| 5116.1       | <u>Intradistrict Open Enrollment</u>                               |
| 5117         | Interdistrict Attendance                                           |
| 5117         | <u>Interdistrict Attendance</u>                                    |
| 5125         | <u>Student Records</u>                                             |

| <b>Cross References</b> | <b>Description</b>                                       |
|-------------------------|----------------------------------------------------------|
| 5125                    | <u>Student Records</u>                                   |
| 5131.2                  | Bullying                                                 |
| 5131.2                  | <u>Bullying</u>                                          |
| 5131.62                 | <u>Tobacco</u>                                           |
| 5131.62                 | Tobacco                                                  |
| 5137                    | <u>Positive School Climate</u>                           |
| 5141.22                 | <u>Infectious Diseases</u>                               |
| 5141.22                 | Infectious Diseases                                      |
| 5141.4                  | <u>Child Abuse Prevention And Reporting</u>              |
| 5141.4                  | Child Abuse Prevention And Reporting                     |
| 5144                    | Discipline                                               |
| 5144                    | <u>Discipline</u>                                        |
| 5144.1                  | Suspension And Expulsion/Due Process                     |
| 5144.1                  | <u>Suspension And Expulsion/Due Process</u>              |
| 5145.3                  | Nondiscrimination/Harassment                             |
| 5145.3                  | Nondiscrimination/Harassment                             |
| 5145.6                  | <u>Parent/Guardian Notifications</u>                     |
| 5145.6-E(1)             | Parent/Guardian Notifications                            |
| 5145.7                  | <u>Sexual Harassment</u>                                 |
| 5145.7                  | Sexual Harassment                                        |
| 5145.71                 | <u>Title IX Sexual Harassment Complaint Procedures</u>   |
| 5145.71-E(1)            | Title IX Sexual Harassment Complaint Procedures          |
| 5145.9                  | Hate-Motivated Behavior                                  |
| 5146                    | <u>Married/Pregnant/Parenting Students</u>               |
| 5148                    | <u>Child Care And Development</u>                        |
| 5148                    | Child Care And Development                               |
| 5148.2                  | <u>Before/After School Programs</u>                      |
| 5148.2                  | Before/After School Programs                             |
| 5148.3                  | <u>Preschool/Early Childhood Education</u>               |
| 5148.3                  | Preschool/Early Childhood Education                      |
| 6142.1                  | <u>Sexual Health And HIV/AIDS Prevention Instruction</u> |
| 6142.1                  | Sexual Health And HIV/AIDS Prevention Instruction        |
| 6142.7                  | <u>Physical Education And Activity</u>                   |
| 6142.7                  | Physical Education And Activity                          |
| 6145                    | <u>Extracurricular And Cocurricular Activities</u>       |
| 6145                    | Extracurricular And Cocurricular Activities              |
| 6145.2                  | Athletic Competition                                     |
| 6145.2                  | <u>Athletic Competition</u>                              |
| 6146.1                  | High School Graduation Requirements                      |
| 6152                    | <u>Class Assignment</u>                                  |

**Cross References**

6159  
6159  
6159.1  
6159.1  
6159.2  
6159.2  
6159.3  
6159.3  
6161.1  
6161.1  
6161.1-E(1)  
6161.11  
6163.1  
6164.2  
6164.4  
6164.4  
6164.5  
6164.5  
6171  
6171  
6173  
6173  
6173-E(1)  
6173-E(2)  
6173.1  
6173.1  
6173.2  
6173.2  
6173.3  
6175  
6175  
6178  
6178  
6178.1  
6178.1  
6178.2  
6200  
6200  
9000  
9011

**Description**

Individualized Education Program  
Individualized Education Program  
Procedural Safeguards And Complaints For Special Education  
Procedural Safeguards And Complaints For Special Education  
Nonpublic, Nonsectarian School And Agency Services For Special Education  
Nonpublic, Nonsectarian School And Agency Services For Special Education  
Appointment Of Surrogate Parent For Special Education Students  
Appointment Of Surrogate Parent For Special Education Students  
Selection And Evaluation Of Instructional Materials  
Selection And Evaluation Of Instructional Materials  
Selection And Evaluation Of Instructional Materials  
Supplementary Instructional Materials  
Library Media Centers  
Guidance/Counseling Services  
Identification And Evaluation Of Individuals For Special Education  
Identification And Evaluation Of Individuals For Special Education  
Student Success Teams  
Student Success Teams  
Title I Programs  
Title I Programs  
Education For Homeless Children  
Education For Homeless Children  
Education For Homeless Children  
Education For Homeless Children  
Education For Foster Youth  
Education For Foster Youth  
Education Of Children Of Military Families  
Education Of Children Of Military Families  
Education For Juvenile Court School Students  
Migrant Education Program  
Migrant Education Program  
Career Technical Education  
Career Technical Education  
Work-Based Learning  
Work-Based Learning  
Regional Occupational Center/Program  
Adult Education  
Adult Education  
Role Of The Board  
Disclosure Of Confidential/Privileged Information

**Cross References**

9012

9124

9200

9321

9321-E(1)

9321-E(2)

9322

**Description**Board Member Electronic CommunicationsAttorneyLimits Of Board Member AuthorityClosed SessionClosed SessionClosed SessionAgenda/Meeting Materials

**Regulation 3512: Equipment**

Status: ADOPTED

Original Adopted Date: 06/01/1998 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

District equipment shall be used primarily for educational purposes and/or to conduct district business. The Superintendent or designee shall ensure that all employees, students, and other users understand the appropriate use of district equipment and that any misuse may be cause for disciplinary action or loss of user privilege.

School-connected organizations may be granted reasonable use of the equipment for district-related matters, if such use does not interfere with the use by students or employees or otherwise disrupt district operations.

The Superintendent or designee shall approve the transfer of any district equipment from one work site to another and the removal of any district equipment for off-site use. When any equipment is taken off site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage. Equipment shall only be used for an approved district-related purpose.

Employees transferred to another work site shall take with them only those personal items that have been purchased with their own funds, unless otherwise authorized by the Superintendent or designee or applicable Board policy or administrative regulation.

The Superintendent or designee shall maintain an inventory of all equipment currently valued in excess of \$500. (Education Code 35168; 5 CCR 3946)

Additionally, the Superintendent or designee shall maintain property records as specified in Administrative Regulation 3440 - Inventories, including updating property records when there is a change in the status of the property.

When equipment is unusable or is no longer needed, it may be sold, donated, or disposed of in accordance with Education Code 17540-17555 or 2 CFR 200.313, as applicable.

**Equipment Acquired with Federal Funds**

The Superintendent or designee shall obtain prior written approval from the California Department of Education (CDE) or other awarding agency before purchasing equipment with federal funds. (2 CFR 200.439)

Additionally, the Superintendent or designee shall obtain prior approval from CDE or other awarding agency before disposing or encumbering equipment purchased with federal funds. (2 CFR 200.313)

Persons involved in the selection, award, or administration of a contract supported by federal funds shall comply with the requirements specified in 2 CFR 200.313 and 200.318, including conflict of interest requirements, act in accordance with Administrative Regulation 3230 - Federal Grant Funds, and comply with Board Bylaw 9270 - Conflict of Interest.

All equipment purchased for federal programs funded through the consolidated application pursuant to Education Code 64000-64001 shall be labeled with the name of the project, identification number, and name of the district. (2 CFR 200.313; 5 CCR 3946)

For any equipment acquired in whole or in part with federal funds, the Superintendent or designee shall develop adequate maintenance procedures to keep the property in good condition. Additionally, the Superintendent or designee shall develop adequate safeguards to prevent loss, damage, or theft of the property and shall investigate any loss, damage, or theft. (2 CFR 200.313)

Equipment purchased for use in a federal program shall be used in that program as long as needed, regardless of whether the program continues to be supported by federal funds. The equipment may be used in other activities currently or previously supported by a federal agency when such use does not interfere with the work on the project or program for which it was originally acquired or when use of the equipment is no longer needed for the original

program. (2 CFR 200.313)

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                                          | Description                                                                                     |
|------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 5 CCR 16023                                    | <u>Class 1 - Permanent records</u>                                                              |
| 5 CCR 3946                                     | <u>Control, safeguards, disposal of equipment purchased with consolidated application funds</u> |
| 5 CCR 4424                                     | <u>Comparability of services</u>                                                                |
| Ed. Code 17540-17542                           | <u>Sale or lease of personal property by one district to another</u>                            |
| Ed. Code 17545-17555                           | <u>Sale of personal property</u>                                                                |
| Ed. Code 17605                                 | <u>Delegation of authority to purchase supplies and equipment</u>                               |
| Ed. Code 35160                                 | <u>Authority of governing boards</u>                                                            |
| Ed. Code 35168                                 | <u>Inventory of equipment</u>                                                                   |
| Ed. Code 64000-64001                           | <u>Consolidated application process</u>                                                         |
| Federal                                        | Description                                                                                     |
| 2 CFR 200.0-200.521                            | <u>Federal uniform grant guidance</u>                                                           |
| 20 USC 6321                                    | <u>Fiscal requirements/comparability of services</u>                                            |
| Management Resources                           | Description                                                                                     |
| California Department of Education Publication | <u>California School Accounting Manual</u>                                                      |
| Website                                        | <u>CSBA District and County Office of Education Legal Services</u>                              |
| Website                                        | <u>California Department of Education</u>                                                       |
| Website                                        | <u>Office of Management and Budget</u>                                                          |
| Cross References                               | Description                                                                                     |
| 0440                                           | <u>District Technology Plan</u>                                                                 |
| 0441                                           | <u>Artificial Intelligence</u>                                                                  |
| 3000                                           | <u>Concepts And Roles</u>                                                                       |
| 3230                                           | <u>Federal Grant Funds</u>                                                                      |
| 3230                                           | <u>Federal Grant Funds</u>                                                                      |
| 3270                                           | <u>Sale And Disposal Of Books, Equipment And Supplies</u>                                       |
| 3270                                           | <u>Sale And Disposal Of Books, Equipment And Supplies</u>                                       |
| 3300                                           | <u>Expenditures And Purchases</u>                                                               |
| 3311                                           | <u>Bids</u>                                                                                     |
| 3311                                           | <u>Bids</u>                                                                                     |
| 3440                                           | <u>Inventories</u>                                                                              |
| 3511                                           | <u>Energy And Water Management</u>                                                              |
| 3511                                           | <u>Energy And Water Management</u>                                                              |
| 3515.4                                         | <u>Recovery For Property Loss Or Damage</u>                                                     |
| 3515.4                                         | <u>Recovery For Property Loss Or Damage</u>                                                     |
| 3530                                           | <u>Risk Management/Insurance</u>                                                                |

| <b>Cross References</b> | <b>Description</b>                              |
|-------------------------|-------------------------------------------------|
| 3530                    | <u>Risk Management/Insurance</u>                |
| 3540                    | <u>Transportation</u>                           |
| 3551                    | <u>Food Service Operations/Cafeteria Fund</u>   |
| 3551                    | <u>Food Service Operations/Cafeteria Fund</u>   |
| 4040                    | <u>Employee Use Of Technology</u>               |
| 4040-E(1)               | <u>Employee Use Of Technology</u>               |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u> |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u> |
| 4119.25                 | <u>Political Activities Of Employees</u>        |
| 4119.25                 | <u>Political Activities Of Employees</u>        |
| 4141.6                  | <u>Concerted Action/Work Stoppage</u>           |
| 4141.6                  | <u>Concerted Action/Work Stoppage</u>           |
| 4156.3                  | <u>Employee Property Reimbursement</u>          |
| 4218                    | <u>Dismissal/Suspension/Disciplinary Action</u> |
| 4218                    | <u>Dismissal/Suspension/Disciplinary Action</u> |
| 4219.25                 | <u>Political Activities Of Employees</u>        |
| 4219.25                 | <u>Political Activities Of Employees</u>        |
| 4241.6                  | <u>Concerted Action/Work Stoppage</u>           |
| 4241.6                  | <u>Concerted Action/Work Stoppage</u>           |
| 4256.3                  | <u>Employee Property Reimbursement</u>          |
| 4319.25                 | <u>Political Activities Of Employees</u>        |
| 4319.25                 | <u>Political Activities Of Employees</u>        |
| 4356.3                  | <u>Employee Property Reimbursement</u>          |
| 5142                    | <u>Safety</u>                                   |
| 5142                    | <u>Safety</u>                                   |
| 5144                    | <u>Discipline</u>                               |
| 5144                    | <u>Discipline</u>                               |
| 6000                    | <u>Concepts And Roles</u>                       |
| 6163.4                  | <u>Student Use Of Technology</u>                |
| 6163.4-E(1)             | <u>Student Use Of Technology</u>                |
| 6171                    | <u>Title I Programs</u>                         |
| 6171                    | <u>Title I Programs</u>                         |
| 6178                    | <u>Career Technical Education</u>               |
| 6178                    | <u>Career Technical Education</u>               |
| 9270                    | <u>Conflict Of Interest</u>                     |
| 9270-E(1)               | <u>Conflict Of Interest</u>                     |

**Exhibit 3512-E(1): Equipment**

Status: **ADOPTED**

Original Adopted Date: 09/01/1998 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

**EQUIPMENT LOAN FORM**

I assume the responsibility for the following district equipment:

Description and condition of equipment:

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Equipment ID Number:

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District-related purpose: (Note: items are not for personal use)

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I will return the above equipment to \_\_\_\_\_ (administrator or designee) no later than \_\_\_\_\_ (date).

In borrowing the items listed above, I assume responsibility for any loss of or damage to the equipment or materials. If any items are damaged or lost, I will pay the cost of repairs or replacement.

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

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| State                | Description                                                                              |
|----------------------|------------------------------------------------------------------------------------------|
| 5 CCR 16023          | Class 1 - Permanent records                                                              |
| 5 CCR 3946           | Control, safeguards, disposal of equipment purchased with consolidated application funds |
| 5 CCR 4424           | Comparability of services                                                                |
| Ed. Code 17540-17542 | Sale or lease of personal property by one district to another                            |
| Ed. Code 17545-17555 | Sale of personal property                                                                |
| Ed. Code 17605       | Delegation of authority to purchase supplies and equipment                               |
| Ed. Code 35160       | Authority of governing boards                                                            |
| Ed. Code 35168       | Inventory of equipment                                                                   |
| Ed. Code 64000-64001 | Consolidated application process                                                         |
| Federal              | Description                                                                              |
| 2 CFR 200.0-200.521  | Federal uniform grant guidance                                                           |
| 20 USC 6321          | Fiscal requirements/comparability of services                                            |



| <b>Management Resources</b>                    | <b>Description</b>                                                 |
|------------------------------------------------|--------------------------------------------------------------------|
| California Department of Education Publication | <u>California School Accounting Manual</u>                         |
| Website                                        | <u>CSBA District and County Office of Education Legal Services</u> |
| Website                                        | <u>California Department of Education</u>                          |
| Website                                        | <u>Office of Management and Budget</u>                             |
| <b>Cross References</b>                        | <b>Description</b>                                                 |
| 0440                                           | <u>District Technology Plan</u>                                    |
| 0441                                           | <u>Artificial Intelligence</u>                                     |
| 3000                                           | <u>Concepts And Roles</u>                                          |
| 3230                                           | <u>Federal Grant Funds</u>                                         |
| 3230                                           | <u>Federal Grant Funds</u>                                         |
| 3270                                           | <u>Sale And Disposal Of Books, Equipment And Supplies</u>          |
| 3270                                           | <u>Sale And Disposal Of Books, Equipment And Supplies</u>          |
| 3300                                           | <u>Expenditures And Purchases</u>                                  |
| 3311                                           | <u>Bids</u>                                                        |
| 3311                                           | <u>Bids</u>                                                        |
| 3440                                           | <u>Inventories</u>                                                 |
| 3511                                           | <u>Energy And Water Management</u>                                 |
| 3511                                           | <u>Energy And Water Management</u>                                 |
| 3515.4                                         | <u>Recovery For Property Loss Or Damage</u>                        |
| 3515.4                                         | <u>Recovery For Property Loss Or Damage</u>                        |
| 3530                                           | <u>Risk Management/Insurance</u>                                   |
| 3530                                           | <u>Risk Management/Insurance</u>                                   |
| 3540                                           | <u>Transportation</u>                                              |
| 3551                                           | <u>Food Service Operations/Cafeteria Fund</u>                      |
| 3551                                           | <u>Food Service Operations/Cafeteria Fund</u>                      |
| 4040                                           | <u>Employee Use Of Technology</u>                                  |
| 4040-E(1)                                      | <u>Employee Use Of Technology</u>                                  |
| 4118                                           | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4118                                           | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4119.25                                        | <u>Political Activities Of Employees</u>                           |
| 4119.25                                        | <u>Political Activities Of Employees</u>                           |
| 4141.6                                         | <u>Concerted Action/Work Stoppage</u>                              |
| 4141.6                                         | <u>Concerted Action/Work Stoppage</u>                              |
| 4156.3                                         | <u>Employee Property Reimbursement</u>                             |
| 4218                                           | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4218                                           | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4219.25                                        | <u>Political Activities Of Employees</u>                           |
| 4219.25                                        | <u>Political Activities Of Employees</u>                           |
| 4241.6                                         | <u>Concerted Action/Work Stoppage</u>                              |

**Cross References**

4241.6

4256.3

4319.25

4319.25

4356.3

5142

5142

5144

5144

6000

6163.4

6163.4-E(1)

6171

6171

6178

6178

9270

9270-E(1)

**Description**Concerted Action/Work Stoppage

Employee Property Reimbursement

Political Activities Of EmployeesPolitical Activities Of Employees

Employee Property Reimbursement

SafetySafety

Discipline

DisciplineConcepts And Roles

Student Use Of Technology

Student Use Of TechnologyTitle I ProgramsTitle I ProgramsCareer Technical Education

Career Technical Education

Conflict Of InterestConflict Of Interest

**Regulation 3542: School Bus Drivers**

Status: ADOPTED

Original Adopted Date: 11/01/1999 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

In order to provide a safe and efficient student transportation service, the district may employ its own school bus or student activity bus drivers or may contract with an agency that provides such transportation service. Such school bus or student activity bus drivers shall be required to comply with Board Policy 3540 - Transportation and other applicable district policies and regulations.

**Qualifications**

All drivers employed to operate a school bus or student activity bus shall: (Education Code 39877, 39878)

1. Hold a valid California driver's license for the appropriate class of vehicle
2. Be at least 18 years of age
3. Pass a criminal background check, including fingerprint clearance consistent with Education Code 45125 for district employees and Education Code 45125.1 for all other compensated drivers
4. Have a satisfactory driving record that does not include any of the following:
  - a. Within three years, has committed any violation that results in a conviction assigned a violation point count of two or more, as defined in Vehicle Code 12810 and 12810.5
  - b. Within three years, has had driving privilege suspended, revoked, or on probation for any reason involving the unsafe operation of a motor vehicle
  - c. Has been determined by the Department of Motor Vehicles (DMV) to be a negligent or incompetent operator
5. Not have demonstrated irrational behavior to the extent that a reasonable and prudent person would have reasonable cause to believe that the driver's ability to perform the duties of a driver may be impaired
6. Not have been convicted of an offense listed in Vehicle Code 13370(a)(1), (a)(5) or (b)
7. Provide the district or the private entity contracting with the district a report showing the driver's current public record as recorded by the DMV and participate in the DMV's pull-notice system
8. Comply with the district's drug and alcohol testing in accordance with Administrative Regulation 4112.42 - Drug and Alcohol Testing for School Bus Drivers, subject to the cannabis discrimination limitations specified in Government Code 12954
9. Complete a medical examination not more than two years prior to the driver performing student transportation by a qualified health professional
  - a. The driver shall provide a copy of the medical certificate to the district or the private entity contracting with the district
  - b. The driver shall complete a medical examination pursuant to this paragraph every two years after the initial examination and provide a copy of the medical examiner's certificate of clearance to the district or the private entity contracting with the district
  - c. Within the same month of reaching age 65 years, and annually thereafter, the driver shall undergo a medical examination and provide a copy of the medical examiner's certificate of clearance to the district or the private entity contracting with the district
10. Submit and clear a tuberculosis risk assessment pursuant to Education Code 49406

Additionally, all drivers employed to operate school buses or student activity buses shall possess, and retain in their immediate possession while operating the bus, a certificate issued by the California Highway Patrol (CHP) which permits the operation of school buses or student activity buses, as applicable. (Vehicle Code 12517, 12517.4)

The Superintendent or designee may use an electronic fingerprinting system, managed by the California Department of Justice, to fingerprint an applicant for an initial certificate to drive a school bus or student activity bus. (Vehicle Code 12517.3)

When initially applying for or renewing a license or certificate to drive a school bus or student activity bus, and annually upon reaching age 65 years, the driver shall submit to the DMV and to the Superintendent or designee a report of a medical examination conducted in accordance with the timelines and procedures specified in Vehicle Code 12517.2. (13 CCR 1234)

The Superintendent or designee shall notify each driver of the expiration date of the individual's driver's license, certificate, and medical certificate, and shall ensure each document is renewed prior to expiration. (13 CCR 1234)

The Superintendent or designee shall notify the DMV within five days whenever any driver refuses, fails to comply, or receives a positive test result on a drug or alcohol test; is dismissed for a cause related to student transportation safety; or is reinstated after being dismissed for a cause related to student transportation safety. (Vehicle Code 1808.8, 13376)

### Training

In addition to any other training required to obtain or renew the certificate authorizing operation of a school bus or student activity bus, drivers shall receive training which includes, but is not limited to:

1. The proper installation of mobile seating devices in the bus securement systems (Education Code 56195.8)
2. The proper actions to be taken in the event that a school bus is hijacked (Education Code 39831)
3. The district's Transportation Safety Plan

All drivers employed to operate school buses or student activity buses shall complete training at least equivalent to the American Red Cross first aid training program, or hold a valid and current first aid certificate issued by the American Red Cross or equivalent. Additionally, all drivers shall complete training sufficient to gain proficiency in all of the following: (Education Code 39877, 39878)

- a. Pretrip vehicle inspections
- b. Safe loading and unloading of passengers
- c. Proper use of seatbelts and child safety restraints
- d. Handling accidents, incidents, and emergency situations
- e. Providing proper accommodations for students with disabilities
- f. Defensive driving
- g. Operations in inclement weather
- h. Operations at night or under impaired visibility conditions

To determine any other needs for professional development, the Superintendent or designee shall periodically review accident reports involving district drivers and may seek input from drivers, district and school administrators,

students, and/or other stakeholders on desired topics for professional development.

### **Authority**

Students transported in a school bus or student activity bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway, or road. (5 CCR 14103)

The driver shall have the authority to discontinue the operation of a school bus or student activity bus whenever the driver determines that it is unsafe to continue.

This regulation and Administrative Regulation 5131.1 - Bus Conduct shall be made available to parents/guardians, students, teachers, and other interested parties. (5 CCR 14103)

### **Responsibilities**

The driver's primary responsibility is to safely transport students to and from school and school activities. The driver shall follow procedures contained in district plans and regulations pertaining to transportation safety.

The driver shall stop to load or unload students only at school bus stops designated by the Superintendent or designee, or authorized by the Superintendent or designee for school activity trips. (Vehicle Code 22112)

The driver shall activate the amber warning light system, flashing red signal lights, and stop arm signal and shall escort students in accordance with Vehicle Code 22112.

The driver shall not require any student to leave the bus en route between home and school or other destinations. (5 CCR 14103)

The driver shall not drive a school bus or student activity bus while using a wireless telephone or using a wireless communications device for text-based communication, except when otherwise authorized by law and Administrative Regulation 3543 - Transportation Safety and Emergencies.

All drivers employed to operate school buses or student activity buses shall not drive for more than 10 hours within a work period, or after the end of the 16th hour after coming on duty following eight consecutive hours off duty. Additionally, drivers shall maintain a daily log sheet and complete the daily pretrip inspection of the vehicle before the vehicle is driven. The pretrip inspection shall include a check of the vehicle for fluid leaks and the operability of all lights and the brakes, each of which shall be initialed by the driver. (Education Code 39877, 39878)

The driver shall report at the completion of each day's work on each vehicle operated by the driver, all of the following to the Superintendent or designee:

1. The condition of the driver's bus at the completion of each work day (13 CCR 1215; 49 CFR 396.11, 396.13)
2. The driver's duty status for each 24-hour period, including, but not limited to, the number of hours on and off duty (13 CCR 1213)
3. Any traffic accident involving the driver's bus (13 CCR 1219)

In addition to notifying the Superintendent or designee, the driver shall immediately notify the CHP of any traffic accident and, if the bus is operated under contract, the driver's employer. (13 CCR 1219)

4. Traffic violations by the driver
5. Consistently late school dismissals which cause transportation delays for the driver's bus
6. Overload runs by the driver
7. Recurring and serious student misbehavior on the driver's bus

8. Parent/guardian and student complaints regarding the driver or related to the driver's bus

### Vehicle Idling

The driver of a school bus or student activity bus shall do both of the following: (13 CCR 2480)

1. Turn off the bus engine upon stopping at a school or within 100 feet of a school and not restart the engine more than 30 seconds before beginning to depart
2. Not cause or allow the bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or for an aggregated period of more than five minutes in any one hour

However, vehicle idling may be allowed under limited conditions, including, but not limited to, all of the following occasions when idling is necessary to: (13 CCR 2480)

1. Stop for an official traffic control signal or device, for traffic conditions under which the driver has no control, or at the direction of law enforcement
2. Ascertain that the bus is in safe operating condition and properly equipped
3. Operate equipment designed to safely load, unload, or transport students with disabilities
4. Operate a heater, air conditioner, defroster, or other equipment as necessary to ensure the safety or health of passengers
5. Cool down a turbo-charged diesel engine before turning off the engine
6. Recharge a battery or other energy storage unit of a hybrid electric bus or vehicle

The Superintendent or designee shall notify all drivers, upon employment and at least once per year thereafter, of the requirements specified above and the potential legal and employment consequences of failure to comply. All complaints of noncompliance shall be reviewed and remedial action taken as necessary. The Superintendent or designee shall retain records of the training and of any complaints and enforcement actions for at least three years. (13 CCR 2480)

### Reports

The Superintendent or designee shall retain records of all of the following: (13 CCR 1234)

1. Each driver's duty status and supporting documents provided pursuant to 13 CCR 1201 and 1213  
Such records shall be retained for six months and made available to the CHP upon request.
2. The different types of vehicles and vehicle combinations each driver has demonstrated capability to operate
3. Records of each driver's license, certificate, medical certificate, first aid certificate, and training as specified in 13 CCR 1234
4. Daily vehicle inspection reports prepared by drivers pursuant to 13 CCR 1215
5. School bus accident reports

A report of each accident that occurred on public or private property involving a school bus with students aboard, including pertinent details of the accident, shall be retained for 12 months from the date of the accident. If the accident was not investigated by CHP, the Superintendent or designee shall forward a copy of the report to the local CHP within five business days of the date of the accident.

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| <b>State</b>            | <b>Description</b>                                                                                              |
|-------------------------|-----------------------------------------------------------------------------------------------------------------|
| 13 CCR 1200-1294        | Motor carrier safety                                                                                            |
| 13 CCR 1212-1228        | School bus driver requirements                                                                                  |
| 13 CCR 1234             | <u>Reports regarding school buses and bus drivers</u>                                                           |
| 13 CCR 2480             | Vehicle idling; limitations                                                                                     |
| 5 CCR 14103             | <u>Authority of the driver</u>                                                                                  |
| 5 CCR 14104             | <u>School bus driver instructor</u>                                                                             |
| Ed. Code 39800.5        | <u>Qualifications of driver of 15-passenger van</u>                                                             |
| Ed. Code 39830-39843    | School buses                                                                                                    |
| Ed. Code 39875-39882    | Compensated driver requirements                                                                                 |
| Ed. Code 40080-40090.5  | <u>Training required to obtain or renew bus driver certificate</u>                                              |
| Ed. Code 45125          | <u>Use of personal identification cards to ascertain conviction of crime</u>                                    |
| Ed. Code 45125.1        | <u>Criminal records summary; employees of contracting entity</u>                                                |
| Ed. Code 49406          | <u>TB risk assessment</u>                                                                                       |
| Ed. Code 56195.8        | Adoption of policies                                                                                            |
| Gov. Code 12954         | <u>Employment discrimination; cannabis use</u>                                                                  |
| H&S Code 39640-39642    | <u>Vehicle idling; penalties</u>                                                                                |
| Pen. Code 241.3         | Assault against school bus drivers                                                                              |
| Pen. Code 243.3         | <u>Battery against school bus drivers</u>                                                                       |
| Veh. Code 12516-12517.4 | <u>Certification requirements</u>                                                                               |
| Veh. Code 12522         | First aid training for school bus drivers                                                                       |
| Veh. Code 12810         | Traffic violation point counts; allocation of points                                                            |
| Veh. Code 12810.5       | Traffic violation point count; number for presumption of negligent operation; proof of financial responsibility |
| Veh. Code 13370-13371   | <u>Suspension or revocation of bus driver certificate</u>                                                       |
| Veh. Code 13376         | <u>Driver certificates; revocation or suspension</u>                                                            |
| Veh. Code 1808.8        | School bus drivers; dismissal for safety-related cause                                                          |
| Veh. Code 22112         | School bus signals; roadway crossings                                                                           |
| Veh. Code 23123-23126   | <u>Prohibitions against use of wireless telephone and text communications while driving; exceptions</u>         |
| Veh. Code 25257-25257.7 | School bus equipment                                                                                            |
| Veh. Code 2570-2574     | <u>Contracts with private school bus contractors</u>                                                            |
| Veh. Code 34500-34520.5 | <u>Safety regulations</u>                                                                                       |
| Veh. Code 415           | Definition of motor vehicle                                                                                     |
| Veh. Code 545           | <u>School bus; definition</u>                                                                                   |
| Veh. Code 546           | <u>Definition of student activity bus</u>                                                                       |
| <b>Federal</b>          | <b>Description</b>                                                                                              |
| 49 CFR 382.101-382.727  | <u>Controlled substance and alcohol use and testing</u>                                                         |
| 49 CFR 396.1-396.25     | Inspection, repair, and maintenance                                                                             |
| 49 CFR 40.1-40.413      | <u>Procedures for transportation workplace drug and alcohol testing programs</u>                                |
| 49 CFR 571.222          | <u>Federal motor vehicle safety standard #222</u>                                                               |

**Management Resources**

Dept. of Motor Vehicles Publication  
 Nat'l Highway Traffic Safety Admin. Pub.  
 Website  
 Website  
 Website  
 Website  
 Website  
 Website  
 Website  
 Website  
 Website

**Description**

California Commercial Driver Handbook  
School Bus Driver In-Service Safety Series, October 2011  
CSBA District and County Office of Education Legal Services  
California Department of Motor Vehicles  
National Transportation Safety Board  
U.S. Department of Transportation, National Highway Traffic Safety Administration  
California Air Resources Board, Zero Emission School Bus and Infrastructure Program  
California Department of Education, Office of School Transportation  
California Attorney General's Office  
California Highway Patrol

**Cross References**

0430  
 0430  
 3513.1  
 3514  
 3514  
 3516.5  
 3540  
 3541  
 3541.1  
 3541.1-E(1)  
 3541.1-E(2)  
 3541.2  
 3543  
 3580  
 3580  
 4111  
 4112.4  
 4112.42  
 4112.42  
 4112.5  
 4112.5-E(1)  
 4112.9  
 4112.9-E(1)  
 4131  
 4200  
 4200  
 4211

**Description**

Comprehensive Local Plan For Special Education  
Comprehensive Local Plan For Special Education  
Cellular Phone Reimbursement  
Environmental Safety  
Environmental Safety  
Emergency Schedules  
Transportation  
Transportation Routes And Services  
Transportation For School-Related Trips  
Transportation For School-Related Trips  
Transportation For School-Related Trips  
Transportation For Students With Disabilities  
Transportation Safety And Emergencies  
District Records  
District Records  
Recruitment And Selection  
Health Examinations  
Drug And Alcohol Testing For School Bus Drivers  
Drug And Alcohol Testing For School Bus Drivers  
Criminal Record Check  
Criminal Record Check  
Employee Notifications  
Employee Notifications  
Staff Development  
Classified Personnel  
Classified Personnel  
Recruitment And Selection



**Cross References**

4212.4

4212.42

4212.42

4212.5

4212.5-E(1)

4212.9

4212.9-E(1)

4218

4218

4231

4311

4312.4

4312.42

4312.42

4312.5

4312.5-E(1)

4312.9

4312.9-E(1)

4331

5131.1

5131.1

**Description**Health ExaminationsDrug And Alcohol Testing For School Bus DriversDrug And Alcohol Testing For School Bus DriversCriminal Record CheckCriminal Record CheckEmployee NotificationsEmployee NotificationsDismissal/Suspension/Disciplinary ActionDismissal/Suspension/Disciplinary ActionStaff DevelopmentRecruitment And SelectionHealth ExaminationsDrug And Alcohol Testing For School Bus DriversDrug And Alcohol Testing For School Bus DriversCriminal Record CheckCriminal Record CheckEmployee NotificationsEmployee NotificationsStaff DevelopmentBus ConductBus Conduct

**Policy 4030: Nondiscrimination in Employment**

Status: ADOPTED

Original Adopted Date: 05/01/2016 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy and accompanying administrative regulation, employees include interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of one, or a combination of two or more, protected characteristics which include, but may not be limited to, the employee's actual or perceived race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; religious creed; age; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; and parental, marital, and family status; or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 230, 260; Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688, 29 USC 621, 42 USC 2000d-2000d-7, 2000e-2)

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that such inquiry is necessary to comply with federal immigration law. (2 CCR 11028)

In addition, unless otherwise provided for in law, the district may not discriminate against an employee in any term or condition of employment, or otherwise penalize a person, including termination, based on the person's use of cannabis off the job and away from the workplace, or on a drug screening which finds that the person has nonpsychoactive cannabis metabolites in the person's hair, blood, urine, or other bodily fluid. However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Hiring, compensation, terms, conditions, and other privileges of employment
2. Taking adverse employment actions such as termination or denial of employment, promotion, job assignment, or training
3. Unwelcome conduct, whether verbal, physical, or visual, that is offensive and so severe or pervasive as to adversely affect an employee's employment opportunities or that has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
  - a. Sex discrimination based on one, or a combination of two or more protected characteristics, which include, but may not be limited to, an employee's pregnancy, childbirth, breastfeeding, or any related medical condition, or on an employee's gender, gender expression, gender identity, or sexual orientation
  - b. Religious creed discrimination based on an employee's religious belief, observance, and practice, including religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement

- c. Requiring medical or psychological examination of a job applicant or making an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity
- d. Failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee
- e. Requiring an employee to disclose information relating to the employee's reproductive health decision-making
- f. Including a statement in a job advertisement, posting, application, or other material that an applicant is required to have a driver's license, unless the district reasonably expects driving to be one of the job functions for the position and reasonably believes that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the district

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, reports an incident, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign a release of the employee's claim or right to file a claim against the district or a nondisparagement agreement or other document that has the purpose or effect of preventing the employee from disclosing information about harassment, discrimination, or other unlawful acts in the workplace, including any conduct that the employee has reasonable cause to believe is unlawful. (Government Code 12964.5)

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator within one workday. All other employees shall report such incidents to their supervisor or designated district coordinator within one workday.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other prohibited conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation. However, complaints alleging sexual harassment under Title IX shall be investigated and resolved in accordance with the procedures specified in Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures.

The district shall maintain and preserve all applications, personnel, membership, or employment referral records and files for at least four years after the records are initially created or received or, for an applicant or a terminated employee, for four years after the date the employment action was taken. However, when the district is notified that a complaint has been filed with the California Civil Rights Department, records related to the employee involved shall be maintained and preserved until the later of the first date after the time for filing a civil action has expired or the first date after the complaint has been fully and finally disposed of and all administrative proceedings, civil actions,

appeals, or related proceedings have been terminated. (Government Code 12946)

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| <b>State</b>                         | <b>Description</b>                                                                                                        |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 2 CCR 11006-11086                    | Discrimination in employment                                                                                              |
| 2 CCR 11023                          | <u>Harassment and discrimination prevention and correction</u>                                                            |
| 2 CCR 11024                          | <u>Required training and education on harassment based on sex, gender identity and expression, and sexual orientation</u> |
| 2 CCR 11027-11028                    | <u>National origin and ancestry discrimination</u>                                                                        |
| 5 CCR 4900-4965                      | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance        |
| CA Constitution Article 1, Section 1 | Inalienable rights                                                                                                        |
| Civ. Code 51.7                       | <u>Freedom from violence or intimidation</u>                                                                              |
| Ed. Code 200-262.4                   | <u>Prohibition of discrimination</u>                                                                                      |
| Gov. Code 11135                      | Prohibition of discrimination                                                                                             |
| Gov. Code 12900-12996                | <u>Fair Employment and Housing Act</u>                                                                                    |
| Gov. Code 12940-12954                | <u>Unlawful employment practices</u>                                                                                      |
| Gov. Code 12960-12976                | <u>Unlawful employment practices: complaints</u>                                                                          |
| Lab. Code 1030-1034                  | <u>Lactation Accommodation</u>                                                                                            |
| Lab. Code 1197.5                     | Wages, hours, and working conditions                                                                                      |
| Lab. Code 79-107                     | <u>Division of Labor Standards Enforcement</u>                                                                            |
| Pen. Code 422.56                     | Definitions; hate crimes                                                                                                  |
| <b>Federal</b>                       | <b>Description</b>                                                                                                        |
| 20 USC 1681-1688                     | Title IX of the Education Amendments of 1972; discrimination based on sex                                                 |
| 28 CFR 35.101-35.190                 | Americans with Disabilities Act                                                                                           |
| 29 CFR 1636                          | <u>Implementation of the Pregnant Workers Fairness Act</u>                                                                |
| 29 USC 218d                          | <u>Fair Labor Standards Act: Providing Urgent Maternal Protections for Nursing Mothers (PUMP) Act</u>                     |
| 29 USC 621-634                       | <u>Age Discrimination in Employment Act</u>                                                                               |
| 29 USC 794                           | <u>Rehabilitation Act of 1973; Section 504</u>                                                                            |
| 34 CFR 100.6                         | Title VI; Compliance information                                                                                          |
| 34 CFR 104.7                         | <u>Section 504: Designation of responsible employee and adoption of grievances procedures</u>                             |
| 34 CFR 104.8                         | <u>Notice of Nondiscrimination on the Basis of Handicap</u>                                                               |
| 34 CFR 106.1-106.82                  | <u>Discrimination on the basis of sex; effectuating Title IX</u>                                                          |
| 34 CFR 110.1-110.39                  | <u>Nondiscrimination on the basis of age</u>                                                                              |
| 42 USC 12101-12213                   | Americans with Disabilities Act                                                                                           |
| 42 USC 2000d-2000d-7                 | Title VI, Civil Rights Act of 1964                                                                                        |
| 42 USC 2000e-2000e-17                | Title VII, Civil Rights Act of 1964, as amended                                                                           |
| 42 USC 2000ff-2000ff-11              | <u>Genetic Information Nondiscrimination Act of 2008</u>                                                                  |
| 42 USC 2000gg-2000gg-6               | <u>Pregnant Workers Fairness Act</u>                                                                                      |
| 42 USC 2000h-2-2000h-6               | Title IX of the Civil Rights Act of 1964                                                                                  |

|                                                    |                                                                                                                                                                                    |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Federal</b>                                     | <b>Description</b>                                                                                                                                                                 |
| 42 USC 6101-6107                                   | <a href="#">Age discrimination in federally assisted programs</a>                                                                                                                  |
| U.S. Constitution, First Amendment                 | <a href="#">Free exercise, free speech, and establishment clauses</a>                                                                                                              |
| <b>Management Resources</b>                        | <b>Description</b>                                                                                                                                                                 |
| CA Civil Rights Department Publication             | <a href="#">Sexual Harassment, January 2023</a>                                                                                                                                    |
| CA Civil Rights Department Publication             | <a href="#">Family Care and Medical Leave and Pregnancy Disability Leave, January 2023</a>                                                                                         |
| CA Civil Rights Department Publication             | <a href="#">California Law Prohibits Workplace Discrimination and Harassment, January 2024</a>                                                                                     |
| CA Civil Rights Department Publication             | <a href="#">The Rights of Employees Who Are Transgender or Gender Nonconforming: Fact Sheet, November 2022</a>                                                                     |
| CA Civil Rights Department Publication             | <a href="#">Harassment Prevention Guide for California Employers, 2017</a>                                                                                                         |
| CA Civil Rights Department Publication             | <a href="#">Your Rights and Obligations as a Pregnant Employee, January 2023</a>                                                                                                   |
| Court Decision                                     | <a href="#">Burlington Northern and Santa Fe Ry. Co. v. White (2006) 548 U.S. 53</a>                                                                                               |
| Court Decision                                     | <a href="#">Tennessee v. Cardona (2024) 737 F.Supp.3d 510</a>                                                                                                                      |
| Court Decision                                     | <a href="#">Olmstead v. L.C. ex rel. Zimring (1999) 527 U.S. 581</a>                                                                                                               |
| Court Decision                                     | <a href="#">McDonnell Douglas Corp v. Green (1973) 411 U.S. 792</a>                                                                                                                |
| Court Decision                                     | <a href="#">John T. D. v. River Delta Joint Unified School District (2021) WL 5176356</a>                                                                                          |
| Court Decision                                     | <a href="#">Burlington Industries, Inc v. Ellerth (1998) 524 U.S. 742</a>                                                                                                          |
| Court Decision                                     | <a href="#">Faragher-Ellerth v. City of Boca Raton (1998) 524 U.S. 775</a>                                                                                                         |
| Court Decision                                     | <a href="#">Groff v. DeJoy (2023) 600 U.S. 447</a>                                                                                                                                 |
| Court Decision                                     | <a href="#">Kennedy v. Bremerton (2022) 142 S.Ct. 2407</a>                                                                                                                         |
| Court Decision                                     | <a href="#">Shepherd v. Loyola Marymount (2002) 102 Cal.App. 4th 837</a>                                                                                                           |
| Court Decision                                     | <a href="#">Thomson v. North American Stainless LP (2011) 62 U.S. 170</a>                                                                                                          |
| Federal Register                                   | <a href="#">Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579</a> |
| U.S. Department of Education Publication           | <a href="#">Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools, May 2023</a>                                        |
| U.S. DOE, Office for Civil Rights Publication      | <a href="#">Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</a>                                                    |
| U.S. Equal Employment Opportunity Comm Publication | <a href="#">EEOC Compliance Manual</a>                                                                                                                                             |
| Website                                            | <a href="#">U.S. Department of Labor, Office of Federal Contract Compliance Program</a>                                                                                            |
| Website                                            | <a href="#">CSBA District and County Office of Education Legal Services</a>                                                                                                        |
| Website                                            | <a href="#">California Department of Industrial Relations</a>                                                                                                                      |
| Website                                            | <a href="#">California Civil Rights Department</a>                                                                                                                                 |
| Website                                            | <a href="#">U.S. Department of Education, Office for Civil Rights</a>                                                                                                              |
| Website                                            | <a href="#">U.S. Equal Employment Opportunity Commission</a>                                                                                                                       |
| <b>Cross References</b>                            | <b>Description</b>                                                                                                                                                                 |
| 0410                                               | <a href="#">Nondiscrimination in District Programs And Activities</a>                                                                                                              |
| 1113                                               | <a href="#">District And School Websites</a>                                                                                                                                       |
| 1113                                               | <a href="#">District And School Websites</a>                                                                                                                                       |

| <b>Cross References</b> | <b>Description</b>                              |
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| 1113-E(1)               | <u>District And School Websites</u>             |
| 1114                    | <u>District-Sponsored Social Media</u>          |
| 1114                    | District-Sponsored Social Media                 |
| 1240                    | <u>Volunteer Assistance</u>                     |
| 1240                    | <u>Volunteer Assistance</u>                     |
| 1312.1                  | Complaints Concerning District Employees        |
| 1312.1                  | <u>Complaints Concerning District Employees</u> |
| 1312.3                  | <u>Uniform Complaint Procedures</u>             |
| 1312.3                  | Uniform Complaint Procedures                    |
| 1312.3-E(1)             | <u>Uniform Complaint Procedures</u>             |
| 1312.3-E(2)             | <u>Uniform Complaint Procedures</u>             |
| 1313                    | <u>Civility</u>                                 |
| 3312                    | <u>Contracts</u>                                |
| 3530                    | Risk Management/Insurance                       |
| 3530                    | <u>Risk Management/Insurance</u>                |
| 3580                    | District Records                                |
| 3580                    | <u>District Records</u>                         |
| 3600                    | <u>Consultants</u>                              |
| 4000                    | Concepts And Roles                              |
| 4032                    | <u>Reasonable Accommodation</u>                 |
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| 4111                    | <u>Recruitment And Selection</u>                |
| 4111.2                  | <u>Legal Status Requirement</u>                 |
| 4111.2                  | Legal Status Requirement                        |
| 4112.4                  | <u>Health Examinations</u>                      |
| 4112.41                 | <u>Employee Drug Testing</u>                    |
| 4112.41                 | Employee Drug Testing                           |
| 4112.5                  | <u>Criminal Record Check</u>                    |
| 4112.5-E(1)             | Criminal Record Check                           |
| 4112.6                  | <u>Personnel Files</u>                          |
| 4112.8                  | <u>Employment Of Relatives</u>                  |
| 4112.9                  | Employee Notifications                          |
| 4112.9-E(1)             | <u>Employee Notifications</u>                   |
| 4113.5                  | <u>Working Remotely</u>                         |
| 4114                    | Transfers                                       |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u> |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u> |
| 4119.1                  | Civil And Legal Rights                          |
| 4119.11                 | <u>Sexual Harassment</u>                        |
| 4119.11                 | Sexual Harassment                               |

**Cross References**

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**Description**Title IX Sexual Harassment Complaint ProceduresTitle IX Sexual Harassment Complaint ProceduresDress And GroomingUnauthorized Release Of Confidential/Privileged InformationEmployees With Infectious DiseaseStaff DevelopmentComplaintsComplaintsEmployee CompensationHealth And Welfare BenefitsHealth And Welfare BenefitsMilitary LeaveFamily Care And Medical LeaveRecruitment And SelectionLegal Status RequirementLegal Status RequirementHealth ExaminationsEmployee Drug TestingEmployee Drug TestingPersonnel FilesEmployment Of RelativesEmployee NotificationsEmployee NotificationsWorking RemotelyDismissal/Suspension/Disciplinary ActionDismissal/Suspension/Disciplinary ActionDismissal/Suspension/Disciplinary Action (Merit System)Civil And Legal RightsSexual HarassmentSexual HarassmentTitle IX Sexual Harassment Complaint ProceduresTitle IX Sexual Harassment Complaint ProceduresDress And GroomingUnauthorized Release Of Confidential/Privileged InformationEmployees With Infectious DiseaseStaff DevelopmentComplaintsComplaintsEmployee CompensationHealth And Welfare Benefits

| <b>Cross References</b> | <b>Description</b>                                                 |
|-------------------------|--------------------------------------------------------------------|
| 4254                    | Health And Welfare Benefits                                        |
| 4261.5                  | <u>Military Leave</u>                                              |
| 4261.8                  | Family Care And Medical Leave                                      |
| 4311                    | <u>Recruitment And Selection</u>                                   |
| 4311.2                  | <u>Legal Status Requirement</u>                                    |
| 4311.2                  | Legal Status Requirement                                           |
| 4312.4                  | Health Examinations                                                |
| 4312.41                 | <u>Employee Drug Testing</u>                                       |
| 4312.41                 | Employee Drug Testing                                              |
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| 4313.5                  | Working Remotely                                                   |
| 4319.1                  | <u>Civil And Legal Rights</u>                                      |
| 4319.11                 | <u>Sexual Harassment</u>                                           |
| 4319.11                 | Sexual Harassment                                                  |
| 4319.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4319.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4319.22                 | <u>Dress And Grooming</u>                                          |
| 4319.23                 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4319.41                 | Employees With Infectious Disease                                  |
| 4331                    | <u>Staff Development</u>                                           |
| 4344                    | Complaints                                                         |
| 4344                    | <u>Complaints</u>                                                  |
| 4351                    | <u>Employee Compensation</u>                                       |
| 4354                    | Health And Welfare Benefits                                        |
| 4354                    | <u>Health And Welfare Benefits</u>                                 |
| 4361.5                  | <u>Military Leave</u>                                              |
| 4361.8                  | Family Care And Medical Leave                                      |
| 5145.71                 | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 5145.71-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 9000                    | <u>Role Of The Board</u>                                           |
| 9321                    | <u>Closed Session</u>                                              |
| 9321-E(1)               | Closed Session                                                     |
| 9321-E(2)               | <u>Closed Session</u>                                              |



**Regulation 4030: Nondiscrimination in Employment**

Status: ADOPTED

Original Adopted Date: 12/01/2015 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

All complaints alleging discrimination in employment, as defined in the accompanying Board policy, shall be investigated and resolved in accordance with procedures specified in this administrative regulation. However, complaints alleging sexual harassment under Title IX shall be investigated and resolved in accordance with the procedures specified in Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures.

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to organize and manage the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

(position title)  
(address)  
(telephone number)  
(email)

**Measures to Prevent Discrimination**

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

1. Display in a prominent and accessible location at every work site where the district has employees, and post electronically in a conspicuous location on computers for employee use, up-to-date California Civil Rights Department (CRD) posters on the prohibition of workplace discrimination and harassment, the rights of transgender employees, and the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth. (Government Code 12950; 2 CCR 11013, 11023, 11049)
2. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by:
  - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
  - b. Posting them in all district schools and offices, including staff lounges and other prominent locations
  - c. Posting them on the district's website and providing easy access to them through district-supported social media, when available
3. Disseminate the district's nondiscrimination policy and administrative regulation to all employees by one or more of the following methods: (2 CCR 11023)
  - a. Printing and providing a copy to all employees, with an acknowledgment form for each employee to sign and return
  - b. Sending a copy via email with an acknowledgment return form
  - c. Posting a copy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
  - d. Discussing the policy and regulation with employees upon hire and/or during a new hire orientation session

- e. Any other way that ensures employees receive and understand the policy
4. Provide to employees a handbook which contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to employees who believe they have been the victim of any discriminatory or harassing behavior
5. Provide training regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

The district may also provide bystander intervention training to employees that includes information and practical guidance on how to recognize potentially problematic behaviors and which may motivate them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)

6. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law and Board Policy 4111 - Recruitment and Selection
7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce (2 CCR 11023)

#### **Complaint Procedure**

Any complaint alleging unlawful discrimination or harassment covered by this administrative regulation and accompanying Board policy shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: A complainant may inform a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman

The complainant's direct supervisor may be bypassed in filing a complaint when the supervisor is the subject of the complaint.

The complainant may first attempt to resolve the situation informally with the complainant's supervisor before filing a complaint.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a complaint.

The complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, any available evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. Investigation Process: The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a complaint has been filed or whether the complaint is complete

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be disclosed as necessary to conduct an effective investigation.

If the coordinator determines that a detailed fact-finding investigation is necessary, the investigation shall begin immediately. As part of this investigation, the coordinator should interview the complainant, the person(s) accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out the investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator shall also determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed in order to prevent further incidents. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. **Written Report on Findings and Remedial/Corrective Action:** No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of the findings

This timeline may be extended by the coordinator for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the Superintendent or designee.

A summary of the findings shall be presented to the complainant and the person accused.

4. **Appeal to the Governing Board:** The complainant or any of the person(s) accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings

The Superintendent or designee shall provide the Board with all information presented during the investigation and the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

## **Other Remedies**

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either CRD or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. For filing a complaint with CRD alleging a violation of Government Code 12940-12952, within three years of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960 (Government Code 12960)
2. For filing a complaint with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. For filing a complaint with EEOC after first filing a complaint with CRD, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by CRD, whichever is earlier (42 USC 2000e-5)

An employee may also file a complaint with the Wage and Hour Division of the U.S. Department of Labor for an alleged violation of the PUMP Act and/or EEOC for failure to provide reasonable accommodations pursuant to the Pregnant Workers Fairness Act. (29 USC 218c, 218d, 42 USC 2000gg-2)

Additionally, an employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter

of the policy.

#### State

2 CCR 11006-11086

2 CCR 11023

2 CCR 11024

2 CCR 11027-11028

5 CCR 4900-4965

CA Constitution Article 1, Section 1

Civ. Code 51.7

Ed. Code 200-262.4

Gov. Code 11135

Gov. Code 12900-12996

Gov. Code 12940-12954

Gov. Code 12960-12976

Lab. Code 1030-1034

Lab. Code 1197.5

Lab. Code 79-107

Pen. Code 422.56

#### Description

Discrimination in employment

Harassment and discrimination prevention and correction

Required training and education on harassment based on sex, gender identity and expression, and sexual orientation

National origin and ancestry discrimination

Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance

Inalienable rights

Freedom from violence or intimidation

Prohibition of discrimination

Prohibition of discrimination

Fair Employment and Housing Act

Unlawful employment practices

Unlawful employment practices; complaints

Lactation Accommodation

Wages, hours, and working conditions

Division of Labor Standards Enforcement

Definitions: hate crimes

#### Federal

20 USC 1681-1688

28 CFR 35.101-35.190

29 CFR 1636

29 USC 218d

29 USC 621-634

29 USC 794

34 CFR 100.6

34 CFR 104.7

34 CFR 104.8

34 CFR 106.1-106.82

34 CFR 110.1-110.39

42 USC 12101-12213

42 USC 2000d-2000d-7

42 USC 2000e-2000e-17

42 USC 2000ff-2000ff-11

42 USC 2000gg-2000gg-6

42 USC 2000h-2-2000h-6

42 USC 6101-6107

U.S. Constitution, First Amendment

#### Description

Title IX of the Education Amendments of 1972; discrimination based on sex

Americans with Disabilities Act

Implementation of the Pregnant Workers Fairness Act

Fair Labor Standards Act; Providing Urgent Maternal Protections for Nursing Mothers (PUMP) Act

Age Discrimination in Employment Act

Rehabilitation Act of 1973; Section 504

Title VI; Compliance information

Section 504; Designation of responsible employee and adoption of grievance procedures

Notice of Nondiscrimination on the Basis of Handicap

Discrimination on the basis of sex; effectuating Title IX

Nondiscrimination on the basis of age

Americans with Disabilities Act

Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended

Genetic Information Nondiscrimination Act of 2008

Pregnant Workers Fairness Act

Title IX of the Civil Rights Act of 1964

Age discrimination in federally assisted programs

Free exercise, free speech, and establishment clauses

**Management Resources**

CA Civil Rights Department Publication

CA Civil Rights Department Publication

CA Civil Rights Department Publication

CA Civil Rights Department Publication

CA Civil Rights Department Publication

CA Civil Rights Department Publication

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Federal Register

U.S. Department of Education Publication

U.S. DOE, Office for Civil Rights Publication

U.S. Equal Employment Opportunity Comm  
Publication

Website

Website

Website

Website

Website

Website

**Cross References**

0410

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1113-E(1)

1114

1114

**Description**

Sexual Harassment, January 2023

Family Care and Medical Leave and Pregnancy Disability Leave, January 2023

California Law Prohibits Workplace Discrimination and Harassment, January 2024

The Rights of Employees Who Are Transgender or Gender Nonconforming: Fact Sheet, November 2022

Harassment Prevention Guide for California Employers, 2017

Your Rights and Obligations as a Pregnant Employee, January 2023

Burlington Northern and Santa Fe Ry. Co. v. White (2006) 548 U.S. 53

Tennessee v. Cardona (2024) 737 F.Supp.3d 510

Olmstead v. L.C. ex rel. Zimring (1999) 527 U.S. 581

McDonnell Douglas Corp v. Green (1973) 411 U.S. 792

John T. D. v. River Delta Joint Unified School District (2021) WL 5176356

Burlington Industries, Inc v. Ellerth (1998) 524 U.S. 742

Faragher-Ellerth v. City of Boca Raton (1998) 524 U.S. 775

Groff v. DeJoy (2023) 600 U.S. 447

Kennedy v. Bremerton (2022) 142 S.Ct. 2407

Shepard v. Loyola Marymount (2002) 102 Cal.App. 4th 837

Thomson v. North American Stainless LP (2011) 62 U.S., 170

Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579

Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools, May 2023

Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025

EEOC Compliance Manual

U.S. Department of Labor, Office of Federal Contract Compliance Program

CSBA District and County Office of Education Legal Services

California Department of Industrial Relations

California Civil Rights Department

U.S. Department of Education, Office for Civil Rights

U.S. Equal Employment Opportunity Commission

**Description**

Nondiscrimination in District Programs And Activities

District And School Websites

District And School Websites

District And School Websites

District-Sponsored Social Media

District-Sponsored Social Media

**Cross References****Description**

|              |                                                        |
|--------------|--------------------------------------------------------|
| 1240         | <u>Volunteer Assistance</u>                            |
| 1240         | <u>Volunteer Assistance</u>                            |
| 1312.1       | <u>Complaints Concerning District Employees</u>        |
| 1312.1       | <u>Complaints Concerning District Employees</u>        |
| 1312.3       | <u>Uniform Complaint Procedures</u>                    |
| 1312.3       | <u>Uniform Complaint Procedures</u>                    |
| 1312.3-E(1)  | <u>Uniform Complaint Procedures</u>                    |
| 1312.3-E(2)  | <u>Uniform Complaint Procedures</u>                    |
| 1313         | <u>Civility</u>                                        |
| 3312         | <u>Contracts</u>                                       |
| 3530         | <u>Risk Management/Insurance</u>                       |
| 3530         | <u>Risk Management/Insurance</u>                       |
| 3580         | <u>District Records</u>                                |
| 3580         | <u>District Records</u>                                |
| 3600         | <u>Consultants</u>                                     |
| 4000         | <u>Concepts And Roles</u>                              |
| 4032         | <u>Reasonable Accommodation</u>                        |
| 4033         | <u>Lactation Accommodation</u>                         |
| 4111         | <u>Recruitment And Selection</u>                       |
| 4111.2       | <u>Legal Status Requirement</u>                        |
| 4111.2       | <u>Legal Status Requirement</u>                        |
| 4112.4       | <u>Health Examinations</u>                             |
| 4112.41      | <u>Employee Drug Testing</u>                           |
| 4112.41      | <u>Employee Drug Testing</u>                           |
| 4112.5       | <u>Criminal Record Check</u>                           |
| 4112.5-E(1)  | <u>Criminal Record Check</u>                           |
| 4112.6       | <u>Personnel Files</u>                                 |
| 4112.8       | <u>Employment Of Relatives</u>                         |
| 4112.9       | <u>Employee Notifications</u>                          |
| 4112.9-E(1)  | <u>Employee Notifications</u>                          |
| 4113.5       | <u>Working Remotely</u>                                |
| 4114         | <u>Transfers</u>                                       |
| 4118         | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4118         | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4119.1       | <u>Civil And Legal Rights</u>                          |
| 4119.11      | <u>Sexual Harassment</u>                               |
| 4119.11      | <u>Sexual Harassment</u>                               |
| 4119.12      | <u>Title IX Sexual Harassment Complaint Procedures</u> |
| 4119.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u> |
| 4119.22      | <u>Dress And Grooming</u>                              |

**Cross References****Description**

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| 4119.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4119.41      | <u>Employees With Infectious Disease</u>                           |
| 4131         | <u>Staff Development</u>                                           |
| 4144         | <u>Complaints</u>                                                  |
| 4144         | <u>Complaints</u>                                                  |
| 4151         | <u>Employee Compensation</u>                                       |
| 4154         | <u>Health And Welfare Benefits</u>                                 |
| 4154         | <u>Health And Welfare Benefits</u>                                 |
| 4161.5       | <u>Military Leave</u>                                              |
| 4161.8       | <u>Family Care And Medical Leave</u>                               |
| 4211         | <u>Recruitment And Selection</u>                                   |
| 4211.2       | <u>Legal Status Requirement</u>                                    |
| 4211.2       | <u>Legal Status Requirement</u>                                    |
| 4212.4       | <u>Health Examinations</u>                                         |
| 4212.41      | <u>Employee Drug Testing</u>                                       |
| 4212.41      | <u>Employee Drug Testing</u>                                       |
| 4212.6       | <u>Personnel Files</u>                                             |
| 4212.8       | <u>Employment Of Relatives</u>                                     |
| 4212.9       | <u>Employee Notifications</u>                                      |
| 4212.9-E(1)  | <u>Employee Notifications</u>                                      |
| 4213.5       | <u>Working Remotely</u>                                            |
| 4218         | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4218         | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4218.1       | <u>Dismissal/Suspension/Disciplinary Action (Merit System)</u>     |
| 4219.1       | <u>Civil And Legal Rights</u>                                      |
| 4219.11      | <u>Sexual Harassment</u>                                           |
| 4219.11      | <u>Sexual Harassment</u>                                           |
| 4219.12      | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4219.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4219.22      | <u>Dress And Grooming</u>                                          |
| 4219.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4219.41      | <u>Employees With Infectious Disease</u>                           |
| 4231         | <u>Staff Development</u>                                           |
| 4244         | <u>Complaints</u>                                                  |
| 4244         | <u>Complaints</u>                                                  |
| 4251         | <u>Employee Compensation</u>                                       |
| 4254         | <u>Health And Welfare Benefits</u>                                 |
| 4254         | <u>Health And Welfare Benefits</u>                                 |
| 4261.5       | <u>Military Leave</u>                                              |
| 4261.8       | <u>Family Care And Medical Leave</u>                               |

| <b>Cross References</b> | <b>Description</b>                                                 |
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| 4311                    | <u>Recruitment And Selection</u>                                   |
| 4311.2                  | <u>Legal Status Requirement</u>                                    |
| 4311.2                  | <u>Legal Status Requirement</u>                                    |
| 4312.4                  | <u>Health Examinations</u>                                         |
| 4312.41                 | <u>Employee Drug Testing</u>                                       |
| 4312.41                 | <u>Employee Drug Testing</u>                                       |
| 4312.6                  | <u>Personnel Files</u>                                             |
| 4312.8                  | <u>Employment Of Relatives</u>                                     |
| 4312.9                  | <u>Employee Notifications</u>                                      |
| 4312.9-E(1)             | <u>Employee Notifications</u>                                      |
| 4313.5                  | <u>Working Remotely</u>                                            |
| 4319.1                  | <u>Civil And Legal Rights</u>                                      |
| 4319.11                 | <u>Sexual Harassment</u>                                           |
| 4319.11                 | <u>Sexual Harassment</u>                                           |
| 4319.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4319.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 4319.22                 | <u>Dress And Grooming</u>                                          |
| 4319.23                 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4319.41                 | <u>Employees With Infectious Disease</u>                           |
| 4331                    | <u>Staff Development</u>                                           |
| 4344                    | <u>Complaints</u>                                                  |
| 4344                    | <u>Complaints</u>                                                  |
| 4351                    | <u>Employee Compensation</u>                                       |
| 4354                    | <u>Health And Welfare Benefits</u>                                 |
| 4354                    | <u>Health And Welfare Benefits</u>                                 |
| 4361.5                  | <u>Military Leave</u>                                              |
| 4361.8                  | <u>Family Care And Medical Leave</u>                               |
| 5145.71                 | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 5145.71-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>             |
| 9000                    | <u>Role Of The Board</u>                                           |
| 9321                    | <u>Closed Session</u>                                              |
| 9321-E(1)               | <u>Closed Session</u>                                              |
| 9321-E(2)               | <u>Closed Session</u>                                              |



**Policy 4033: Lactation Accommodation**

Status: ADOPTED

Original Adopted Date: 07/01/2011 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board recognizes the immediate and long-term health benefits of breast milk and desires to provide a supportive environment for any district employee to express breast milk for an infant child upon returning to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee for seeking an accommodation to express breast milk for an infant child while at work.

An employee shall notify the employee's supervisor or other appropriate district administrator in advance of the intent to request an accommodation. The supervisor or appropriate district administrator shall respond to the request and shall work with the employee to make arrangements. If needed, the supervisor or appropriate district administrator shall address scheduling in order to ensure that the employee's essential job duties are covered during the break time.

Lactation accommodations shall be granted unless there exist limited circumstances, as specified in law. (Labor Code 1031, 1032; 29 USC 218d, 42 USC 2000gg-1)

Before a determination is made to deny lactation accommodations to an employee, the employee's supervisor shall consult with the Superintendent or designee. When lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

The Superintendent or designee shall provide a written response to any employee who was denied the accommodation(s). (Labor Code 1034)

The district shall include this policy in its employee handbook or in any set of policies that the district makes available to employees. In addition, the Superintendent or designee shall distribute this policy to new employees upon hire and when an employee makes an inquiry about or requests parental leave. (Labor Code 1034)

**Break Time and Location Requirements**

For at least a year after the birth of a child, the district shall provide a reasonable amount of break time to accommodate an employee each time the employee has a need to express breast milk for an infant child. (Labor Code 1030; 42 USC 2000gg-1)

To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 218d)

The employee shall be provided a lactation space which may be used by the employee for expressing breast milk as needed. The lactation space shall be a private room or location, other than a bathroom, which may be the employee's work area or another location that is in close proximity to the employee's work area and shall meet the following requirements: (Labor Code 1031; 29 USC 218d)

1. Is shielded from view and free from intrusion while the employee is expressing breast milk
2. Is safe, clean, and free of hazardous materials, as defined in Labor Code 6382
3. Contains a place to sit and a surface to place a breast pump and personal items
4. Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump
5. Has access to a sink with running water and a refrigerator or, if a refrigerator cannot be provided, another

cooling device suitable for storing breast milk in close proximity to the employee's workspace

If a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over other uses for the time it is in use for lactation purposes. (Labor Code 1031)

## Dispute Resolution

An employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

Additionally, an employee may file a complaint with the Wage and Hour Division of the U.S Department of Labor for an alleged violation of the Providing Urgent Maternal Protections for Nursing Mothers Act and/or the Equal Employment Opportunity Commission for failure to provide reasonable accommodations pursuant to the Pregnant Workers Fairness Act. (29 USC 218c, 218d, 42 USC 2000gg-2).

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                                              | Description                                                                                                        |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| 2 CCR 11035-11051                                  | <u>Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions</u>                          |
| Civ. Code 43.3                                     | <u>Right of mothers to breastfeed in any public or private location</u>                                            |
| Ed. Code 200-262.4                                 | <u>Prohibition of discrimination</u>                                                                               |
| Gov. Code 12925-12954                              | <u>Unlawful discriminatory employment practices</u>                                                                |
| Gov. Code 12945                                    | <u>Unlawful discrimination based on pregnancy, childbirth, or related medical conditions</u>                       |
| Lab. Code 1030-1034                                | <u>Lactation Accommodation</u>                                                                                     |
| Lab. Code 6382                                     | <u>Procedure for listing hazardous substances</u>                                                                  |
| Federal                                            | Description                                                                                                        |
| 29 CFR 1636                                        | <u>Implementation of the Pregnant Workers Fairness Act</u>                                                         |
| 29 USC 218c                                        | <u>Fair Labor Standards Act; protections for employees</u>                                                         |
| 29 USC 218d                                        | <u>Fair Labor Standards Act; Providing Urgent Maternal Protections for Nursing Mothers (PUMP) Act</u>              |
| 42 USC 2000gg-2000gg-6                             | <u>Pregnant Workers Fairness Act</u>                                                                               |
| U.S. DoL, Wage and Hour Div., Publication          | <u>Education FAQs: Pump at Work Frequently Asked Questions</u>                                                     |
| Management Resources                               | Description                                                                                                        |
| CA Department of Industrial Relations Publication  | <u>Rest Periods/Lactation Accommodation Frequently Asked Questions</u>                                             |
| California Civil Rights Department Decision        | <u>Department of Fair Employment and Housing v. Acosta Tacos (Chavez), EEOC Precedential Decision 09-03P, 2009</u> |
| California Department of Public Health Publication | <u>Lactation Accommodation for Employers</u>                                                                       |
| Office of the Surgeon General Publication          | <u>The Surgeon General's Call to Action to Support Breastfeeding, 2011</u>                                         |
| U.S. DoL, Wage and Hour Div., Publication          | <u>Frequently Asked Questions: Pumping Breast Milk at Work</u>                                                     |
| U.S. DoL, Wage and Hour Div., Publication          | <u>Fact Sheet #73: FLSA Protections for Employees to Pump Breast Milk at Work, rev. January 2023</u>               |
| U.S. HHS Office on Women's Health Publication      | <u>The Business Case for Breastfeeding: Steps for Creating a Breastfeeding Friendly Worksite, Toolkit, 2008</u>    |
| Website                                            | <u>CSBA District and County Office of Education Legal Services</u>                                                 |

**Management Resources**

|         |                                                                                                   |
|---------|---------------------------------------------------------------------------------------------------|
| Website | <u>California Department of Industrial Relations, Division of Labor and Standards Enforcement</u> |
| Website | <u>California Department of Public Health</u>                                                     |
| Website | <u>California Women, Infants and Children Program</u>                                             |
| Website | <u>Centers for Disease Control and Prevention</u>                                                 |
| Website | <u>Health Resources and Services Administration</u>                                               |
| Website | <u>Office of the Surgeon General</u>                                                              |
| Website | <u>U.S. Department of Labor, Wage and Hour Division, FLSA Protections to Pump at Work</u>         |
| Website | <u>U.S. Equal Employment Opportunity Commission</u>                                               |

**Cross References**

|              |                                                              |
|--------------|--------------------------------------------------------------|
|              | <b>Description</b>                                           |
| 0410         | <u>Nondiscrimination in District Programs And Activities</u> |
| 4030         | <u>Nondiscrimination in Employment</u>                       |
| 4030         | <u>Nondiscrimination in Employment</u>                       |
| 4032         | <u>Reasonable Accommodation</u>                              |
| 4112.9       | <u>Employee Notifications</u>                                |
| 4112.9-E(1)  | <u>Employee Notifications</u>                                |
| 4113.4       | <u>Temporary Modified/Light-Duty Assignment</u>              |
| 4119.11      | <u>Sexual Harassment</u>                                     |
| 4119.11      | <u>Sexual Harassment</u>                                     |
| 4119.12      | <u>Title IX Sexual Harassment Complaint Procedures</u>       |
| 4119.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>       |
| 4144         | <u>Complaints</u>                                            |
| 4144         | <u>Complaints</u>                                            |
| 4161.8       | <u>Family Care And Medical Leave</u>                         |
| 4212.9       | <u>Employee Notifications</u>                                |
| 4212.9-E(1)  | <u>Employee Notifications</u>                                |
| 4213.4       | <u>Temporary Modified/Light-Duty Assignment</u>              |
| 4219.11      | <u>Sexual Harassment</u>                                     |
| 4219.11      | <u>Sexual Harassment</u>                                     |
| 4219.12      | <u>Title IX Sexual Harassment Complaint Procedures</u>       |
| 4219.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>       |
| 4244         | <u>Complaints</u>                                            |
| 4244         | <u>Complaints</u>                                            |
| 4261.8       | <u>Family Care And Medical Leave</u>                         |
| 4312.9       | <u>Employee Notifications</u>                                |
| 4312.9-E(1)  | <u>Employee Notifications</u>                                |
| 4313.4       | <u>Temporary Modified/Light-Duty Assignment</u>              |
| 4319.11      | <u>Sexual Harassment</u>                                     |
| 4319.11      | <u>Sexual Harassment</u>                                     |

**Cross References**

4319.12

4319.12-E(1)

4344

4344

4361.8

**Description**Title IX Sexual Harassment Complaint ProceduresTitle IX Sexual Harassment Complaint ProceduresComplaintsComplaintsFamily Care And Medical Leave

**Policy 4112.9: Employee Notifications**

Status: ADOPTED

Original Adopted Date: 06/01/1994 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                | Description                                                                               |
|----------------------|-------------------------------------------------------------------------------------------|
| 13 CCR 1234          | <u>Reports regarding school buses and bus drivers</u>                                     |
| 13 CCR 2480          | <u>Vehicle idling limitations</u>                                                         |
| 2 CCR 11023          | <u>Harassment and discrimination prevention and correction</u>                            |
| 2 CCR 11035-11051    | <u>Unlawful sex discrimination: pregnancy, childbirth, and related medical conditions</u> |
| 2 CCR 11087-11098    | <u>California Family Rights Act</u>                                                       |
| 5 CCR 4622           | <u>Uniform complaint procedures</u>                                                       |
| 5 CCR 80303          | <u>Reports of change in employment status; alleged misconduct</u>                         |
| 8 CCR 3204           | <u>Access to employee exposure and medical records</u>                                    |
| 8 CCR 5191           | <u>Chemical hygiene plan</u>                                                              |
| 8 CCR 5194           | <u>Hazard communication</u>                                                               |
| Civ. Code 1798.29    | <u>District records; breach of security</u>                                               |
| Ed. Code 17612       | <u>Notification of pesticide use</u>                                                      |
| Ed. Code 22455.5     | <u>STRS information to potential members</u>                                              |
| Ed. Code 22461       | <u>Postretirement compensation limitation</u>                                             |
| Ed. Code 231.5       | <u>Sexual harassment policy</u>                                                           |
| Ed. Code 234.1       | <u>Educational Equity: Federal Program Monitoring</u>                                     |
| Ed. Code 35031       | <u>Term of employment</u>                                                                 |
| Ed. Code 35171       | <u>Availability of rules and regulations for evaluation of performance</u>                |
| Ed. Code 3550        | <u>Insurance carrier notice</u>                                                           |
| Ed. Code 37616       | <u>Consultation regarding year-round schedule</u>                                         |
| Ed. Code 44663-44664 | <u>Evaluation of certificated employees</u>                                               |
| Ed. Code 44842       | <u>Reemployment notices; certificated employees</u>                                       |
| Ed. Code 44896       | <u>Transfer of administrator or supervisor to teaching position</u>                       |
| Ed. Code 44916       | <u>Written statement of employment status</u>                                             |
| Ed. Code 44929.21    | <u>Notice of reelection decision; districts with 250 ADA or more</u>                      |
| Ed. Code 44929.23    | <u>Districts with less than 250 ADA</u>                                                   |
| Ed. Code 44934       | <u>Notice of disciplinary action for cause</u>                                            |
| Ed. Code 44938       | <u>Notice of unprofessional conduct and opportunity to correct</u>                        |

| <b>State</b>             | <b>Description</b>                                                                                                                                                             |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ed. Code 44940.5-44941   | <u>Notification of suspension and intent to dismiss</u>                                                                                                                        |
| Ed. Code 44948.3-44948.5 | <u>Dismissal of probationary employees</u>                                                                                                                                     |
| Ed. Code 44948.5         | <u>Nonreelection procedures; districts under 250 ADA</u>                                                                                                                       |
| Ed. Code 44949           | <u>Dismissal of probationary employees</u>                                                                                                                                     |
| Ed. Code 44951           | <u>Continuation in position unless notified; administrative or supervisory personnel</u>                                                                                       |
| Ed. Code 44954           | <u>Nonreelection of temporary employees</u>                                                                                                                                    |
| Ed. Code 44955           | <u>Reduction in number of permanent employees</u>                                                                                                                              |
| Ed. Code 44955.5         | <u>Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance</u> |
| Ed. Code 45113           | <u>Notification of charges; classified employees</u>                                                                                                                           |
| Ed. Code 45117           | <u>Notice of layoff; classified employees</u>                                                                                                                                  |
| Ed. Code 45169           | <u>Employee salary data; classified employees</u>                                                                                                                              |
| Ed. Code 45192           | <u>Industrial accident and illness leave for classified employees</u>                                                                                                          |
| Ed. Code 45195           | <u>Additional leave</u>                                                                                                                                                        |
| Ed. Code 46160-46162     | <u>Alternative schedule for junior high and high school; public hearing with notice</u>                                                                                        |
| Ed. Code 48201           | <u>Transfer student's record for acts that resulted in suspension or expulsion</u>                                                                                             |
| Ed. Code 48851.3         | <u>Education of students in foster care and students who are homeless</u>                                                                                                      |
| Ed. Code 49013           | <u>Complaints regarding student fees</u>                                                                                                                                       |
| Ed. Code 49079           | <u>Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion</u>                                                                            |
| Ed. Code 49414           | <u>Epinephrine auto-injectors</u>                                                                                                                                              |
| Ed. Code 49414.3         | <u>Administration of opioid antagonist</u>                                                                                                                                     |
| Ed. Code 51225.25        | <u>Student participating in a newcomer program; definition</u>                                                                                                                 |
| Gov. Code 1126           | <u>Incompatible activities of employees</u>                                                                                                                                    |
| Gov. Code 12945.8        | <u>Accommodations and leave for victims of a qualifying act of violence</u>                                                                                                    |
| Gov. Code 12950          | <u>Sexual harassment</u>                                                                                                                                                       |
| Gov. Code 21029          | <u>Retirement credit for period of military service</u>                                                                                                                        |
| Gov. Code 54957          | <u>Complaints against employees; right to open session</u>                                                                                                                     |
| Gov. Code 54963          | <u>Unauthorized disclosure of confidential information</u>                                                                                                                     |
| Gov. Code 8355           | <u>Certification of drug-free workplace, including notification</u>                                                                                                            |
| H&S Code 104420          | <u>Tobacco-free schools</u>                                                                                                                                                    |
| H&S Code 120875          | <u>Information on AIDS, AIDS-related conditions, and hepatitis B</u>                                                                                                           |
| H&S Code 120880          | <u>Notification to employees re AIDS, AIDS-related conditions, and hepatitis B</u>                                                                                             |
| H&S Code 1797.196        | <u>Automated external defibrillators; notification of use and locations</u>                                                                                                    |
| Lab. Code 2800.2         | <u>Notification of availability of continuation health coverage</u>                                                                                                            |
| Lab. Code 3550-3553      | <u>Notifications: Workers' compensation benefits</u>                                                                                                                           |
| Lab. Code 5401           | <u>Workers' compensation; claim form and notice of potential eligibility</u>                                                                                                   |
| Pen. Code 11165.7        | <u>Child Abuse and Neglect Reporting Act; notification requirement</u>                                                                                                         |

|                             |                                                                                      |
|-----------------------------|--------------------------------------------------------------------------------------|
| <b>State</b>                | <b>Description</b>                                                                   |
| Pen. Code 11166.5           | <u>Employment; statement of knowledge of duty to report child abuse or neglect</u>   |
| Unemp. Ins. Code 2613       | Disability insurance; notice of rights and benefits                                  |
| W&I Code 827                | <u>Limited exception to juvenile court record</u>                                    |
| <b>Federal</b>              | <b>Description</b>                                                                   |
| 20 USC 2354                 | <u>Local application for career and technical education programs</u>                 |
| 29 CFR 825.300              | Family and Medical Leave Act; notice requirement                                     |
| 34 CFR 100                  | Nondiscrimination under programs receiving federal assistance                        |
| 34 CFR 104.8                | <u>Nondiscrimination</u>                                                             |
| 34 CFR 106.9                | <u>Severability</u>                                                                  |
| 34 CFR 84.205-84.210        | Drug-free workplace statement                                                        |
| 38 USC 4334                 | <u>Uniformed Services Employment and Reemployment Rights Act; notice requirement</u> |
| 40 CFR 763.84               | Asbestos inspections, response actions and post-response actions                     |
| 40 CFR 763.93               | <u>Asbestos management plans</u>                                                     |
| 41 USC 8101-8106            | Drug-Free Workplace Act                                                              |
| 42 USC 11431-11435          | McKinney-Vento Homeless Assistance Act                                               |
| 49 CFR 382.113              | <u>Controlled substance and alcohol use and testing notifications</u>                |
| 49 CFR 382.303              | <u>Post-accident information, procedures, and instructions</u>                       |
| 49 CFR 382.601              | <u>Controlled substance and alcohol use and testing notification</u>                 |
| <b>Management Resources</b> | <b>Description</b>                                                                   |
| Website                     | <u>CSBA District and County Office of Education Legal Services</u>                   |
| <b>Cross References</b>     | <b>Description</b>                                                                   |
| 1312.3                      | <u>Uniform Complaint Procedures</u>                                                  |
| 1312.3                      | <u>Uniform Complaint Procedures</u>                                                  |
| 1312.3-E(1)                 | Uniform Complaint Procedures                                                         |
| 1312.3-E(2)                 | <u>Uniform Complaint Procedures</u>                                                  |
| 2121                        | <u>Superintendent's Contract</u>                                                     |
| 3260                        | <u>Fees And Charges</u>                                                              |
| 3260                        | Fees And Charges                                                                     |
| 3513.3                      | <u>Tobacco-Free Schools</u>                                                          |
| 3513.3                      | <u>Tobacco-Free Schools</u>                                                          |
| 3514                        | Environmental Safety                                                                 |
| 3514                        | <u>Environmental Safety</u>                                                          |
| 3514.1                      | <u>Hazardous Substances</u>                                                          |
| 3514.1                      | Hazardous Substances                                                                 |
| 3514.2                      | <u>Integrated Pest Management</u>                                                    |
| 3515.3                      | <u>District Police/Security Department</u>                                           |
| 3515.3                      | District Police/Security Department                                                  |

| <b>Cross References</b> | <b>Description</b>                                     |
|-------------------------|--------------------------------------------------------|
| 3542                    | <u>School Bus Drivers</u>                              |
| 3580                    | <u>District Records</u>                                |
| 3580                    | <u>District Records</u>                                |
| 4020                    | <u>Drug And Alcohol-Free Workplace</u>                 |
| 4030                    | <u>Nondiscrimination In Employment</u>                 |
| 4030                    | <u>Nondiscrimination In Employment</u>                 |
| 4033                    | <u>Lactation Accommodation</u>                         |
| 4112.42                 | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4112.42                 | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4112.5                  | <u>Criminal Record Check</u>                           |
| 4112.5-E(1)             | <u>Criminal Record Check</u>                           |
| 4112.6                  | <u>Personnel Files</u>                                 |
| 4115                    | <u>Evaluation/Supervision</u>                          |
| 4115                    | <u>Evaluation/Supervision</u>                          |
| 4116                    | <u>Probationary/Permanent Status</u>                   |
| 4116                    | <u>Probationary/Permanent Status</u>                   |
| 4117.14                 | <u>Postretirement Employment</u>                       |
| 4117.3                  | <u>Personnel Reduction</u>                             |
| 4117.7                  | <u>Employment Status Reports</u>                       |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4119.11                 | <u>Sexual Harassment</u>                               |
| 4119.11                 | <u>Sexual Harassment</u>                               |
| 4119.43                 | <u>Universal Precautions</u>                           |
| 4119.43                 | <u>Universal Precautions</u>                           |
| 4121                    | <u>Temporary/Substitute Personnel</u>                  |
| 4121                    | <u>Temporary/Substitute Personnel</u>                  |
| 4136                    | <u>Nonschool Employment</u>                            |
| 4154                    | <u>Health And Welfare Benefits</u>                     |
| 4154                    | <u>Health And Welfare Benefits</u>                     |
| 4157                    | <u>Employee Safety</u>                                 |
| 4157                    | <u>Employee Safety</u>                                 |
| 4157.1                  | <u>Work-Related Injuries</u>                           |
| 4158                    | <u>Employee Security</u>                               |
| 4158                    | <u>Employee Security</u>                               |
| 4161.1                  | <u>Personal Illness/Injury Leave</u>                   |
| 4161.11                 | <u>Industrial Accident/Illness Leave</u>               |
| 4161.2                  | <u>Personal Leaves</u>                                 |
| 4161.5                  | <u>Military Leave</u>                                  |
| 4161.8                  | <u>Family Care And Medical Leave</u>                   |



**Cross References****Description**

|             |                                                        |
|-------------|--------------------------------------------------------|
| 4212        | Appointment And Conditions Of Employment               |
| 4212.42     | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4212.42     | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4212.5      | Criminal Record Check                                  |
| 4212.5-E(1) | Criminal Record Check                                  |
| 4212.6      | <u>Personnel Files</u>                                 |
| 4216        | <u>Probationary/Permanent Status</u>                   |
| 4217.3      | Layoff/Rehire                                          |
| 4219.11     | <u>Sexual Harassment</u>                               |
| 4219.11     | <u>Sexual Harassment</u>                               |
| 4219.43     | Universal Precautions                                  |
| 4219.43     | <u>Universal Precautions</u>                           |
| 4236        | <u>Nonschool Employment</u>                            |
| 4254        | <u>Health And Welfare Benefits</u>                     |
| 4254        | <u>Health And Welfare Benefits</u>                     |
| 4257        | <u>Employee Safety</u>                                 |
| 4257        | Employee Safety                                        |
| 4257.1      | Work-Related Injuries                                  |
| 4258        | <u>Employee Security</u>                               |
| 4258        | <u>Employee Security</u>                               |
| 4261.1      | <u>Personal Illness/Injury Leave</u>                   |
| 4261.11     | <u>Industrial Accident/Illness Leave</u>               |
| 4261.2      | Personal Leaves                                        |
| 4261.5      | Military Leave                                         |
| 4261.8      | <u>Family Care And Medical Leave</u>                   |
| 4312.1      | <u>Contracts</u>                                       |
| 4312.42     | Drug And Alcohol Testing For School Bus Drivers        |
| 4312.42     | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4312.5      | <u>Criminal Record Check</u>                           |
| 4312.5-E(1) | Criminal Record Check                                  |
| 4312.6      | Personnel Files                                        |
| 4315        | <u>Evaluation/Supervision</u>                          |
| 4317.14     | <u>Postretirement Employment</u>                       |
| 4317.7      | Employment Status Reports                              |
| 4319.11     | <u>Sexual Harassment</u>                               |
| 4319.11     | <u>Sexual Harassment</u>                               |
| 4319.43     | Universal Precautions                                  |
| 4319.43     | Universal Precautions                                  |
| 4336        | <u>Nonschool Employment</u>                            |
| 4354        | <u>Health And Welfare Benefits</u>                     |

**Cross References**

4354

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4357.1

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4361.1

4361.11

4361.2

4361.5

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5141.21

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**Description**Health And Welfare BenefitsEmployee SafetyEmployee SafetyWork-Related InjuriesEmployee SecurityEmployee SecurityPersonal Illness/Injury LeaveIndustrial Accident/Illness LeavePersonal LeavesMilitary LeaveFamily Care And Medical LeaveAdministering Medication And Monitoring Health ConditionsAdministering Medication And Monitoring Health ConditionsChild Abuse Prevention And ReportingChild Abuse Prevention And ReportingNondiscrimination/HarassmentNondiscrimination/HarassmentYear-Round SchedulesEducation For Homeless ChildrenEducation For Homeless ChildrenEducation For Homeless ChildrenEducation For Homeless ChildrenCareer Technical EducationCareer Technical EducationBoard PoliciesClosed SessionClosed SessionClosed Session

**Exhibit 4112.9-E(1): Employee Notifications**

Status: ADOPTED

Original Adopted Date: 05/01/2016 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to employees. Other notices may exist and be identified in the future.

**I. To All Employees**

When/Whom to Notify: At the beginning of school year or upon employment  
Education or Other Legal Code: Education Code 231.5, Government Code 12950  
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11  
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually and 72 hours before pesticide application  
Education or Other Legal Code: Education Code 17612  
Board Policy/Administrative Regulation #: AR 3514.2  
Subject: Use of pesticide products, active ingredients, internet address to access information on pesticides

When/Whom to Notify: Prior to implementing year-round schedule  
Education or Other Legal Code: Education Code 37616  
Board Policy/Administrative Regulation #: BP 6117  
Subject: Public hearing on implementing year-round program schedule

When/Whom to Notify: Prior to implementing alternative schedule  
Education or Other Legal Code: Education Code 46162  
Board Policy/Administrative Regulation #: BP 6112  
Subject: Public hearing on alternative schedule in secondary grades

When/Whom to Notify: Annually  
Education or Other Legal Code: Education Code 49013; 5 CCR 4622  
Board Policy/Administrative Regulation #: AR 1312.3; BP 0460; BP 3260  
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When to Notify: Annually  
Education or Other Legal Code: Education Code 49069.5, 51225.1, 51225.25  
Board Policy/Administrative Regulation #: AR 6173, AR 6173.1, 6173.3, 6175  
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, students who are migratory, and students participating in a newcomer program

When/Whom to Notify: Annually  
Education or Other Legal Code: Education Code 49414  
Board Policy/Administrative Regulation #: AR 5141.21  
Subject: Request for volunteers to be trained to administer epinephrine auto-injectors

When/Whom to Notify: At least once per school year  
Education or Other Legal Code: Education Code 49414.7  
Board Policy/Administrative Regulation #: 5141.21  
Subject: Request for volunteers to be trained to administer stock albuterol inhalers

When/Whom to Notify: At least once per school year  
Education or Other Legal Code: Education Code 49468.2  
Board Policy/Administrative Regulation #: 5141.21  
Subject: Request for volunteers to be trained to administer anti-seizure medication

When/Whom to Notify: At least once per year  
Education or Other Legal Code: Education Code 49414.3  
Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer opioid antagonist

When to Notify: When a parent/guardian requests for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures

Education or Other Legal Code: Education Code 49468.2

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 1126

Board Policy/Administrative Regulation #: BP 4136/4236/4336

Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210

Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359

Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment

Education or Other Legal Code: Government Code 21029

Board Policy/Administrative Regulation #: None

Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: If the district receives Tobacco-Use Prevention Education funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually, or more frequently if there is new information

Education or Other Legal Code: Health and Safety Code 120875, 120880

Board Policy/Administrative Regulation #: BP 4119.43/4219.43/4319.43

Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To new employees upon hire, all employees annually, and upon request, in districts with 25 or more employees

Education or Other Legal Code: Government Code 12945.8

Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2

Subject: Rights pursuant to Government Code 12945.8 pertaining to leaves and accommodations for victims of a qualifying act of violence

When/Whom to Notify: With each paycheck

Education or Other Legal Code: Labor Code 246

Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1

Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave

Education or Other Legal Code: Labor Code 1034

Board Policy/Administrative Regulation #: BP 4033

Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees

Education or Other Legal Code: Labor Code 2800.2

Board Policy/Administrative Regulation #: AR 4154/4254/4354  
Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account  
Education or Other Legal Code: Labor Code 2810.7  
Board Policy/Administrative Regulation #: None  
Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: Post and keep posted in a conspicuous location frequented by employees where the notice may be easily read by employees during the hours of the workday  
Education or Other Legal Code: Labor Code 3550  
Board Policy/Administrative Regulation #: AR 4157.1  
Subject: Current compensation insurance carrier of the employer, or when appropriate, statement that the employer is self-insured, and who is responsible for claims adjustment

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period  
Education or Other Legal Code: Labor Code 3551  
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1  
Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment  
Education or Other Legal Code: Penal Code 11165.7, 11166.5  
Board Policy/Administrative Regulation #: AR 5141.4  
Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury  
Education or Other Legal Code: Unemployment Insurance Code 2613  
Board Policy/Administrative Regulation #: AR 4154/4254/4354  
Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses  
Education or Other Legal Code: Welfare and Institutions Code 827  
Board Policy/Administrative Regulation #: AR 4158/4258/4358  
Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants  
Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.9  
Board Policy/Administrative Regulation #: BP 0410, AR 4030  
Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee  
Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300  
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8  
Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: Post and keep posted on premises or via electronic posting, in conspicuous places where employees are employed  
Education or Other Legal Code: 2 CCR 11095  
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8  
Subject: A notice explaining the CFRA's provisions and procedures for filing complaints of violations of the Act with the Civil Rights Department.

When/Whom to Notify: To all employees  
Education or Other Legal Code: 8 CCR 3203  
Board Policy/Administrative Regulation #: AR 4157/4257/4357  
Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees  
Education or Other Legal Code: 34 CFR 106.8  
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11  
Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

When/Whom to Notify: Annually  
Education or Other Legal Code: 40 CFR 763.84, 763.93  
Board Policy/Administrative Regulation #: AR 3514  
Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When/Whom to Notify: Prior to the beginning of school year or upon employment  
Education or Other Legal Code: 20 USC 2354; 34 CFR 100 Appendix B, 104.8  
Board Policy/Administrative Regulation #: AR 6178  
Subject: All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

## **II. To Certificated Employees**

When/Whom to Notify: Prominently display in location frequented by certificated employees who serve students in any of grades 7-12  
Education or Other Legal Code: Education Code 234.1  
Board Policy/Administrative Regulation #: BP 5145.3  
Subject: Information on existing school site and community resources related to the support of students who may face bias or bullying

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire  
Education or Other Legal Code: Education Code 22455.5  
Board Policy/Administrative Regulation #: AR 4121  
Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual  
Education or Other Legal Code: Education Code 22461  
Board Policy/Administrative Regulation #: AR 4117.14/4317.14  
Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees  
Education or Other Legal Code: Education Code 35171  
Board Policy/Administrative Regulation #: AR 4115, BP 4315  
Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated  
Education or Other Legal Code: Education Code 44663  
Board Policy/Administrative Regulation #: AR 4115  
Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee  
Education or Other Legal Code: Education Code 44664  
Board Policy/Administrative Regulation #: AR 4115  
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees

Education or Other Legal Code: Education Code 44842  
Board Policy/Administrative Regulation #: AR 4112.1  
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and every July thereafter

Education or Other Legal Code: Education Code 44916  
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121  
Subject: Employment status and salary

When/Whom to Notify: To probationary employee, by March 15  
Education or Other Legal Code: Education Code 44929.21, 44929.23, 44948.5  
Board Policy/Administrative Regulation #: BP 4116  
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year  
Education or Other Legal Code: Education Code 44934, 44934.1, 44936  
Board Policy/Administrative Regulation #: BP 4118; AR 4118  
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice  
Education or Other Legal Code: Education Code 44938  
Board Policy/Administrative Regulation #: BP 4118  
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year  
Education or Other Legal Code: Education Code 44938  
Board Policy/Administrative Regulation #: BP 4118  
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings  
Education or Other Legal Code: Education Code 44940.5  
Board Policy/Administrative Regulation #: AR 4118  
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second- year probationary employee  
Education or Other Legal Code: Education Code 44948.3  
Board Policy/Administrative Regulation #: AR 4118  
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15  
Education or Other Legal Code: Education Code 44949, 44955  
Board Policy/Administrative Regulation #: BP 4117.3  
Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: Before the end of the school year to temporary employee who served 75 percent of school year but will be released  
Education or Other Legal Code: Education Code 44954  
Board Policy/Administrative Regulation #: BP 4121  
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires

administrative or supervisory credential, whose services are terminated

Education or Other Legal Code: Education Code 44955.5

Board Policy/Administrative Regulation #: BP 4117.3

Subject: Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts

Education or Other Legal Code: Education Code 49079

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion

Education or Other Legal Code: Education Code 48201

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Education or Other Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7/4317.7

Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

### **III. To Classified Employees**

When/Whom to Notify: When a classified employee is subject to disciplinary action for cause, in a nonmerit district

Education or Other Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification

Education or Other Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: AR 4212

Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted

Education or Other Legal Code: Education Code 45192, 45195

Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11

Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified



documents

Education or Other Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter

Education or Other Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: AR 3542

Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment

Education or Other Legal Code: 49 CFR 382.113, 382.601

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test

When/Whom to Notify: To school bus drivers, prior to operating school bus

Education or Other Legal Code: 49 CFR 382.303

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Post accident information, procedures, and instruction

#### **IV. To Administrative/Supervisory Personnel**

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Education or Other Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 2121, BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Education or Other Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Education or Other Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

#### **V. To Individual Employees Under Special Circumstances**

When/Whom to Notify: In the event of a breach of security of district records to affected employees

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: BP 3580

Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file

Education or Other Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline

Education or Other Legal Code: Government Code 3304

Board Policy/Administrative Regulation #: AR 3515.3

Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: New employees upon hire, to all employees annually, at any time upon request, and any time an employee informs an employer that the employee or the employee's family member is a victim

Education or Other Legal Code: Government Code 12945.8

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Accommodations and leave for victims of a qualifying act of violence

When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return

Education or Other Legal Code: Government Code 20997

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Education or Other Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information

Education or Other Legal Code: Government Code 54963

Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23

Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime

Education or Other Legal Code: Labor Code 3553, 5401

Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1

Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification

Education or Other Legal Code: Penal Code 11105, 11105.2

Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5

Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter

Education or Other Legal Code: 8 CCR 3204

Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42

Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, within 15 working days after receiving a monitoring result related to an employee exposure determination

Education or Other Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area

Education or Other Legal Code: 8 CCR 5194

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave

Education or Other Legal Code: 38 USC 4334

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Notice of rights, benefits, and obligations under military leave

**When/Whom to Notify:** Within five business days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave  
**Education or Other Legal Code:** 29 CFR 825.300; 2 CCR 11049, 11091  
**Board Policy/Administrative Regulation #:** AR 4161.8/4261.8/4361.8  
**Subject:** Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

**When/Whom to Notify:** Whenever notice of eligibility for FMLA is provided to employee  
**Education or Other Legal Code:** 29 CFR 825.300  
**Board Policy/Administrative Regulation #:** AR 4161.8/4261.8/4361.8  
**Subject:** Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

**When/Whom to Notify:** To all employees working with families experiencing homelessness  
**Education or Other Legal Code:** Education Code 48851.3, 42 USC 11432  
**Board Policy/Administrative Regulation #:** AR 6173  
**Subject:** Duties of district liaison for homeless students and availability of training and services

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| <b>State</b>         | <b>Description</b>                                                                        |
|----------------------|-------------------------------------------------------------------------------------------|
| 13 CCR 1234          | <u>Reports regarding school buses and bus drivers</u>                                     |
| 13 CCR 2480          | <u>Vehicle idling limitations</u>                                                         |
| 2 CCR 11023          | <u>Harassment and discrimination prevention and correction</u>                            |
| 2 CCR 11035-11051    | <u>Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions</u> |
| 2 CCR 11087-11098    | <u>California Family Rights Act</u>                                                       |
| 5 CCR 4622           | <u>Uniform complaint procedures</u>                                                       |
| 5 CCR 80303          | <u>Reports of change in employment status; alleged misconduct</u>                         |
| 8 CCR 3204           | <u>Access to employee exposure and medical records</u>                                    |
| 8 CCR 5191           | <u>Chemical hygiene plan</u>                                                              |
| 8 CCR 5194           | <u>Hazard communication</u>                                                               |
| Civ. Code 1798.29    | <u>District records; breach of security</u>                                               |
| Ed. Code 17612       | <u>Notification of pesticide use</u>                                                      |
| Ed. Code 22455.5     | <u>SYRS information to potential members</u>                                              |
| Ed. Code 22461       | <u>Postretirement compensation limitation</u>                                             |
| Ed. Code 231.5       | <u>Sexual harassment policy</u>                                                           |
| Ed. Code 234.1       | <u>Educational Equity: Federal Program Monitoring</u>                                     |
| Ed. Code 35031       | <u>Term of employment</u>                                                                 |
| Ed. Code 35171       | <u>Availability of rules and regulations for evaluation of performance</u>                |
| Ed. Code 3550        | <u>Insurance carrier notice</u>                                                           |
| Ed. Code 37616       | <u>Consultation regarding year-round schedule</u>                                         |
| Ed. Code 44663-44664 | <u>Evaluation of certificated employees</u>                                               |
| Ed. Code 44842       | <u>Reemployment notices; certificated employees</u>                                       |
| Ed. Code 44896       | <u>Transfer of administrator or supervisor to teaching position</u>                       |
| Ed. Code 44916       | <u>Written statement of employment status</u>                                             |
| Ed. Code 44929.21    | <u>Notice of reelection decision; districts with 250 ADA or more</u>                      |

| <b>State</b>             | <b>Description</b>                                                                                                                                                             |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ed. Code 44929.23        | <u>Districts with less than 250 ADA</u>                                                                                                                                        |
| Ed. Code 44934           | <u>Notice of disciplinary action for cause</u>                                                                                                                                 |
| Ed. Code 44938           | <u>Notice of unprofessional conduct and opportunity to correct</u>                                                                                                             |
| Ed. Code 44940.5-44941   | <u>Notification of suspension and intent to dismiss</u>                                                                                                                        |
| Ed. Code 44948.3-44948.5 | <u>Dismissal of probationary employees</u>                                                                                                                                     |
| Ed. Code 44948.5         | <u>Nonreelection procedures; districts under 250 ADA</u>                                                                                                                       |
| Ed. Code 44949           | <u>Dismissal of probationary employees</u>                                                                                                                                     |
| Ed. Code 44951           | <u>Continuation in position unless notified; administrative or supervisory personnel</u>                                                                                       |
| Ed. Code 44954           | <u>Nonreelection of temporary employees</u>                                                                                                                                    |
| Ed. Code 44955           | <u>Reduction in number of permanent employees</u>                                                                                                                              |
| Ed. Code 44955.5         | <u>Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance</u> |
| Ed. Code 45113           | <u>Notification of charges; classified employees</u>                                                                                                                           |
| Ed. Code 45117           | <u>Notice of layoff; classified employees</u>                                                                                                                                  |
| Ed. Code 45169           | <u>Employee salary data; classified employees</u>                                                                                                                              |
| Ed. Code 45192           | <u>Industrial accident and illness leave for classified employees</u>                                                                                                          |
| Ed. Code 45195           | <u>Additional leave</u>                                                                                                                                                        |
| Ed. Code 46160-46162     | <u>Alternative schedule for junior high and high school; public hearing with notice</u>                                                                                        |
| Ed. Code 48201           | <u>Transfer student's record for acts that resulted in suspension or expulsion</u>                                                                                             |
| Ed. Code 48851.3         | <u>Education of students in foster care and students who are homeless</u>                                                                                                      |
| Ed. Code 49013           | <u>Complaints regarding student fees</u>                                                                                                                                       |
| Ed. Code 49079           | <u>Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion</u>                                                                            |
| Ed. Code 49414           | <u>Epinephrine auto-injectors</u>                                                                                                                                              |
| Ed. Code 49414.3         | <u>Administration of opioid antagonist</u>                                                                                                                                     |
| Ed. Code 51225.25        | <u>Student participating in a newcomer program; definition</u>                                                                                                                 |
| Gov. Code 1126           | <u>Incompatible activities of employees</u>                                                                                                                                    |
| Gov. Code 12945.8        | <u>Accommodations and leave for victims of a qualifying act of violence</u>                                                                                                    |
| Gov. Code 12950          | <u>Sexual harassment</u>                                                                                                                                                       |
| Gov. Code 21029          | <u>Retirement credit for period of military service</u>                                                                                                                        |
| Gov. Code 54957          | <u>Complaints against employees; right to open session</u>                                                                                                                     |
| Gov. Code 54963          | <u>Unauthorized disclosure of confidential information</u>                                                                                                                     |
| Gov. Code 8355           | <u>Certification of drug-free workplace, including notification</u>                                                                                                            |
| H&S Code 104420          | <u>Tobacco-free schools</u>                                                                                                                                                    |
| H&S Code 120875          | <u>Information on AIDS, AIDS-related conditions, and hepatitis B</u>                                                                                                           |
| H&S Code 120880          | <u>Notification to employees re AIDS, AIDS-related conditions, and hepatitis B</u>                                                                                             |
| H&S Code 1797.196        | <u>Automated external defibrillators; notification of use and locations</u>                                                                                                    |
| Lab. Code 2800.2         | <u>Notification of availability of continuation health coverage</u>                                                                                                            |
| Lab. Code 3550-3553      | <u>Notifications; Workers' compensation benefits</u>                                                                                                                           |

**State**

Lab. Code 5401

Pen. Code 11165.7

Pen. Code 11166.5

Unemp. Ins. Code 2613

W&amp;I Code 827

**Federal**

20 USC 2354

29 CFR 825.300

34 CFR 100

34 CFR 104.8

34 CFR 106.9

34 CFR 84.205-84.210

38 USC 4334

40 CFR 763.84

40 CFR 763.93

41 USC 8101-8106

42 USC 11431-11435

49 CFR 382.113

49 CFR 382.303

49 CFR 382.601

**Management Resources**

Website

**Cross References**

1312.3

1312.3

1312.3-E(1)

1312.3-E(2)

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3260

3513.3

3513.3

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3514

3514.1

3514.1

3514.2

**Description**Workers' compensation: claim form and notice of potential eligibilityChild Abuse and Neglect Reporting Act: notification requirementEmployment: statement of knowledge of duty to report child abuse or neglectDisability Insurance: notice of rights and benefitsLimited exception to juvenile court record**Description**Local application for career and technical education programsFamily and Medical Leave Act: notice requirementNondiscrimination under programs receiving federal assistanceNondiscriminationSeverabilityDrug-free workplace statementUniformed Services Employment and Reemployment Rights Act: notice requirementAsbestos inspections, response actions and post-response actionsAsbestos management plansDrug-Free Workplace ActMcKinney-Vento Homeless Assistance ActControlled substance and alcohol use and testing notificationsPost-accident information, procedures, and instructionsControlled substance and alcohol use and testing notification**Description**CSBA District and County Office of Education Legal Services**Description**Uniform Complaint ProceduresUniform Complaint ProceduresUniform Complaint ProceduresUniform Complaint ProceduresSuperintendent's ContractFees And ChargesFees And ChargesTobacco-Free SchoolsTobacco-Free SchoolsEnvironmental SafetyEnvironmental SafetyHazardous SubstancesHazardous SubstancesIntegrated Pest Management

**Cross References****Description**

|             |                                                        |
|-------------|--------------------------------------------------------|
| 3515.3      | <u>District Police/Security Department</u>             |
| 3515.3      | <u>District Police/Security Department</u>             |
| 3542        | <u>School Bus Drivers</u>                              |
| 3580        | <u>District Records</u>                                |
| 3580        | <u>District Records</u>                                |
| 4020        | <u>Drug And Alcohol-Free Workplace</u>                 |
| 4030        | <u>Nondiscrimination In Employment</u>                 |
| 4030        | <u>Nondiscrimination In Employment</u>                 |
| 4033        | <u>Lactation Accommodation</u>                         |
| 4112.42     | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4112.42     | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4112.5      | <u>Criminal Record Check</u>                           |
| 4112.5-E(1) | <u>Criminal Record Check</u>                           |
| 4112.6      | <u>Personnel Files</u>                                 |
| 4115        | <u>Evaluation/Supervision</u>                          |
| 4115        | <u>Evaluation/Supervision</u>                          |
| 4116        | <u>Probationary/Permanent Status</u>                   |
| 4116        | <u>Probationary/Permanent Status</u>                   |
| 4117.14     | <u>Postretirement Employment</u>                       |
| 4117.3      | <u>Personnel Reduction</u>                             |
| 4117.7      | <u>Employment Status Reports</u>                       |
| 4118        | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4118        | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4119.11     | <u>Sexual Harassment</u>                               |
| 4119.11     | <u>Sexual Harassment</u>                               |
| 4119.43     | <u>Universal Precautions</u>                           |
| 4119.43     | <u>Universal Precautions</u>                           |
| 4121        | <u>Temporary/Substitute Personnel</u>                  |
| 4121        | <u>Temporary/Substitute Personnel</u>                  |
| 4136        | <u>Nonschool Employment</u>                            |
| 4154        | <u>Health And Welfare Benefits</u>                     |
| 4154        | <u>Health And Welfare Benefits</u>                     |
| 4157        | <u>Employee Safety</u>                                 |
| 4157        | <u>Employee Safety</u>                                 |
| 4157.1      | <u>Work-Related Injuries</u>                           |
| 4158        | <u>Employee Security</u>                               |
| 4158        | <u>Employee Security</u>                               |
| 4161.1      | <u>Personal Illness/Injury Leave</u>                   |
| 4161.11     | <u>Industrial Accident/Illness Leave</u>               |
| 4161.2      | <u>Personal Leaves</u>                                 |

| <b>Cross References</b> | <b>Description</b>                                     |
|-------------------------|--------------------------------------------------------|
| 4161.5                  | <u>Military Leave</u>                                  |
| 4161.8                  | <u>Family Care And Medical Leave</u>                   |
| 4212                    | <u>Appointment And Conditions Of Employment</u>        |
| 4212.42                 | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4212.42                 | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4212.5                  | <u>Criminal Record Check</u>                           |
| 4212.5-E(1)             | <u>Criminal Record Check</u>                           |
| 4212.6                  | <u>Personnel Files</u>                                 |
| 4216                    | <u>Probationary/Permanent Status</u>                   |
| 4217.3                  | <u>Layoff/Rehire</u>                                   |
| 4219.11                 | <u>Sexual Harassment</u>                               |
| 4219.11                 | <u>Sexual Harassment</u>                               |
| 4219.43                 | <u>Universal Precautions</u>                           |
| 4219.43                 | <u>Universal Precautions</u>                           |
| 4236                    | <u>Non-school Employment</u>                           |
| 4254                    | <u>Health And Welfare Benefits</u>                     |
| 4254                    | <u>Health And Welfare Benefits</u>                     |
| 4257                    | <u>Employee Safety</u>                                 |
| 4257                    | <u>Employee Safety</u>                                 |
| 4257.1                  | <u>Work-Related Injuries</u>                           |
| 4258                    | <u>Employee Security</u>                               |
| 4258                    | <u>Employee Security</u>                               |
| 4261.1                  | <u>Personal Illness/Injury Leave</u>                   |
| 4261.11                 | <u>Industrial Accident/Illness Leave</u>               |
| 4261.2                  | <u>Personal Leaves</u>                                 |
| 4261.5                  | <u>Military Leave</u>                                  |
| 4261.8                  | <u>Family Care And Medical Leave</u>                   |
| 4312.1                  | <u>Contracts</u>                                       |
| 4312.42                 | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4312.42                 | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4312.5                  | <u>Criminal Record Check</u>                           |
| 4312.5-E(1)             | <u>Criminal Record Check</u>                           |
| 4312.6                  | <u>Personnel Files</u>                                 |
| 4315                    | <u>Evaluation/Supervision</u>                          |
| 4317.14                 | <u>Postretirement Employment</u>                       |
| 4317.7                  | <u>Employment Status Reports</u>                       |
| 4319.11                 | <u>Sexual Harassment</u>                               |
| 4319.11                 | <u>Sexual Harassment</u>                               |
| 4319.43                 | <u>Universal Precautions</u>                           |
| 4319.43                 | <u>Universal Precautions</u>                           |

| <b>Cross References</b> | <b>Description</b>                                               |
|-------------------------|------------------------------------------------------------------|
| 4336                    | <u>Nonschool Employment</u>                                      |
| 4354                    | <u>Health And Welfare Benefits</u>                               |
| 4354                    | <u>Health And Welfare Benefits</u>                               |
| 4357                    | <u>Employee Safety</u>                                           |
| 4357                    | <u>Employee Safety</u>                                           |
| 4357.1                  | <u>Work-Related Injuries</u>                                     |
| 4358                    | <u>Employee Security</u>                                         |
| 4358                    | <u>Employee Security</u>                                         |
| 4361.1                  | <u>Personal Illness/Injury Leave</u>                             |
| 4361.11                 | <u>Industrial Accident/Illness Leave</u>                         |
| 4361.2                  | <u>Personal Leaves</u>                                           |
| 4361.5                  | <u>Military Leave</u>                                            |
| 4361.8                  | <u>Family Care And Medical Leave</u>                             |
| 5141.21                 | <u>Administering Medication And Monitoring Health Conditions</u> |
| 5141.21                 | <u>Administering Medication And Monitoring Health Conditions</u> |
| 5141.4                  | <u>Child Abuse Prevention And Reporting</u>                      |
| 5141.4                  | <u>Child Abuse Prevention And Reporting</u>                      |
| 5145.3                  | <u>Nondiscrimination/Harassment</u>                              |
| 5145.3                  | <u>Nondiscrimination/Harassment</u>                              |
| 6117                    | <u>Year-Round Schedules</u>                                      |
| 6173                    | <u>Education For Homeless Children</u>                           |
| 6173                    | <u>Education For Homeless Children</u>                           |
| 6173-E(1)               | <u>Education For Homeless Children</u>                           |
| 6173-E(2)               | <u>Education For Homeless Children</u>                           |
| 6178                    | <u>Career Technical Education</u>                                |
| 6178                    | <u>Career Technical Education</u>                                |
| 9310                    | <u>Board Policies</u>                                            |
| 9321                    | <u>Closed Session</u>                                            |
| 9321-E(1)               | <u>Closed Session</u>                                            |
| 9321-E(2)               | <u>Closed Session</u>                                            |



**Policy 4119.11: Sexual Harassment**

Status: ADOPTED

Original Adopted Date: 12/01/2015 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Governing Board is committed to providing a safe work environment that is free of discrimination, harassment, and intimidation, including sexual harassment. The Board prohibits sexual harassment, as defined in the accompanying administrative regulation, in district programs and activities by and against district employees. For purposes of this policy and accompanying administrative regulation, employees include interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

Additionally, the Board prohibits retaliatory behavior or action against any person who complains or testifies about conduct that reasonably may constitute sexual harassment, reports such conduct, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1; 34 CFR 106.71)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to: (Education Code 231.5; Government Code 12950.1; 2 CCR 11023; 34 CFR 106.8, 106.45)

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Publicize as specified in Exhibit (1) 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, the required notifications related to Title IX to employees, applicants for employment, and bargaining units
4. Ensuring prompt, thorough, fair, and equitable investigation of complaints through the appropriate state and/or federal procedures
5. Taking timely and appropriate corrective/remedial action(s)

The Superintendent or designee may periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to harassment policy(ies), complaint procedures, or training, as appropriate and in accordance with law.

**Reports and Complaints**

Any district employee who has experienced sexual harassment in the district's education program or activity may file a complaint with the district's Title IX Coordinator. (34 CFR 106.8)

Any employee with knowledge of conduct that reasonably may constitute sexual harassment by or against another district employee, a student, or a third party in a district education program or activity shall notify the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure that the complaint alleging sexual harassment is addressed through Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or Administrative Regulation 4030 - Nondiscrimination in Employment, as applicable. Additionally, the Title IX Coordinator shall ensure that any implementation of Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, concurrently meets the requirements of Administrative Regulation 4030 - Nondiscrimination in Employment.

Before or after the filing of a formal complaint or where no formal complaint has been filed, the Title IX Coordinator shall offer and coordinate supportive measures to be provided to the complainant and the respondent, as deemed appropriate under the circumstances. (34 CFR 106.30, 106.44)

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                  | Description                                                                                                                                |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 2 CCR 11006-11086      | Discrimination in employment                                                                                                               |
| 2 CCR 11009            | Employment discrimination                                                                                                                  |
| 2 CCR 11021            | Discrimination in employment - retaliation                                                                                                 |
| 2 CCR 11023            | Harassment and discrimination prevention and correction                                                                                    |
| 2 CCR 11024            | Required training and education on harassment based on sex, gender identity and expression, and sexual orientation                         |
| 2 CCR 11034            | Terms, conditions, and privileges of employment                                                                                            |
| 5 CCR 4900-4965        | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance                         |
| Ed. Code 200-262.4     | Prohibition of discrimination                                                                                                              |
| Ed. Code 220.1         | Prohibition of retaliation related to educational equity                                                                                   |
| Ed. Code 220.3         | No requirement to disclose information related to student's sexual orientation, gender identity, or gender expression                      |
| Ed. Code 220.5         | Prohibition of policies requiring disclosure of information related to student's sexual orientation, gender identity, or gender expression |
| Gov. Code 11135        | Prohibition of discrimination                                                                                                              |
| Gov. Code 12900-12996  | Fair Employment and Housing Act                                                                                                            |
| Gov. Code 12940        | Unlawful discriminatory employment practices                                                                                               |
| Gov. Code 12950        | Sexual harassment                                                                                                                          |
| Gov. Code 12950.1      | Sexual harassment training                                                                                                                 |
| Lab. Code 1101         | Political activities of employees                                                                                                          |
| Lab. Code 1102.1       | Discrimination: sexual orientation                                                                                                         |
| Lab. Code 1197.5       | Wages, hours, and working conditions                                                                                                       |
| Federal                | Description                                                                                                                                |
| 20 USC 1681-1688       | Title IX of the Education Amendments of 1972; discrimination based on sex                                                                  |
| 29 CFR 1636            | Implementation of the Pregnant Workers Fairness Act                                                                                        |
| 34 CFR 106.1-106.82    | Nondiscrimination on the basis of sex in education programs or activities                                                                  |
| 42 USC 2000e-2000e-17  | Title VII, Civil Rights Act of 1964, as amended                                                                                            |
| 42 USC 2000gg-2000gg-6 | Pregnant Workers Fairness Act                                                                                                              |

**Management Resources**

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Federal Register

U.S. DOE, Office for Civil Rights Publication

Website

Website

Website

Website

Website

**Cross References**

0410

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1312.3

1312.3

1312.3-E(1)

1312.3-E(2)

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4033

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4040-E(1)

4112.9

4112.9-E(1)

4117.7

4118

**Description**Tennessee v. Cardona (2024) 737 F.Supp.3d 510Olmstead v. L.C., ex rel. Zimring (1999) 527 U.S. 581John T. D. v. River Delta Joint Unified School District (2021) WL 5176356Burlington Industries v. Efireth (1998) 118 S.Ct. 2252Department of Health Services v. Superior Court of California (2003) 31 Cal.4th 1026Faragher v. City of Boca Raton (1998) 118 S.Ct. 2275Gebser v. Lago Vista Independent School District (1998) 118 S.Ct. 1989Meritor Savings Bank, FSB v. Vinson et al. (1986) 447 U.S. 57Oncale v. Sundowner Offshore Serv. Inc. (1998) 118 S.Ct. 998Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025CSBA District and County Office of Education Legal ServicesCalifornia Department of EducationCalifornia Civil Rights DepartmentU.S. Department of Education, Office for Civil RightsU.S. Equal Employment Opportunity Commission**Description**Nondiscrimination in District Programs And ActivitiesComprehensive Safety PlanComprehensive Safety PlanUniform Complaint ProceduresUniform Complaint ProceduresUniform Complaint ProceduresUniform Complaint ProceduresCivilityRisk Management/InsuranceRisk Management/InsuranceConsultantsNondiscrimination in EmploymentNondiscrimination in EmploymentLactation AccommodationEmployee Use Of TechnologyEmployee Use Of TechnologyEmployee NotificationsEmployee NotificationsEmployment Status ReportsDismissal/Suspension/Disciplinary Action

| <b>Cross References</b> | <b>Description</b>                                             |
|-------------------------|----------------------------------------------------------------|
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u>                |
| 4119.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4119.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4119.21                 | <u>Professional Standards</u>                                  |
| 4119.21-E(1)            | <u>Professional Standards</u>                                  |
| 4119.22                 | <u>Dress And Grooming</u>                                      |
| 4131                    | <u>Staff Development</u>                                       |
| 4144                    | <u>Complaints</u>                                              |
| 4144                    | <u>Complaints</u>                                              |
| 4212.9                  | <u>Employee Notifications</u>                                  |
| 4212.9-E(1)             | <u>Employee Notifications</u>                                  |
| 4218.1                  | <u>Dismissal/Suspension/Disciplinary Action (Merit System)</u> |
| 4219.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4219.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4219.21                 | <u>Professional Standards</u>                                  |
| 4219.21-E(1)            | <u>Professional Standards</u>                                  |
| 4219.22                 | <u>Dress And Grooming</u>                                      |
| 4231                    | <u>Staff Development</u>                                       |
| 4244                    | <u>Complaints</u>                                              |
| 4244                    | <u>Complaints</u>                                              |
| 4300                    | <u>Administrative And Supervisory Personnel</u>                |
| 4300                    | <u>Administrative And Supervisory Personnel</u>                |
| 4312.9                  | <u>Employee Notifications</u>                                  |
| 4312.9-E(1)             | <u>Employee Notifications</u>                                  |
| 4317.7                  | <u>Employment Status Reports</u>                               |
| 4319.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4319.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4319.21                 | <u>Professional Standards</u>                                  |
| 4319.21-E(1)            | <u>Professional Standards</u>                                  |
| 4319.22                 | <u>Dress And Grooming</u>                                      |
| 4344                    | <u>Complaints</u>                                              |
| 4344                    | <u>Complaints</u>                                              |
| 5145.3                  | <u>Nondiscrimination/Harassment</u>                            |
| 5145.3                  | <u>Nondiscrimination/Harassment</u>                            |
| 5145.7                  | <u>Sexual Harassment</u>                                       |
| 5145.7                  | <u>Sexual Harassment</u>                                       |
| 5145.71                 | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 5145.71-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>         |

**Regulation 4119.11: Sexual Harassment**

Status: ADOPTED

Original Adopted Date: 12/01/2016 [Last Revised Date: 06/01/2025] Last Reviewed Date: 06/01/2025

**Definitions**

*Sexual harassment* is a form of sex discrimination and means sexual harassment and other harassment on the basis of one, or a combination of two or more protected characteristics, which include, but may not be limited to, sex; gender; gender identity; gender expression; sexual orientation; sex stereotypes; pregnancy, false pregnancy, childbirth, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; and parental, marital, and family status. (Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688)

*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 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, 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

**Title IX Coordinator/Compliance Officer**

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

(title or position)

(address)

(telephone number)

(email)

## Training

The Superintendent or designee shall ensure that employees receive training regarding sexual harassment in accordance with state and federal law.

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 as specified in Government Code 12950.1. 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 sex, 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 others 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 employees. Such records shall include, but are not limited to, the names of trained employees, date of the training, the sign in sheet, a copy of all certificates of attendance or completion issued, the type of training, a copy of all written or recorded materials that comprise the training, and name of the training provider. (2 CCR 11024)

Additionally, the Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR 106.45, including the definition of sexual harassment specified in 34 CFR 106.30, the scope of the district's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

In addition, the district's Title IX sexual harassment training shall include additional training for investigators and decisionmakers. (34 CFR 106.45)

The Superintendent or designee shall retain for seven years the materials used to provide training as specified in 34 CFR 106.45, make these materials publicly available on its website, or, if the district does not maintain a website make these materials available upon request, to members of the public.

#### 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)

The Superintendent or designee shall ensure that a copy of the accompanying Board policy and this administrative regulation:

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 website (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 Civil Rights Department (CRD) 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 CRD and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact CRD 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 CRD and the EEOC

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

### Complaint Procedures

All complaints alleging sexual harassment by and against employees shall be investigated and resolved in accordance with law and district procedures. The district's 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 Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved in accordance with Administrative Regulation 4030 - Nondiscrimination in Employment.

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

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                 | Description                                                                                                                                |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 2 CCR 11006-11086     | Discrimination in employment                                                                                                               |
| 2 CCR 11009           | Employment discrimination                                                                                                                  |
| 2 CCR 11021           | <u>Discrimination in employment -- retaliation</u>                                                                                         |
| 2 CCR 11023           | <u>Harassment and discrimination prevention and correction</u>                                                                             |
| 2 CCR 11024           | <u>Required training and education on harassment based on sex, gender identity and expression, and sexual orientation</u>                  |
| 2 CCR 11034           | <u>Terms, conditions, and privileges of employment</u>                                                                                     |
| 5 CCR 4900-4965       | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance                         |
| Ed. Code 200-262.4    | Prohibition of discrimination                                                                                                              |
| Ed. Code 220.1        | Prohibition of retaliation related to educational equity                                                                                   |
| Ed. Code 220.3        | No requirement to disclose information related to student's sexual orientation, gender identity, or gender expression                      |
| Ed. Code 220.5        | Prohibition of policies requiring disclosure of information related to student's sexual orientation, gender identity, or gender expression |
| Gov. Code 11135       | <u>Prohibition of discrimination</u>                                                                                                       |
| Gov. Code 12900-12996 | <u>Fair Employment and Housing Act</u>                                                                                                     |
| Gov. Code 12940       | <u>Unlawful discriminatory employment practices</u>                                                                                        |
| Gov. Code 12950       | <u>Sexual harassment</u>                                                                                                                   |
| Gov. Code 12950.1     | Sexual harassment training                                                                                                                 |
| Lab. Code 1101        | <u>Political activities of employees</u>                                                                                                   |



|                                               |                                                                                                                                                                                    |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>State</b>                                  | <b>Description</b>                                                                                                                                                                 |
| Lab. Code 1102.1                              | <a href="#">Discrimination; sexual orientation</a>                                                                                                                                 |
| Lab. Code 1197.5                              | <a href="#">Wages, hours, and working conditions</a>                                                                                                                               |
| <b>Federal</b>                                | <b>Description</b>                                                                                                                                                                 |
| 20 USC 1681-1688                              | <a href="#">Title IX of the Education Amendments of 1972; discrimination based on sex</a>                                                                                          |
| 29 CFR 1636                                   | <a href="#">Implementation of the Pregnant Workers Fairness Act</a>                                                                                                                |
| 34 CFR 106.1-106.82                           | <a href="#">Nondiscrimination on the basis of sex in education programs or activities</a>                                                                                          |
| 42 USC 2000e-2000e-17                         | <a href="#">Title VII, Civil Rights Act of 1964, as amended</a>                                                                                                                    |
| 42 USC 2000gg-2000gg-6                        | <a href="#">Pregnant Workers Fairness Act</a>                                                                                                                                      |
| <b>Management Resources</b>                   | <b>Description</b>                                                                                                                                                                 |
| Court Decision                                | <a href="#">Tennessee v. Carriona (2024) 737 F.Supp.3d 510</a>                                                                                                                     |
| Court Decision                                | <a href="#">Olmstead v. L.C. ex rel. Zimring (1999) 527 U.S. 581</a>                                                                                                               |
| Court Decision                                | <a href="#">John T. D. v. River Delta Joint Unified School District (2021) WL 5176356</a>                                                                                          |
| Court Decision                                | <a href="#">Burlington Industries v. Elfrath (1998) 118 S.Ct. 2257</a>                                                                                                             |
| Court Decision                                | <a href="#">Department of Health Services v. Superior Court of California (2003) 31 Cal.4th 1026</a>                                                                               |
| Court Decision                                | <a href="#">Faragher v. City of Boca Raton (1998) 118 S.Ct. 2275</a>                                                                                                               |
| Court Decision                                | <a href="#">Gebser v. Lago Vista Independent School District (1998) 118 S.Ct. 1989</a>                                                                                             |
| Court Decision                                | <a href="#">Meritor Savings Bank, FSB v. Vinson et al. (1986) 447 U.S. 57</a>                                                                                                      |
| Court Decision                                | <a href="#">Oncale v. Sundowner Offshore Serv. Inc. (1998) 118 S.Ct. 998</a>                                                                                                       |
| Federal Register                              | <a href="#">Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579</a> |
| U.S. DOE, Office for Civil Rights Publication | <a href="#">Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</a>                                                    |
| Website                                       | <a href="#">CSBA District and County Office of Education Legal Services</a>                                                                                                        |
| Website                                       | <a href="#">California Department of Education</a>                                                                                                                                 |
| Website                                       | <a href="#">California Civil Rights Department</a>                                                                                                                                 |
| Website                                       | <a href="#">U.S. Department of Education, Office for Civil Rights</a>                                                                                                              |
| Website                                       | <a href="#">U.S. Equal Employment Opportunity Commission</a>                                                                                                                       |
| <b>Cross References</b>                       | <b>Description</b>                                                                                                                                                                 |
| 0410                                          | <a href="#">Nondiscrimination In District Programs And Activities</a>                                                                                                              |
| 0450                                          | <a href="#">Comprehensive Safety Plan</a>                                                                                                                                          |
| 0450                                          | <a href="#">Comprehensive Safety Plan</a>                                                                                                                                          |
| 1312.3                                        | <a href="#">Uniform Complaint Procedures</a>                                                                                                                                       |
| 1312.3                                        | <a href="#">Uniform Complaint Procedures</a>                                                                                                                                       |
| 1312.3-E(1)                                   | <a href="#">Uniform Complaint Procedures</a>                                                                                                                                       |
| 1312.3-E(2)                                   | <a href="#">Uniform Complaint Procedures</a>                                                                                                                                       |
| 1313                                          | <a href="#">Civility</a>                                                                                                                                                           |
| 3530                                          | <a href="#">Risk Management/Insurance</a>                                                                                                                                          |
| 3530                                          | <a href="#">Risk Management/Insurance</a>                                                                                                                                          |

| <b>Cross References</b> | <b>Description</b>                                             |
|-------------------------|----------------------------------------------------------------|
| 3600                    | <u>Consultants</u>                                             |
| 4030                    | <u>Nondiscrimination In Employment</u>                         |
| 4030                    | <u>Nondiscrimination In Employment</u>                         |
| 4033                    | <u>Lactation Accommodation</u>                                 |
| 4040                    | <u>Employee Use Of Technology</u>                              |
| 4040-E(1)               | <u>Employee Use Of Technology</u>                              |
| 4112.9                  | <u>Employee Notifications</u>                                  |
| 4112.9-E(1)             | <u>Employee Notifications</u>                                  |
| 4117.7                  | <u>Employment Status Reports</u>                               |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u>                |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u>                |
| 4119.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4119.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4119.21                 | <u>Professional Standards</u>                                  |
| 4119.21-E(1)            | <u>Professional Standards</u>                                  |
| 4119.22                 | <u>Dress And Grooming</u>                                      |
| 4131                    | <u>Staff Development</u>                                       |
| 4144                    | <u>Complaints</u>                                              |
| 4144                    | <u>Complaints</u>                                              |
| 4212.9                  | <u>Employee Notifications</u>                                  |
| 4212.9-E(1)             | <u>Employee Notifications</u>                                  |
| 4218.1                  | <u>Dismissal/Suspension/Disciplinary Action (Merit System)</u> |
| 4219.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4219.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4219.21                 | <u>Professional Standards</u>                                  |
| 4219.21-E(1)            | <u>Professional Standards</u>                                  |
| 4219.22                 | <u>Dress And Grooming</u>                                      |
| 4231                    | <u>Staff Development</u>                                       |
| 4244                    | <u>Complaints</u>                                              |
| 4244                    | <u>Complaints</u>                                              |
| 4300                    | <u>Administrative And Supervisory Personnel</u>                |
| 4300                    | <u>Administrative And Supervisory Personnel</u>                |
| 4312.9                  | <u>Employee Notifications</u>                                  |
| 4312.9-E(1)             | <u>Employee Notifications</u>                                  |
| 4317.7                  | <u>Employment Status Reports</u>                               |
| 4319.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4319.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4319.21                 | <u>Professional Standards</u>                                  |
| 4319.21-E(1)            | <u>Professional Standards</u>                                  |
| 4319.22                 | <u>Dress And Grooming</u>                                      |

**Cross References**

4344

4344

5145.3

5145.3

5145.7

5145.7

5145.71

5145.71-E(1)

**Description**ComplaintsComplaintsNondiscrimination/HarassmentNondiscrimination/HarassmentSexual HarassmentSexual HarassmentTitle IX Sexual Harassment Complaint ProceduresTitle IX Sexual Harassment Complaint Procedures

**Regulation 4119.12: Title IX Sexual Harassment Complaint Procedures**

Status: ADOPTED

Original Adopted Date: 07/01/2020 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a district employee, while in an education program or activity, in which a district school exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on a 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's 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

For a complaint governed by Title IX based on conduct that occurred, in whole or in part, between August 1, 2024 and January 9, 2025, or prior to August 14, 2020, the Title IX Coordinator shall consult with district legal counsel to determine which procedures to use.

All other complaints alleging sexual harassment brought by or against employees shall be investigated and resolved in accordance with Administrative Regulation 4030 - Nondiscrimination in Employment. The determination over which process shall be used to investigate and resolve a complaint shall be made by the district's Title IX Coordinator.

The Title IX Coordinator shall ensure that all requirements and timelines for Administrative Regulation 4030 - Nondiscrimination in Employment are concurrently met while implementing the Title IX procedure.

**Basic Requirements**

When implementing Title IX grievance procedures, the district shall: (34 CFR 106.45)

1. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent and by following a grievance process in accordance with 34 CFR 106.45 before the imposition of any disciplinary sanctions or other actions that are not supportive measures, as defined in 34 CFR 106.30, against a respondent

Remedies following a determination of responsibility for sexual harassment shall be designed to restore or preserve equal access to the district's education program or activity, and shall be provided in accordance with "Remedies," below.

2. Require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provide that credibility determination may not be based on a person's status as complainant, respondent, or witness
3. Ensure that the Title IX Coordinator, investigator, or decisionmaker, any person that facilitates an information resolution process, does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and that such individuals receive training in accordance with 34 CFR 106.45
4. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process
5. Include reasonably prompt timeframes for the conclusion of the grievance procedures, including reasonably prompt timeframes for filing and resolving appeals, and informal resolution processes if appropriate and offered by the district

The district's procedures shall also include a process that allows for the temporary delay of the grievance procedures or the limited extension of timeframes for good cause with written notice to the complainant and

the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

6. Describe the range of, or list, the possible disciplinary sanctions and remedies that the district may implement following any determination of responsibility
7. State whether the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard or the clear and convincing evidence standard, and apply the same standard of evidence to formal complaints against students and employees and to all formal complaints of sexual harassment
8. Include the procedures and permissible bases for the complainant and respondent to appeal
9. Describe the range of supportive measures available to complainants and respondents
10. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege

Additionally, the district shall not disclose the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act statute or regulations, as required by law, or to carry out the purposes of Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising under Title IX. (34 CFR 106.30, 106.71)

#### **Reporting Allegations/Filing a Formal Complaint**

An employee who is the alleged victim of sexual harassment may submit a report of sexual harassment to the district's Title IX Coordinator using the contact information listed in Administrative Regulation #119.11/4219.11/4319.11 - Sexual Harassment, or to any other available school employee, who shall forward the report to the Title IX Coordinator within one workday of receiving the report.

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the right to file a formal complaint and the process for filing a formal complaint. (34 CFR 106.44)

A formal complaint shall include the complainant's physical or digital signature, or another indication that the complainant is the person filing the complaint, and be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

If the district has actual knowledge of sexual harassment or allegations of sexual harassment but the alleged victim does not file a formal complaint, the Title IX Coordinator may file a formal complaint and, in situations when an imminent safety threat exists, shall file a formal complaint. In such cases, the Title IX Coordinator shall provide the alleged victim notices as required by the Title IX regulations at specific points in the complaint process.

#### **Supportive Measures**

Upon receipt of a report of Title IX sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or even if no formal complaint has been filed. Such measures shall be nondisciplinary, nonpunitive, and designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment or to deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus. (34 CFR 106.30, 106.44)

The district shall maintain as confidential any supportive measures provided to the complainant or respondent, to the

extent that maintaining such confidentiality would not impair the district's ability to provide the supportive measures. (34 CFR 106.30)

### **Emergency Removal from School**

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

If a student is the respondent, the district may remove the student from the district's education program or activity, on an emergency basis, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

Any such removal may not constitute discipline for student record purposes or Board Policy 5144 - Discipline. Additionally, this authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

### **Dismissal of Complaint**

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30. Additionally, the Title IX Coordinator shall dismiss a formal complaint in which the alleged conduct did not occur in the district's education program or activity or did not occur against a person in the United States. In addition, the Title IX Coordinator may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer enrolled or employed by the district, or sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination with regard to the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties, and shall inform them of their right to appeal the dismissal in accordance with the appeal procedures described in the section "Appeals," below. (34 CFR 106.45)

If a complaint is dismissed, the conduct may still be addressed pursuant to Administrative Regulation 4030 - Nondiscrimination in Employment, as applicable.

### **Informal Resolution Process**

When a formal complaint of sexual harassment is filed the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. (34 CFR 106.45)

The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint, including that the district shall not require such waiver as a condition of enrollment or employment or continuing employment. (34 CFR 106.45)

As a part of an informal resolution, the parties may agree upon discipline such as suspension or expulsion without the need for an investigation.

The district may facilitate an informal resolution process provided that the district: (34 CFR 106.45)

1. Provides the parties with written notice disclosing the allegations; the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; the right to withdraw from the informal process and resume the formal complaint process at any time prior to agreeing to a resolution; and any consequences resulting from the informal resolution process, including that records will be maintained or could be shared
2. Obtains the parties' voluntary, written consent to the informal resolution process
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student

## Written Notice

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: (34 CFR 106.45)

1. The district's complaint process, including any informal resolution process
2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident

Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview. If, during the course of the investigation, new Title IX allegations arise about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process
4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence
5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process

The above notice may also include the name of the investigator, facilitator of an informal process, and decisionmaker and inform the parties that, if at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator.

## Consolidation of Complaints

When the allegations of sexual harassment arise out of the same facts or circumstances, the district may consolidate formal complaints alleging sexual harassment against more than one respondent; by more than one complainant against one or more respondents; or by one party against another party. (34 CFR 106.45)

## Investigation Procedures

During the investigation process, the district's designated investigator shall: (34 CFR 106.45)

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence
3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney
4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate
6. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the

investigation that is directly related to the allegations raised in a formal complaint including evidence that the district does not intend to rely on in reaching a determination regarding responsibility and inculpatory and exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to conclusion of the investigation

7. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report
8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

#### **Written Decision**

The Superintendent shall designate an employee as the decisionmaker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator or a person involved in the investigation. (34 CFR 106.45)

After the investigative report has been sent to the parties but before reaching a determination regarding responsibility, the decisionmaker shall afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The decisionmaker shall issue, and simultaneously provide to both parties, a written decision as to the scope of the respondent's responsibility for the alleged conduct, if any. (34 CFR 106.45)

The written decision shall be issued within 60 calendar days of the receipt of the complaint.

The district may extend the timeline for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. (34 CFR 106.45)

In making this determination, the decisionmaker shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment. The same standard of evidence shall be used for formal complaints against students as for complaints against employees. (34 CFR 106.45)

The written decision shall include the following: (34 CFR 106.45)

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30
2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the district includes hearings as part of the grievance process
3. Findings of fact supporting the determination
4. Conclusions regarding the application of the district's code of conduct or policies to the facts



5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's educational program or activity will be provided by the district to the complainant
6. The district's procedures and permissible bases for the complainant and respondent to appeal

### **Appeals**

Either party may appeal the written decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decisionmaker(s) affected the outcome.

If an appeal is filed, the district shall: (34 CFR 106.45)

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties
2. Ensure that the decisionmaker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decisionmaker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator
3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome
4. Issue a written decision describing the result of the appeal and the rationale for the result
5. Provide the written decision simultaneously to both parties

An appeal shall be filed in writing within 10 calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

### **Remedies**

When a determination of responsibility for sexual harassment has been made against the respondent, the district shall provide remedies to the complainant as appropriate. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45)

### **Disciplinary Actions**

The district may impose disciplinary sanctions or other actions after the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44, 106.45)

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

## Record-Keeping

The Superintendent or designee shall maintain, for a period of seven years: (34 CFR 106.45)

1. A record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolution and the results therefrom
2. A record of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, including the district's basis for its conclusion that its response was not deliberately indifferent, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances
3. All materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person who facilitates an informal resolution process

The district shall make such training materials publicly available on its website, or if the district does not maintain a website, available upon request by members of the public.

For complaints containing allegations of childhood sexual assault, the Superintendent or designee shall also indefinitely maintain the following: (Code of Civil Procedure 340.1)

1. A record of the allegation(s)
2. A record of the investigation procedures followed
3. A record of the written determination
4. A record of the corrective action implemented, if any
5. A record of any appeals and the outcome of the same
6. All training materials addressing the prohibition and investigation of childhood sexual assault

Additionally, the Superintendent or designee shall indefinitely maintain a record of insurance which evidences the district's coverage for acts of sexual assault.

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State              | Description                                                                                                        |
|--------------------|--------------------------------------------------------------------------------------------------------------------|
| 5 CCR 4600-4670    | Uniform complaint procedures                                                                                       |
| 5 CCR 4900-4965    | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance |
| Civ. Code 1714.1   | Liability of parent/guardian for act of willful misconduct by a minor                                              |
| Civ. Code 51.9     | Liability for sexual harassment; business, service and professional relationships                                  |
| Ed. Code 200-262.4 | Prohibition of discrimination                                                                                      |
| Ed. Code 48900     | Grounds for suspension or expulsion                                                                                |
| Ed. Code 48900.2   | Additional grounds for suspension or expulsion; sexual harassment                                                  |
| Ed. Code 48985     | Notices to parents in language other than English                                                                  |
| Gov. Code 12950.1  | Sexual harassment training                                                                                         |

|                                               |                                                                                                                                                                           |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Federal</b>                                | <b>Description</b>                                                                                                                                                        |
| 20 USC 1092                                   | <u>Definition of sexual assault</u>                                                                                                                                       |
| 20 USC 1221                                   | <u>Application of laws</u>                                                                                                                                                |
| 20 USC 1232g                                  | <u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>                                                                                                          |
| 20 USC 1681-1688                              | <u>Title IX of the Education Amendments of 1972; discrimination based on sex</u>                                                                                          |
| 34 CFR 106.1-106.82                           | <u>Nondiscrimination on the basis of sex in education programs or activities</u>                                                                                          |
| 34 CFR 99.1-99.67                             | <u>Family Educational Rights and Privacy</u>                                                                                                                              |
| 34 USC 12291                                  | <u>Definition of dating violence, domestic violence, and stalking</u>                                                                                                     |
| 42 USC 1983                                   | <u>Civil action for deprivation of rights</u>                                                                                                                             |
| 42 USC 2000d-2000d-7                          | <u>Title VI, Civil Rights Act of 1964</u>                                                                                                                                 |
| 42 USC 2000e-2000e-17                         | <u>Title VII, Civil Rights Act of 1964, as amended</u>                                                                                                                    |
| <b>Management Resources</b>                   | <b>Description</b>                                                                                                                                                        |
| Court Decision                                | <u>Tennessee v. Cardona (2024) 737 F.Supp.3d 510</u>                                                                                                                      |
| Court Decision                                | <u>Reese v. Jefferson School District (2001, 9th Cir.) 208 F.3d 736</u>                                                                                                   |
| Court Decision                                | <u>Davis v. Monroe County Board of Education (1999) 526 U.S. 629</u>                                                                                                      |
| Court Decision                                | <u>Gebser v. Lago Vista Independent School District (1998) 524 U.S. 274</u>                                                                                               |
| Court Decision                                | <u>Ona by Kate S. v. McCaffrey (1998, 9th Cir.) 143 F.3d 473</u>                                                                                                          |
| Court Decision                                | <u>Doe v. Petaluma City School District (1995, 9th Cir.) 54 F.3d 1447</u>                                                                                                 |
| Court Decision                                | <u>Donovan v. Poway Unified School District (2008) 167 Cal.App.4th 567</u>                                                                                                |
| Court Decision                                | <u>Flores v. Morgan Hill Unified School District (2003, 9th Cir.) 324 F.3d 1130</u>                                                                                       |
| Federal Register                              | <u>Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579</u> |
| U.S. DOE, Office for Civil Rights Publication | <u>Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</u>                                                    |
| U.S. DOJ, FBI Publication                     | <u>National Incident-Based Reporting System</u>                                                                                                                           |
| Website                                       | <u>U.S. Department of Justice, Federal Bureau of Investigation</u>                                                                                                        |
| Website                                       | <u>CSBA District and County Office of Education Legal Services</u>                                                                                                        |
| Website                                       | <u>CSBA</u>                                                                                                                                                               |
| Website                                       | <u>California Department of Education</u>                                                                                                                                 |
| Website                                       | <u>U.S. Department of Education, Office for Civil Rights</u>                                                                                                              |
| <b>Cross References</b>                       | <b>Description</b>                                                                                                                                                        |
| 0410                                          | <u>Nondiscrimination in District Programs And Activities</u>                                                                                                              |
| 1312.3                                        | <u>Uniform Complaint Procedures</u>                                                                                                                                       |
| 1312.3                                        | <u>Uniform Complaint Procedures</u>                                                                                                                                       |
| 1312.3-E(1)                                   | <u>Uniform Complaint Procedures</u>                                                                                                                                       |
| 1312.3-E(2)                                   | <u>Uniform Complaint Procedures</u>                                                                                                                                       |
| 1313                                          | <u>Civility</u>                                                                                                                                                           |
| 3580                                          | <u>District Records</u>                                                                                                                                                   |
| 3580                                          | <u>District Records</u>                                                                                                                                                   |
| 3600                                          | <u>Consultants</u>                                                                                                                                                        |

**Cross References****Description**

|              |                                                        |
|--------------|--------------------------------------------------------|
| 4030         | <u>Nondiscrimination in Employment</u>                 |
| 4030         | <u>Nondiscrimination in Employment</u>                 |
| 4033         | Lactation Accommodation                                |
| 4117.7       | <u>Employment Status Reports</u>                       |
| 4118         | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4118         | Dismissal/Suspension/Disciplinary Action               |
| 4119.11      | <u>Sexual Harassment</u>                               |
| 4119.11      | <u>Sexual Harassment</u>                               |
| 4131         | Staff Development                                      |
| 4218         | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4218         | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4219.11      | <u>Sexual Harassment</u>                               |
| 4219.11      | <u>Sexual Harassment</u>                               |
| 4317.7       | Employment Status Reports                              |
| 4319.11      | <u>Sexual Harassment</u>                               |
| 4319.11      | Sexual Harassment                                      |
| 5145.7       | <u>Sexual Harassment</u>                               |
| 5145.7       | <u>Sexual Harassment</u>                               |
| 5145.71      | Title IX Sexual Harassment Complaint Procedures        |
| 5145.71-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u> |

**Exhibit 4119.12-E[1]: Title IX Sexual Harassment Complaint Procedures**

Status: ADOPTED

Original Adopted Date: 10/01/2020 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

**NOTICE OF TITLE IX SEXUAL HARASSMENT POLICY**

The district shall not discriminate on the basis of sex in any education program or activity that it operates. The prohibition against discrimination on the basis of sex is required by federal law (20 USC 1681-1688; 34 CFR Part 106) and extends to admission and employment. The district also prohibits retaliation against any employee for filing a complaint or exercising any right granted under Title IX.

The district shall take prompt and equitable action to address any potential Title IX violations that are brought to its attention. Any inquiries about the application of Title IX, this notice, and who is protected by Title IX may be referred to the district's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The following employee serves as the district's Title IX Coordinator and is responsible for addressing concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment:

(name and/or title/position)

(address)

(telephone number)

(email address)

Any individual may report sex discrimination, including sexual harassment, to the Title IX Coordinator or any other school employee at any time, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon receiving an allegation of sexual harassment, the Title IX Coordinator shall promptly notify the parties, in writing, of the applicable district complaint procedure.

To view an electronic copy of the district's policies and administrative regulations on sexual harassment, including the grievance process that complies with 34 CFR 106.45, please see Board Policy/Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment, and Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, on the district's website at (insert website link).

To inspect or obtain a copy of the district's sexual harassment policies and administrative regulations, please contact: (insert location/phone/email of contact person).

Materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person(s) who facilitates an informal resolution process, are also publicly available on the district's website or at the district office upon request.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State              | Description                                                                                                        |
|--------------------|--------------------------------------------------------------------------------------------------------------------|
| 5 CCR 4600-4670    | Uniform complaint procedures                                                                                       |
| 5 CCR 4900-4965    | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance |
| Civ. Code 1714.1   | Liability of parent/guardian for act of willful misconduct by a minor                                              |
| Civ. Code 51.9     | Liability for sexual harassment: business, service and professional relationships                                  |
| Ed. Code 200-262.4 | Prohibition of discrimination                                                                                      |

|                                               |                                                                                                                                                                                    |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>State</b>                                  | <b>Description</b>                                                                                                                                                                 |
| Ed. Code 48900                                | <a href="#">Grounds for suspension or expulsion</a>                                                                                                                                |
| Ed. Code 48900.2                              | <a href="#">Additional grounds for suspension or expulsion; sexual harassment</a>                                                                                                  |
| Ed. Code 48985                                | <a href="#">Notices to parents in language other than English</a>                                                                                                                  |
| Gov. Code 12950.1                             | <a href="#">Sexual harassment training</a>                                                                                                                                         |
| <b>Federal</b>                                | <b>Description</b>                                                                                                                                                                 |
| 20 USC 1092                                   | <a href="#">Definition of sexual assault</a>                                                                                                                                       |
| 20 USC 1221                                   | <a href="#">Application of laws</a>                                                                                                                                                |
| 20 USC 1232g                                  | <a href="#">Family Educational Rights and Privacy Act (FERPA) of 1974</a>                                                                                                          |
| 20 USC 1681-1688                              | <a href="#">Title IX of the Education Amendments of 1972; discrimination based on sex</a>                                                                                          |
| 34 CFR 106.1-106.82                           | <a href="#">Nondiscrimination on the basis of sex in education programs or activities</a>                                                                                          |
| 34 CFR 99.1-99.67                             | <a href="#">Family Educational Rights and Privacy</a>                                                                                                                              |
| 34 USC 12291                                  | <a href="#">Definition of dating violence, domestic violence, and stalking</a>                                                                                                     |
| 42 USC 1983                                   | <a href="#">Civil action for deprivation of rights</a>                                                                                                                             |
| 42 USC 2000d-2000d-7                          | <a href="#">Title VI, Civil Rights Act of 1964</a>                                                                                                                                 |
| 42 USC 2000e-2000e-17                         | <a href="#">Title VII, Civil Rights Act of 1964, as amended</a>                                                                                                                    |
| <b>Management Resources</b>                   | <b>Description</b>                                                                                                                                                                 |
| Court Decision                                | <a href="#">Tennessee v. Cardona (2024) 737 F.Supp.3d 510</a>                                                                                                                      |
| Court Decision                                | <a href="#">Reese v. Jefferson School District (2001, 9th Cir.) 208 F.3d 736</a>                                                                                                   |
| Court Decision                                | <a href="#">Davis v. Monroe County Board of Education (1999) 526 U.S. 629</a>                                                                                                      |
| Court Decision                                | <a href="#">Gebser v. Lago Vista Independent School District (1998) 524 U.S. 274</a>                                                                                               |
| Court Decision                                | <a href="#">Ona by Kate S. v. McCaffrey (1998, 9th Cir.) 143 F.3d 473</a>                                                                                                          |
| Court Decision                                | <a href="#">Doe v. Petaluma City School District (1995, 9th Cir.) 54 F.3d 1447</a>                                                                                                 |
| Court Decision                                | <a href="#">Donovan v. Poway Unified School District (2008) 167 Cal.App.4th 562</a>                                                                                                |
| Court Decision                                | <a href="#">Flores v. Morgan Hill Unified School District (2003, 9th Cir.) 324 F.3d 1130</a>                                                                                       |
| Federal Register                              | <a href="#">Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30029</a> |
| U.S. DOE, Office for Civil Rights Publication | <a href="#">Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</a>                                                    |
| U.S. DOJ, FBI Publication                     | <a href="#">National Incident-Based Reporting System</a>                                                                                                                           |
| Website                                       | <a href="#">U.S. Department of Justice, Federal Bureau of Investigation</a>                                                                                                        |
| Website                                       | <a href="#">CSBA District and County Office of Education Legal Services</a>                                                                                                        |
| Website                                       | <a href="#">CSBA</a>                                                                                                                                                               |
| Website                                       | <a href="#">California Department of Education</a>                                                                                                                                 |
| Website                                       | <a href="#">U.S. Department of Education, Office for Civil Rights</a>                                                                                                              |
| <b>Cross References</b>                       | <b>Description</b>                                                                                                                                                                 |
| 0410                                          | <a href="#">Nondiscrimination In District Programs And Activities</a>                                                                                                              |
| 1312.3                                        | <a href="#">Uniform Complaint Procedures</a>                                                                                                                                       |
| 1312.3                                        | <a href="#">Uniform Complaint Procedures</a>                                                                                                                                       |

| <b>Cross References</b> | <b>Description</b>                                     |
|-------------------------|--------------------------------------------------------|
| 1312.3-E(1)             | <u>Uniform Complaint Procedures</u>                    |
| 1312.3-E(2)             | <u>Uniform Complaint Procedures</u>                    |
| 1313                    | <u>Civility</u>                                        |
| 3580                    | <u>District Records</u>                                |
| 3580                    | <u>District Records</u>                                |
| 3600                    | <u>Consultants</u>                                     |
| 4030                    | <u>Nondiscrimination In Employment</u>                 |
| 4030                    | <u>Nondiscrimination In Employment</u>                 |
| 4033                    | <u>Lactation Accommodation</u>                         |
| 4117.7                  | <u>Employment Status Reports</u>                       |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4119.11                 | <u>Sexual Harassment</u>                               |
| 4119.11                 | <u>Sexual Harassment</u>                               |
| 4131                    | <u>Staff Development</u>                               |
| 4218                    | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4218                    | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4219.11                 | <u>Sexual Harassment</u>                               |
| 4219.11                 | <u>Sexual Harassment</u>                               |
| 4317.7                  | <u>Employment Status Reports</u>                       |
| 4319.11                 | <u>Sexual Harassment</u>                               |
| 4319.11                 | <u>Sexual Harassment</u>                               |
| 5145.7                  | <u>Sexual Harassment</u>                               |
| 5145.7                  | <u>Sexual Harassment</u>                               |
| 5145.71                 | <u>Title IX Sexual Harassment Complaint Procedures</u> |
| 5145.71-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u> |

**Policy 4212.9: Employee Notifications**

Status: ADOPTED

Original Adopted Date: 06/01/1994 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                | Description                                                                        |
|----------------------|------------------------------------------------------------------------------------|
| 13 CCR 1234          | Reports regarding school buses and bus drivers                                     |
| 13 CCR 2480          | Vehicle idling; limitations                                                        |
| 2 CCR 11023          | Harassment and discrimination prevention and correction                            |
| 2 CCR 11035-11051    | Unlawful sex discrimination: pregnancy, childbirth, and related medical conditions |
| 2 CCR 11087-11098    | California Family Rights Act                                                       |
| 5 CCR 4622           | Uniform complaint procedures                                                       |
| 5 CCR 80303          | Reports of change in employment status; alleged misconduct                         |
| 8 CCR 3204           | Access to employee exposure and medical records                                    |
| 8 CCR 5191           | Chemical hygiene plan                                                              |
| 8 CCR 5194           | Hazard communication                                                               |
| Civ. Code 1798.29    | District records; breach of security                                               |
| Ed. Code 17612       | Notification of pesticide use                                                      |
| Ed. Code 22455.5     | STRS information to potential members                                              |
| Ed. Code 22461       | Postretirement compensation limitation                                             |
| Ed. Code 231.5       | Sexual harassment policy                                                           |
| Ed. Code 234.1       | Educational Equity: Federal Program Monitoring                                     |
| Ed. Code 35031       | Term of employment                                                                 |
| Ed. Code 35171       | Availability of rules and regulations for evaluation of performance                |
| Ed. Code 3550        | Insurance carrier notice                                                           |
| Ed. Code 37616       | Consultation regarding year-round schedule                                         |
| Ed. Code 44663-44664 | Evaluation of certificated employees                                               |
| Ed. Code 44842       | Reemployment notices: certificated employees                                       |
| Ed. Code 44896       | Transfer of administrator or supervisor to teaching position                       |
| Ed. Code 44916       | Written statement of employment status                                             |
| Ed. Code 44929.21    | Notice of reelection decision; districts with 250 ADA or more                      |
| Ed. Code 44929.23    | Districts with less than 250 ADA                                                   |
| Ed. Code 44934       | Notice of disciplinary action for cause                                            |



| <b>State</b>             | <b>Description</b>                                                                                                                                                             |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ed. Code 44938           | <u>Notice of unprofessional conduct and opportunity to correct</u>                                                                                                             |
| Ed. Code 44940.5-44941   | <u>Notification of suspension and intent to dismiss</u>                                                                                                                        |
| Ed. Code 44948.3-44948.5 | <u>Dismissal of probationary employees</u>                                                                                                                                     |
| Ed. Code 44948.5         | <u>Nonreelection procedures; districts under 250 ADA</u>                                                                                                                       |
| Ed. Code 44949           | <u>Dismissal of probationary employees</u>                                                                                                                                     |
| Ed. Code 44951           | <u>Continuation in position unless notified; administrative or supervisory personnel</u>                                                                                       |
| Ed. Code 44954           | <u>Nonreelection of temporary employees</u>                                                                                                                                    |
| Ed. Code 44955           | <u>Reduction in number of permanent employees</u>                                                                                                                              |
| Ed. Code 44955.5         | <u>Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance</u> |
| Ed. Code 45113           | <u>Notification of charges; classified employees</u>                                                                                                                           |
| Ed. Code 45117           | <u>Notice of layoff; classified employees</u>                                                                                                                                  |
| Ed. Code 45169           | <u>Employee salary data; classified employees</u>                                                                                                                              |
| Ed. Code 45192           | <u>Industrial accident and illness leave for classified employees</u>                                                                                                          |
| Ed. Code 45195           | <u>Additional leave</u>                                                                                                                                                        |
| Ed. Code 46160-46162     | <u>Alternative schedule for junior high and high school; public hearing with notice</u>                                                                                        |
| Ed. Code 48201           | <u>Transfer student's record for acts that resulted in suspension or expulsion</u>                                                                                             |
| Ed. Code 48851.3         | <u>Education of students in foster care and students who are homeless</u>                                                                                                      |
| Ed. Code 49013           | <u>Complaints regarding student fees</u>                                                                                                                                       |
| Ed. Code 49079           | <u>Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion</u>                                                                            |
| Ed. Code 49414           | <u>Epinephrine auto-injectors</u>                                                                                                                                              |
| Ed. Code 49414.3         | <u>Administration of opioid antagonist</u>                                                                                                                                     |
| Ed. Code 51225.25        | <u>Student participating in a newcomer program; definition</u>                                                                                                                 |
| Gov. Code 1126           | <u>Incompatible activities of employees</u>                                                                                                                                    |
| Gov. Code 12945.8        | <u>Accommodations and leave for victims of a qualifying act of violence</u>                                                                                                    |
| Gov. Code 12950          | <u>Sexual harassment</u>                                                                                                                                                       |
| Gov. Code 21029          | <u>Retirement credit for period of military service</u>                                                                                                                        |
| Gov. Code 54957          | <u>Complaints against employees; right to open session</u>                                                                                                                     |
| Gov. Code 54963          | <u>Unauthorized disclosure of confidential information</u>                                                                                                                     |
| Gov. Code 8355           | <u>Certification of drug-free workplace, including notification</u>                                                                                                            |
| H&S Code 104420          | <u>Tobacco-free schools</u>                                                                                                                                                    |
| H&S Code 120875          | <u>Information on AIDS, AIDS-related conditions, and hepatitis B</u>                                                                                                           |
| H&S Code 120880          | <u>Notification to employees re AIDS, AIDS-related conditions, and hepatitis B</u>                                                                                             |
| H&S Code 1797.196        | <u>Automated external defibrillators; notification of use and locations</u>                                                                                                    |
| Lab. Code 2800.2         | <u>Notification of availability of continuation health coverage</u>                                                                                                            |
| Lab. Code 3550-3553      | <u>Notifications; Workers' compensation benefits</u>                                                                                                                           |
| Lab. Code 5401           | <u>Workers' compensation; claim form and notice of potential eligibility</u>                                                                                                   |
| Pen. Code 11165.7        | <u>Child Abuse and Neglect Reporting Act; notification requirement</u>                                                                                                         |

|                             |                                                                                      |
|-----------------------------|--------------------------------------------------------------------------------------|
| <b>State</b>                | <b>Description</b>                                                                   |
| Pen. Code 11166.5           | <u>Employment; statement of knowledge of duty to report child abuse or neglect</u>   |
| Unemp. Ins. Code 2613       | <u>Disability insurance; notice of rights and benefits</u>                           |
| W&I Code 827                | <u>Limited exception to juvenile court record</u>                                    |
| <b>Federal</b>              | <b>Description</b>                                                                   |
| 20 USC 2354                 | <u>Local application for career and technical education programs</u>                 |
| 29 CFR 825.300              | <u>Family and Medical Leave Act; notice requirement</u>                              |
| 34 CFR 100                  | <u>Nondiscrimination under programs receiving federal assistance</u>                 |
| 34 CFR 104.8                | <u>Nondiscrimination</u>                                                             |
| 34 CFR 106.9                | <u>Severability</u>                                                                  |
| 34 CFR 84.205-84.210        | <u>Drug-free workplace statement</u>                                                 |
| 38 USC 4334                 | <u>Uniformed Services Employment and Reemployment Rights Act; notice requirement</u> |
| 40 CFR 763.84               | <u>Asbestos inspections, response actions and post-response actions</u>              |
| 40 CFR 763.93               | <u>Asbestos management plans</u>                                                     |
| 41 USC 8101-8106            | <u>Drug-Free Workplace Act</u>                                                       |
| 42 USC 11431-11435          | <u>McKinney-Vento Homeless Assistance Act</u>                                        |
| 49 CFR 382.113              | <u>Controlled substance and alcohol use and testing notifications</u>                |
| 49 CFR 382.303              | <u>Post-accident information, procedures, and instructions</u>                       |
| 49 CFR 382.601              | <u>Controlled substance and alcohol use and testing notification</u>                 |
| <b>Management Resources</b> | <b>Description</b>                                                                   |
| Website                     | <u>CSBA District and County Office of Education Legal Services</u>                   |
| <b>Cross References</b>     | <b>Description</b>                                                                   |
| 0410                        | <u>Nondiscrimination in District Programs And Activities</u>                         |
| 1312.3                      | <u>Uniform Complaint Procedures</u>                                                  |
| 1312.3                      | <u>Uniform Complaint Procedures</u>                                                  |
| 1312.3-E(1)                 | <u>Uniform Complaint Procedures</u>                                                  |
| 1312.3-E(2)                 | <u>Uniform Complaint Procedures</u>                                                  |
| 2121                        | <u>Superintendent's Contract</u>                                                     |
| 3260                        | <u>Fees And Charges</u>                                                              |
| 3260                        | <u>Fees And Charges</u>                                                              |
| 3513.3                      | <u>Tobacco-Free Schools</u>                                                          |
| 3513.3                      | <u>Tobacco-Free Schools</u>                                                          |
| 3514                        | <u>Environmental Safety</u>                                                          |
| 3514                        | <u>Environmental Safety</u>                                                          |
| 3514.1                      | <u>Hazardous Substances</u>                                                          |
| 3514.1                      | <u>Hazardous Substances</u>                                                          |
| 3514.2                      | <u>Integrated Pest Management</u>                                                    |
| 3515.3                      | <u>District Police/Security Department</u>                                           |

| <b>Cross References</b> | <b>Description</b>                                     |
|-------------------------|--------------------------------------------------------|
| 3515.3                  | <u>District Police/Security Department</u>             |
| 3542                    | <u>School Bus Drivers</u>                              |
| 3580                    | <u>District Records</u>                                |
| 3580                    | <u>District Records</u>                                |
| 4020                    | <u>Drug And Alcohol-Free Workplace</u>                 |
| 4030                    | <u>Nondiscrimination In Employment</u>                 |
| 4030                    | <u>Nondiscrimination In Employment</u>                 |
| 4033                    | <u>Lactation Accommodation</u>                         |
| 4112.42                 | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4112.42                 | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4112.5                  | <u>Criminal Record Check</u>                           |
| 4112.5-E(1)             | <u>Criminal Record Check</u>                           |
| 4112.6                  | <u>Personnel Files</u>                                 |
| 4115                    | <u>Evaluation/Supervision</u>                          |
| 4115                    | <u>Evaluation/Supervision</u>                          |
| 4116                    | <u>Probationary/Permanent Status</u>                   |
| 4116                    | <u>Probationary/Permanent Status</u>                   |
| 4117.14                 | <u>Postretirement Employment</u>                       |
| 4117.3                  | <u>Personnel Reduction</u>                             |
| 4117.7                  | <u>Employment Status Reports</u>                       |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4119.11                 | <u>Sexual Harassment</u>                               |
| 4119.11                 | <u>Sexual Harassment</u>                               |
| 4119.43                 | <u>Universal Precautions</u>                           |
| 4119.43                 | <u>Universal Precautions</u>                           |
| 4121                    | <u>Temporary/Substitute Personnel</u>                  |
| 4121                    | <u>Temporary/Substitute Personnel</u>                  |
| 4136                    | <u>Nonschool Employment</u>                            |
| 4154                    | <u>Health And Welfare Benefits</u>                     |
| 4154                    | <u>Health And Welfare Benefits</u>                     |
| 4157                    | <u>Employee Safety</u>                                 |
| 4157                    | <u>Employee Safety</u>                                 |
| 4157.1                  | <u>Work-Related Injuries</u>                           |
| 4158                    | <u>Employee Security</u>                               |
| 4158                    | <u>Employee Security</u>                               |
| 4161.1                  | <u>Personal Illness/Injury Leave</u>                   |
| 4161.11                 | <u>Industrial Accident/Illness Leave</u>               |
| 4161.2                  | <u>Personal Leaves</u>                                 |
| 4161.5                  | <u>Military Leave</u>                                  |

| <b>Cross References</b> | <b>Description</b>                                     |
|-------------------------|--------------------------------------------------------|
| 4161.8                  | <u>Family Care And Medical Leave</u>                   |
| 4212                    | <u>Appointment And Conditions Of Employment</u>        |
| 4212.42                 | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4212.42                 | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4212.5                  | <u>Criminal Record Check</u>                           |
| 4212.5-E(1)             | <u>Criminal Record Check</u>                           |
| 4212.6                  | <u>Personnel Files</u>                                 |
| 4216                    | <u>Probationary/Permanent Status</u>                   |
| 4217.3                  | <u>Layoff/Rehire</u>                                   |
| 4219.11                 | <u>Sexual Harassment</u>                               |
| 4219.11                 | <u>Sexual Harassment</u>                               |
| 4219.43                 | <u>Universal Precautions</u>                           |
| 4219.43                 | <u>Universal Precautions</u>                           |
| 4236                    | <u>Nonschool Employment</u>                            |
| 4254                    | <u>Health And Welfare Benefits</u>                     |
| 4254                    | <u>Health And Welfare Benefits</u>                     |
| 4257                    | <u>Employee Safety</u>                                 |
| 4257                    | <u>Employee Safety</u>                                 |
| 4257.1                  | <u>Work-Related Injuries</u>                           |
| 4258                    | <u>Employee Security</u>                               |
| 4258                    | <u>Employee Security</u>                               |
| 4261.1                  | <u>Personal Illness/Injury Leave</u>                   |
| 4261.11                 | <u>Industrial Accident/Illness Leave</u>               |
| 4261.2                  | <u>Personal Leaves</u>                                 |
| 4261.5                  | <u>Military Leave</u>                                  |
| 4261.8                  | <u>Family Care And Medical Leave</u>                   |
| 4312.1                  | <u>Contracts</u>                                       |
| 4312.42                 | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4312.42                 | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4312.5                  | <u>Criminal Record Check</u>                           |
| 4312.5-E(1)             | <u>Criminal Record Check</u>                           |
| 4312.6                  | <u>Personnel Files</u>                                 |
| 4317.14                 | <u>Postretirement Employment</u>                       |
| 4317.7                  | <u>Employment Status Reports</u>                       |
| 4319.11                 | <u>Sexual Harassment</u>                               |
| 4319.11                 | <u>Sexual Harassment</u>                               |
| 4319.43                 | <u>Universal Precautions</u>                           |
| 4319.43                 | <u>Universal Precautions</u>                           |
| 4336                    | <u>Nonschool Employment</u>                            |
| 4354                    | <u>Health And Welfare Benefits</u>                     |

| <b>Cross References</b> | <b>Description</b>                                               |
|-------------------------|------------------------------------------------------------------|
| 4354                    | <u>Health And Welfare Benefits</u>                               |
| 4357                    | <u>Employee Safety</u>                                           |
| 4357                    | <u>Employee Safety</u>                                           |
| 4357.1                  | <u>Work-Related Injuries</u>                                     |
| 4358                    | <u>Employee Security</u>                                         |
| 4358                    | <u>Employee Security</u>                                         |
| 4361.1                  | <u>Personal Illness/Injury Leave</u>                             |
| 4361.11                 | <u>Industrial Accident/Illness Leave</u>                         |
| 4361.2                  | <u>Personal Leaves</u>                                           |
| 4361.5                  | <u>Military Leave</u>                                            |
| 4361.8                  | <u>Family Care And Medical Leave</u>                             |
| 5141.21                 | <u>Administering Medication And Monitoring Health Conditions</u> |
| 5141.21                 | <u>Administering Medication And Monitoring Health Conditions</u> |
| 5141.4                  | <u>Child Abuse Prevention And Reporting</u>                      |
| 5141.4                  | <u>Child Abuse Prevention And Reporting</u>                      |
| 5145.3                  | <u>Nondiscrimination/Harassment</u>                              |
| 5145.3                  | <u>Nondiscrimination/Harassment</u>                              |
| 6117                    | <u>Year-Round Schedules</u>                                      |
| 6173                    | <u>Education For Homeless Children</u>                           |
| 6173                    | <u>Education For Homeless Children</u>                           |
| 6173-E(1)               | <u>Education For Homeless Children</u>                           |
| 6173-E(2)               | <u>Education For Homeless Children</u>                           |
| 6178                    | <u>Career Technical Education</u>                                |
| 6178                    | <u>Career Technical Education</u>                                |
| 9310                    | <u>Board Policies</u>                                            |
| 9321                    | <u>Closed Session</u>                                            |
| 9321-E(1)               | <u>Closed Session</u>                                            |
| 9321-E(2)               | <u>Closed Session</u>                                            |

**Exhibit 4212.9-E(1): Employee Notifications**

Status: ADOPTED

Original Adopted Date: 05/01/2016 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to employees. Other notices may exist and be identified in the future.

**I. To All Employees**

When/Whom to Notify: At the beginning of school year or upon employment  
Education or Other Legal Code: Education Code 231.5, Government Code 12950  
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11  
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually and 72 hours before pesticide application  
Education or Other Legal Code: Education Code 17612  
Board Policy/Administrative Regulation #: AR 3514.2  
Subject: Use of pesticide products, active ingredients, Internet address to access information on pesticides

When/Whom to Notify: Prior to implementing year-round schedule  
Education or Other Legal Code: Education Code 37616  
Board Policy/Administrative Regulation #: BP 6117  
Subject: Public hearing on implementing year-round program schedule

When/Whom to Notify: Prior to implementing alternative schedule  
Education or Other Legal Code: Education Code 46162  
Board Policy/Administrative Regulation #: BP 6112  
Subject: Public hearing on alternative schedule in secondary grades

When/Whom to Notify: Annually  
Education or Other Legal Code: Education Code 49013; S CCR 4622  
Board Policy/Administrative Regulation #: AR 1312.3; BP 0460; BP 3260  
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When to Notify: Annually  
Education or Other Legal Code: Education Code 49069.5, 51225.1, 51225.25  
Board Policy/Administrative Regulation #: AR 6173, AR 6173.1, 6173.3, 6175  
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, students who are migratory, and students participating in a newcomer program

When/Whom to Notify: Annually  
Education or Other Legal Code: Education Code 49414  
Board Policy/Administrative Regulation #: AR 5141.21  
Subject: Request for volunteers to be trained to administer epinephrine auto-injectors

When/Whom to Notify: At least once per school year  
Education or Other Legal Code: Education Code 49414.7  
Board Policy/Administrative Regulation #: 5141.21  
Subject: Request for volunteers to be trained to administer stock albuterol inhalers

When/Whom to Notify: At least once per school year  
Education or Other Legal Code: Education Code 49468.2  
Board Policy/Administrative Regulation #: 5141.21  
Subject: Request for volunteers to be trained to administer anti-seizure medication

When/Whom to Notify: At least once per year  
Education or Other Legal Code: Education Code 49414.3  
Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer opioid antagonist

When to Notify: When a parent/guardian requests for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures

Education or Other Legal Code: Education Code 49468.2

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 1126

Board Policy/Administrative Regulation #: BP 4136/4236/4336

Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210

Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359

Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment

Education or Other Legal Code: Government Code 21029

Board Policy/Administrative Regulation #: None

Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: If the district receives Tobacco-Use Prevention Education funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually, or more frequently if there is new information

Education or Other Legal Code: Health and Safety Code 120875, 120880

Board Policy/Administrative Regulation #: BP 4119.43/4219.43/4319.43

Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To new employees upon hire, all employees annually, and upon request, in districts with 25 or more employees

Education or Other Legal Code: Government Code 12945.8

Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2

Subject: Rights pursuant to Government Code 12945.8 pertaining to leaves and accommodations for victims of a qualifying act of violence

When/Whom to Notify: With each paycheck

Education or Other Legal Code: Labor Code 246

Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1

Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave

Education or Other Legal Code: Labor Code 1034

Board Policy/Administrative Regulation #: BP 4033

Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees

Education or Other Legal Code: Labor Code 2800.2

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account

Education or Other Legal Code: Labor Code 2810.7

Board Policy/Administrative Regulation #: None

Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: Post and keep posted in a conspicuous location frequented by employees where the notice may be easily read by employees during the hours of the workday

Education or Other Legal Code: Labor Code 3550

Board Policy/Administrative Regulation #: AR 4157.1

Subject: Current compensation insurance carrier of the employer, or when appropriate, statement that the employer is self-insured, and who is responsible for claims adjustment

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period

Education or Other Legal Code: Labor Code 3551

Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1

Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment

Education or Other Legal Code: Penal Code 11165.7, 11166.5

Board Policy/Administrative Regulation #: AR 5141.4

Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury

Education or Other Legal Code: Unemployment Insurance Code 2613

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses

Education or Other Legal Code: Welfare and Institutions Code 827

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants

Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.9

Board Policy/Administrative Regulation #: BP 0410, AR 4030

Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee

Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: Post and keep posted on premises or via electronic posting, in conspicuous places where employees are employed

Education or Other Legal Code: 2 CCR 11095

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: A notice explaining the CFRA's provisions and procedures for filing complaints of violations of the Act with the Civil Rights Department.



When/Whom to Notify: To all employees  
Education or Other Legal Code: 8 CCR 3203  
Board Policy/Administrative Regulation #: AR 4157/4257/4357  
Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees  
Education or Other Legal Code: 34 CFR 106.8  
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11  
Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

When/Whom to Notify: Annually  
Education or Other Legal Code: 40 CFR 763.84, 763.93  
Board Policy/Administrative Regulation #: AR 3514  
Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When/Whom to Notify: Prior to the beginning of school year or upon employment  
Education or Other Legal Code: 20 USC 2354; 34 CFR 100 Appendix B, 104.8  
Board Policy/Administrative Regulation #: AR 6178  
Subject: All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

## **II. To Certificated Employees**

When/Whom to Notify: Prominently display in location frequented by certificated employees who serve students in any of grades 7-12  
Education or Other Legal Code: Education Code 234.1  
Board Policy/Administrative Regulation #: BP 5145.3  
Subject: Information on existing school site and community resources related to the support of students who may face bias or bullying

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire  
Education or Other Legal Code: Education Code 22455.5  
Board Policy/Administrative Regulation #: AR 4121  
Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual  
Education or Other Legal Code: Education Code 22461  
Board Policy/Administrative Regulation #: AR 4117.14/4317.14  
Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees  
Education or Other Legal Code: Education Code 35171  
Board Policy/Administrative Regulation #: AR 4115, BP 4315  
Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated  
Education or Other Legal Code: Education Code 44663  
Board Policy/Administrative Regulation #: AR 4115  
Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee  
Education or Other Legal Code: Education Code 44664  
Board Policy/Administrative Regulation #: AR 4115  
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees

Education or Other Legal Code: Education Code 44842  
Board Policy/Administrative Regulation #: AR 4112.1  
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and every July thereafter

Education or Other Legal Code: Education Code 44916  
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121  
Subject: Employment status and salary

When/Whom to Notify: To probationary employee, by March 15  
Education or Other Legal Code: Education Code 44929.21, 44929.23, 44948.5  
Board Policy/Administrative Regulation #: BP 4116  
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year  
Education or Other Legal Code: Education Code 44934, 44934.1, 44936  
Board Policy/Administrative Regulation #: BP 4118; AR 4118  
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice  
Education or Other Legal Code: Education Code 44938  
Board Policy/Administrative Regulation #: BP 4118  
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year  
Education or Other Legal Code: Education Code 44938  
Board Policy/Administrative Regulation #: BP 4118  
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings  
Education or Other Legal Code: Education Code 44940.5  
Board Policy/Administrative Regulation #: AR 4118  
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second-year probationary employee  
Education or Other Legal Code: Education Code 44948.3  
Board Policy/Administrative Regulation #: AR 4118  
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15  
Education or Other Legal Code: Education Code 44949, 44955  
Board Policy/Administrative Regulation #: BP 4117.3  
Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: Before the end of the school year to temporary employee who served 75 percent of school year but will be released  
Education or Other Legal Code: Education Code 44954  
Board Policy/Administrative Regulation #: BP 4121  
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires

administrative or supervisory credential, whose services are terminated

Education or Other Legal Code: Education Code 44955.5

Board Policy/Administrative Regulation #: BP 4117.3

Subject: Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts

Education or Other Legal Code: Education Code 49079

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion

Education or Other Legal Code: Education Code 48201

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Education or Other Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7/4317.7

Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

### III. To Classified Employees

When/Whom to Notify: When a classified employee is subject to disciplinary action for cause, in a nonmerit district

Education or Other Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification

Education or Other Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: AR 4212

Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted

Education or Other Legal Code: Education Code 45192, 45195

Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11

Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified

documents

Education or Other Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter

Education or Other Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: AR 3542

Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment

Education or Other Legal Code: 49 CFR 382.113, 382.601

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test

When/Whom to Notify: To school bus drivers, prior to operating school bus

Education or Other Legal Code: 49 CFR 382.303

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Post accident information, procedures, and instruction

#### **IV. To Administrative/Supervisory Personnel**

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Education or Other Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 2121, BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Education or Other Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Education or Other Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

#### **V. To Individual Employees Under Special Circumstances**

When/Whom to Notify: In the event of a breach of security of district records to affected employees

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: BP 3580

Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file

Education or Other Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline

Education or Other Legal Code: Government Code 3304

Board Policy/Administrative Regulation #: AR 3515.3

Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: New employees upon hire, to all employees annually, at any time upon request, and any time an employee informs an employer that the employee or the employee's family member is a victim

Education or Other Legal Code: Government Code 12945.8

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Accommodations and leave for victims of a qualifying act of violence

When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return

Education or Other Legal Code: Government Code 20997

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Education or Other Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information

Education or Other Legal Code: Government Code 54963

Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23

Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime

Education or Other Legal Code: Labor Code 3553, 5401

Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1

Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification

Education or Other Legal Code: Penal Code 11105, 11105.2

Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5

Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter

Education or Other Legal Code: 8 CCR 3204

Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42

Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, within 15 working days after receiving a monitoring result related to an employee exposure determination

Education or Other Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area

Education or Other Legal Code: 8 CCR 5194

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave

Education or Other Legal Code: 38 USC 4334

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five business days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave

Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Designation of leave as FMLA or non-FMLA; If not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee

Education or Other Legal Code: 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

When/Whom to Notify: To all employees working with families experiencing homelessness

Education or Other Legal Code: Education Code 48851.3, 42 USC 11432

Board Policy/Administrative Regulation #: AR 6173

Subject: Duties of district liaison for homeless students and availability of training and services

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                | Description                                                                               |
|----------------------|-------------------------------------------------------------------------------------------|
| 13 CCR 1234          | <u>Reports regarding school buses and bus drivers</u>                                     |
| 13 CCR 2480          | Vehicle idling; limitations                                                               |
| 2 CCR 11023          | <u>Harassment and discrimination prevention and correction</u>                            |
| 2 CCR 11035-11051    | <u>Unlawful sex discrimination: pregnancy, childbirth, and related medical conditions</u> |
| 2 CCR 11087-11098    | <u>California Family Rights Act</u>                                                       |
| 5 CCR 4622           | Uniform complaint procedures                                                              |
| 5 CCR 80303          | <u>Reports of change in employment status: alleged misconduct</u>                         |
| 8 CCR 3204           | Access to employee exposure and medical records                                           |
| 8 CCR 5191           | <u>Chemical hygiene plan</u>                                                              |
| 8 CCR 5194           | <u>Hazard communication</u>                                                               |
| Civ. Code 1798.29    | District records: breach of security                                                      |
| Ed. Code 17612       | <u>Notification of pesticide use</u>                                                      |
| Ed. Code 22455.5     | <u>STRS information to potential members</u>                                              |
| Ed. Code 22461       | <u>Postretirement compensation limitation</u>                                             |
| Ed. Code 231.5       | <u>Sexual harassment policy</u>                                                           |
| Ed. Code 234.1       | Educational Equity: Federal Program Monitoring                                            |
| Ed. Code 35031       | Term of employment                                                                        |
| Ed. Code 35171       | <u>Availability of rules and regulations for evaluation of performance</u>                |
| Ed. Code 3550        | Insurance carrier notice                                                                  |
| Ed. Code 3761.6      | <u>Consultation regarding year-round schedule</u>                                         |
| Ed. Code 44663-44664 | <u>Evaluation of certificated employees</u>                                               |
| Ed. Code 44842       | Reemployment notices; certificated employees                                              |
| Ed. Code 44896       | <u>Transfer of administrator or supervisor to teaching position</u>                       |
| Ed. Code 44916       | <u>Written statement of employment status</u>                                             |
| Ed. Code 44929.21    | Notice of reelection decision; districts with 250 ADA or more                             |

| <b>State</b>             | <b>Description</b>                                                                                                                                                             |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ed. Code 44929.23        | <u>Districts with less than 250 ADA</u>                                                                                                                                        |
| Ed. Code 44934           | <u>Notice of disciplinary action for cause</u>                                                                                                                                 |
| Ed. Code 44938           | <u>Notice of unprofessional conduct and opportunity to correct</u>                                                                                                             |
| Ed. Code 44940.5-44941   | <u>Notification of suspension and intent to dismiss</u>                                                                                                                        |
| Ed. Code 44948.3-44948.5 | <u>Dismissal of probationary employees</u>                                                                                                                                     |
| Ed. Code 44948.5         | <u>Nonreelection procedures; districts under 250 ADA</u>                                                                                                                       |
| Ed. Code 44949           | <u>Dismissal of probationary employees</u>                                                                                                                                     |
| Ed. Code 44951           | <u>Continuation in position unless notified; administrative or supervisory personnel</u>                                                                                       |
| Ed. Code 44954           | <u>Nonreelection of temporary employees</u>                                                                                                                                    |
| Ed. Code 44955           | <u>Reduction in number of permanent employees</u>                                                                                                                              |
| Ed. Code 44955.5         | <u>Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance</u> |
| Ed. Code 45113           | <u>Notification of charges; classified employees</u>                                                                                                                           |
| Ed. Code 45117           | <u>Notice of layoff; classified employees</u>                                                                                                                                  |
| Ed. Code 45169           | <u>Employee salary data; classified employees</u>                                                                                                                              |
| Ed. Code 45192           | <u>Industrial accident and illness leave for classified employees</u>                                                                                                          |
| Ed. Code 45195           | <u>Additional leave</u>                                                                                                                                                        |
| Ed. Code 46160-46162     | <u>Alternative schedule for junior high and high school; public hearing with notice</u>                                                                                        |
| Ed. Code 48201           | <u>Transfer student's record for acts that resulted in suspension or expulsion</u>                                                                                             |
| Ed. Code 48851.3         | <u>Education of students in foster care and students who are homeless</u>                                                                                                      |
| Ed. Code 49013           | <u>Complaints regarding student fees</u>                                                                                                                                       |
| Ed. Code 49079           | <u>Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion</u>                                                                            |
| Ed. Code 49414           | <u>Epinephrine auto-injectors</u>                                                                                                                                              |
| Ed. Code 49414.3         | <u>Administration of opioid antagonist</u>                                                                                                                                     |
| Ed. Code 51225.25        | <u>Student participating in a newcomer program; definition</u>                                                                                                                 |
| Gov. Code 1126           | <u>Incompatible activities of employees</u>                                                                                                                                    |
| Gov. Code 12945.8        | <u>Accommodations and leave for victims of a qualifying act of violence</u>                                                                                                    |
| Gov. Code 12950          | <u>Sexual harassment</u>                                                                                                                                                       |
| Gov. Code 21029          | <u>Retirement credit for period of military service</u>                                                                                                                        |
| Gov. Code 54957          | <u>Complaints against employees; right to open session</u>                                                                                                                     |
| Gov. Code 54963          | <u>Unauthorized disclosure of confidential information</u>                                                                                                                     |
| Gov. Code 8355           | <u>Certification of drug-free workplace, including notification</u>                                                                                                            |
| H&S Code 104420          | <u>Tobacco-free schools</u>                                                                                                                                                    |
| H&S Code 120875          | <u>Information on AIDS, AIDS-related conditions, and hepatitis B</u>                                                                                                           |
| H&S Code 120880          | <u>Notification to employees re AIDS, AIDS-related conditions, and hepatitis B</u>                                                                                             |
| H&S Code 1797.196        | <u>Automated external defibrillators; notification of use and locations</u>                                                                                                    |
| Lab. Code 2800.2         | <u>Notification of availability of continuation health coverage</u>                                                                                                            |
| Lab. Code 3550-3553      | <u>Notifications: Workers' compensation benefits</u>                                                                                                                           |

| <b>State</b>                | <b>Description</b>                                                                   |
|-----------------------------|--------------------------------------------------------------------------------------|
| Lab. Code 5401              | <u>Workers' compensation; claim form and notice of potential eligibility</u>         |
| Pen. Code 11165.7           | <u>Child Abuse and Neglect Reporting Act; notification requirement</u>               |
| Pen. Code 11166.5           | <u>Employment; statement of knowledge of duty to report child abuse or neglect</u>   |
| Unemp. Ins. Code 2613       | <u>Disability insurance; notice of rights and benefits</u>                           |
| W&I Code 827                | <u>Limited exception to juvenile court record</u>                                    |
| <b>Federal</b>              | <b>Description</b>                                                                   |
| 20 USC 2354                 | <u>Local application for career and technical education programs</u>                 |
| 29 CFR 825.300              | <u>Family and Medical Leave Act; notice requirement</u>                              |
| 34 CFR 100                  | <u>Nondiscrimination under programs receiving federal assistance</u>                 |
| 34 CFR 104.8                | <u>Nondiscrimination</u>                                                             |
| 34 CFR 106.9                | <u>Severability</u>                                                                  |
| 34 CFR 84.205-84.210        | <u>Drug-free workplace statement</u>                                                 |
| 38 USC 4334                 | <u>Uniformed Services Employment and Reemployment Rights Act; notice requirement</u> |
| 40 CFR 763.84               | <u>Asbestos inspections, response actions and post-response actions</u>              |
| 40 CFR 763.93               | <u>Asbestos management plans</u>                                                     |
| 41 USC 8101-8106            | <u>Drug-Free Workplace Act</u>                                                       |
| 42 USC 11431-11435          | <u>McKinney-Vento Homeless Assistance Act</u>                                        |
| 49 CFR 382.113              | <u>Controlled substance and alcohol use and testing notifications</u>                |
| 49 CFR 382.303              | <u>Post-accident information, procedures, and instructions</u>                       |
| 49 CFR 382.601              | <u>Controlled substance and alcohol use and testing notification</u>                 |
| <b>Management Resources</b> | <b>Description</b>                                                                   |
| Website                     | <u>CSBA District and County Office of Education Legal Services</u>                   |
| <b>Cross References</b>     | <b>Description</b>                                                                   |
| 0410                        | <u>Nondiscrimination in District Programs And Activities</u>                         |
| 1312.3                      | <u>Uniform Complaint Procedures</u>                                                  |
| 1312.3                      | <u>Uniform Complaint Procedures</u>                                                  |
| 1312.3-E(1)                 | <u>Uniform Complaint Procedures</u>                                                  |
| 1312.3-E(2)                 | <u>Uniform Complaint Procedures</u>                                                  |
| 2121                        | <u>Superintendent's Contract</u>                                                     |
| 3260                        | <u>Fees And Charges</u>                                                              |
| 3260                        | <u>Fees And Charges</u>                                                              |
| 3513.3                      | <u>Tobacco-Free Schools</u>                                                          |
| 3513.3                      | <u>Tobacco-Free Schools</u>                                                          |
| 3514                        | <u>Environmental Safety</u>                                                          |
| 3514                        | <u>Environmental Safety</u>                                                          |
| 3514.1                      | <u>Hazardous Substances</u>                                                          |
| 3514.1                      | <u>Hazardous Substances</u>                                                          |



**Cross References****Description**

|             |                                                        |
|-------------|--------------------------------------------------------|
| 3514.2      | <u>Integrated Pest Management</u>                      |
| 3515.3      | <u>District Police/Security Department</u>             |
| 3515.3      | <u>District Police/Security Department</u>             |
| 3542        | <u>School Bus Drivers</u>                              |
| 3580        | <u>District Records</u>                                |
| 3580        | <u>District Records</u>                                |
| 4020        | <u>Drug And Alcohol-Free Workplace</u>                 |
| 4030        | <u>Nondiscrimination In Employment</u>                 |
| 4030        | <u>Nondiscrimination In Employment</u>                 |
| 4033        | <u>Lactation Accommodation</u>                         |
| 4112.42     | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4112.42     | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4112.5      | <u>Criminal Record Check</u>                           |
| 4112.5-E(1) | <u>Criminal Record Check</u>                           |
| 4112.6      | <u>Personnel Files</u>                                 |
| 4115        | <u>Evaluation/Supervision</u>                          |
| 4115        | <u>Evaluation/Supervision</u>                          |
| 4116        | <u>Probationary/Permanent Status</u>                   |
| 4116        | <u>Probationary/Permanent Status</u>                   |
| 4117.14     | <u>Postretirement Employment</u>                       |
| 4117.3      | <u>Personnel Reduction</u>                             |
| 4117.7      | <u>Employment Status Reports</u>                       |
| 4118        | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4118        | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4119.11     | <u>Sexual Harassment</u>                               |
| 4119.11     | <u>Sexual Harassment</u>                               |
| 4119.43     | <u>Universal Precautions</u>                           |
| 4119.43     | <u>Universal Precautions</u>                           |
| 4121        | <u>Temporary/Substitute Personnel</u>                  |
| 4121        | <u>Temporary/Substitute Personnel</u>                  |
| 4136        | <u>Nonschool Employment</u>                            |
| 4154        | <u>Health And Welfare Benefits</u>                     |
| 4154        | <u>Health And Welfare Benefits</u>                     |
| 4157        | <u>Employee Safety</u>                                 |
| 4157        | <u>Employee Safety</u>                                 |
| 4157.1      | <u>Work-Related Injuries</u>                           |
| 4158        | <u>Employee Security</u>                               |
| 4158        | <u>Employee Security</u>                               |
| 4161.1      | <u>Personal Illness/Injury Leave</u>                   |
| 4161.11     | <u>Industrial Accident/Illness Leave</u>               |

**Cross References**

4161.2

4161.5

4161.8

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4212.42

4212.42

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4212.5-E(1)

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**Description**Personal LeavesMilitary LeaveFamily Care And Medical LeaveAppointment And Conditions Of EmploymentDrug And Alcohol Testing For School Bus DriversDrug And Alcohol Testing For School Bus DriversCriminal Record CheckCriminal Record CheckPersonnel FilesProbationary/Permanent StatusLayoff/RehireSexual HarassmentSexual HarassmentUniversal PrecautionsUniversal PrecautionsNonschool EmploymentHealth And Welfare BenefitsHealth And Welfare BenefitsEmployee SafetyEmployee SafetyWork-Related InjuriesEmployee SecurityEmployee SecurityPersonal Illness/Injury LeaveIndustrial Accident/Illness LeavePersonal LeavesMilitary LeaveFamily Care And Medical LeaveContractsDrug And Alcohol Testing For School Bus DriversDrug And Alcohol Testing For School Bus DriversCriminal Record CheckCriminal Record CheckPersonnel FilesPostretirement EmploymentEmployment Status ReportsSexual HarassmentSexual HarassmentUniversal PrecautionsUniversal Precautions

**Cross References**

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4357.1

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6173-E(1)

6173-E(2)

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9310

9321

9321-E(1)

9321-E(2)

**Description**Nonschool EmploymentHealth And Welfare BenefitsHealth And Welfare BenefitsEmployee SafetyEmployee SafetyWork-Related InjuriesEmployee SecurityEmployee SecurityPersonal Illness/Injury LeaveIndustrial Accident/Illness LeavePersonal LeavesMilitary LeaveFamily Care And Medical LeaveAdministering Medication And Monitoring Health ConditionsAdministering Medication And Monitoring Health ConditionsChild Abuse Prevention And ReportingChild Abuse Prevention And ReportingNondiscrimination/HarassmentNondiscrimination/HarassmentYear-Round SchedulesEducation For Homeless ChildrenEducation For Homeless ChildrenEducation For Homeless ChildrenEducation For Homeless ChildrenCareer Technical EducationCareer Technical EducationBoard PoliciesClosed SessionClosed SessionClosed Session

**Policy 4219.11: Sexual Harassment**

Status: ADOPTED

Original Adopted Date: 12/01/2015 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Governing Board is committed to providing a safe work environment that is free of discrimination, harassment, and intimidation, including sexual harassment. The Board prohibits sexual harassment, as defined in the accompanying administrative regulation, in district programs and activities by and against district employees. For purposes of this policy and accompanying administrative regulation, employees include interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

Additionally, the Board prohibits retaliatory behavior or action against any person who complains or testifies about conduct that reasonably may constitute sexual harassment, reports such conduct, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1; 34 CFR 106.71)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to: (Education Code 231.5; Government Code 12950.1; 2 CCR 11023; 34 CFR 106.8, 106.45)

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Publicize as specified in Exhibit (1) 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, the required notifications related to Title IX to employees, applicants for employment, and bargaining units
4. Ensuring prompt, thorough, fair, and equitable investigation of complaints through the appropriate state and/or federal procedures
5. Taking timely and appropriate corrective/remedial action(s)

The Superintendent or designee may periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to harassment policy(ies), complaint procedures, or training, as appropriate and in accordance with law.

**Reports and Complaints**

Any district employee who has experienced sexual harassment in the district's education program or activity may file a complaint with the district's Title IX Coordinator. (34 CFR 106.8)

Any employee with knowledge of conduct that reasonably may constitute sexual harassment by or against another district employee, a student, or a third party in a district education program or activity shall notify the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure that the complaint alleging sexual harassment is addressed through Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or Administrative Regulation 4030 - Nondiscrimination in Employment, as applicable. Additionally, the Title IX Coordinator shall ensure that any implementation of Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, concurrently meets the requirements of Administrative Regulation 4030 - Nondiscrimination in Employment.

Before or after the filing of a formal complaint or where no formal complaint has been filed, the Title IX Coordinator shall offer and coordinate supportive measures to be provided to the complainant and the respondent, as deemed appropriate under the circumstances. (34 CFR 106.30, 106.44)

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| <b>State</b>           | <b>Description</b>                                                                                                                         |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 2 CCR 11006-11086      | Discrimination in employment                                                                                                               |
| 2 CCR 11009            | <u>Employment discrimination</u>                                                                                                           |
| 2 CCR 11021            | Discrimination in employment - retaliation                                                                                                 |
| 2 CCR 11023            | <u>Harassment and discrimination prevention and correction</u>                                                                             |
| 2 CCR 11024            | <u>Required training and education on harassment based on sex, gender identity and expression, and sexual orientation</u>                  |
| 2 CCR 11034            | <u>Terms, conditions, and privileges of employment</u>                                                                                     |
| 5 CCR 4900-4965        | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance                         |
| Ed. Code 200-262.4     | <u>Prohibition of discrimination</u>                                                                                                       |
| Ed. Code 220.1         | Prohibition of retaliation related to educational equity                                                                                   |
| Ed. Code 220.3         | No requirement to disclose information related to student's sexual orientation, gender identity, or gender expression                      |
| Ed. Code 220.5         | Prohibition of policies requiring disclosure of information related to student's sexual orientation, gender identity, or gender expression |
| Gov. Code 11135        | <u>Prohibition of discrimination</u>                                                                                                       |
| Gov. Code 12900-12996  | <u>Fair Employment and Housing Act</u>                                                                                                     |
| Gov. Code 12940        | Unlawful discriminatory employment practices                                                                                               |
| Gov. Code 12950        | <u>Sexual harassment</u>                                                                                                                   |
| Gov. Code 12950.1      | <u>Sexual harassment training</u>                                                                                                          |
| Lab. Code 1101         | Political activities of employees                                                                                                          |
| Lab. Code 1102.1       | Discrimination: sexual orientation                                                                                                         |
| Lab. Code 1197.5       | <u>Wages, hours, and working conditions</u>                                                                                                |
| <b>Federal</b>         | <b>Description</b>                                                                                                                         |
| 20 USC 1681-1698       | Title IX of the Education Amendments of 1972; discrimination based on sex                                                                  |
| 29 CFR 1636            | Implementation of the Pregnant Workers Fairness Act                                                                                        |
| 34 CFR 106.1-106.82    | <u>Nondiscrimination on the basis of sex in education programs or activities</u>                                                           |
| 42 USC 2000e-2000e-17  | Title VII, Civil Rights Act of 1964, as amended                                                                                            |
| 42 USC 2000gg-2000gg-6 | Pregnant Workers Fairness Act                                                                                                              |

**Management Resources**

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Federal Register

U.S. DOE, Office for Civil Rights Publication

Website

Website

Website

Website

Website

**Description**Tennessee v. Cardona (2024) 737 F.Supp.3d 510Olmstead v. L.C. ex rel. Zimring (1999) 527 U.S. 581John T. D. v. River Delta Joint Unified School District (2021) WL 5176356Burlington Industries v. Elbreth (1998) 118 S.Ct. 2257Department of Health Services v. Superior Court of California (2003) 31 Cal.4th 1026Faragher v. City of Boca Raton (1998) 118 S.Ct. 2275Gebser v. Lago Vista Independent School District (1998) 118 S.Ct. 1989Meritor Savings Bank, FSB v. Vinson et al. (1986) 447 U.S. 57Oncale v. Sundowner Offshore Serv. Inc. (1998) 118 S.Ct. 998Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025CSBA District and County Office of Education Legal ServicesCalifornia Department of EducationCalifornia Civil Rights DepartmentU.S. Department of Education, Office for Civil RightsU.S. Equal Employment Opportunity Commission**Cross References**

0410

0450

0450

1312.3

1312.3

1312.3-E(1)

1312.3-E(2)

1313

3530

3530

3600

4030

4030

4033

4040

4040-E(1)

4112.9

4112.9-E(1)

4117.7

4118

**Description**Nondiscrimination in District Programs And ActivitiesComprehensive Safety PlanComprehensive Safety PlanUniform Complaint ProceduresUniform Complaint ProceduresUniform Complaint ProceduresUniform Complaint ProceduresCivilityRisk Management/InsuranceRisk Management/InsuranceConsultantsNondiscrimination in EmploymentNondiscrimination in EmploymentLactation AccommodationEmployee Use Of TechnologyEmployee Use Of TechnologyEmployee NotificationsEmployee NotificationsEmployment Status ReportsDismissal/Suspension/Disciplinary Action

**Cross References**

| <b>Cross References</b> | <b>Description</b>                                             |
|-------------------------|----------------------------------------------------------------|
| 4118                    | Dismissal/Suspension/Disciplinary Action                       |
| 4119.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4119.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4119.21                 | Professional Standards                                         |
| 4119.21-E(1)            | Professional Standards                                         |
| 4119.22                 | <u>Dress And Grooming</u>                                      |
| 4131                    | <u>Staff Development</u>                                       |
| 4144                    | Complaints                                                     |
| 4144                    | Complaints                                                     |
| 4212.9                  | <u>Employee Notifications</u>                                  |
| 4212.9-E(1)             | Employee Notifications                                         |
| 4218.1                  | <u>Dismissal/Suspension/Disciplinary Action (Merit System)</u> |
| 4219.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4219.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4219.21                 | Professional Standards                                         |
| 4219.21-E(1)            | Professional Standards                                         |
| 4219.22                 | <u>Dress And Grooming</u>                                      |
| 4231                    | <u>Staff Development</u>                                       |
| 4244                    | Complaints                                                     |
| 4244                    | Complaints                                                     |
| 4300                    | <u>Administrative And Supervisory Personnel</u>                |
| 4300                    | <u>Administrative And Supervisory Personnel</u>                |
| 4312.9                  | <u>Employee Notifications</u>                                  |
| 4312.9-E(1)             | Employee Notifications                                         |
| 4317.7                  | <u>Employment Status Reports</u>                               |
| 4319.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4319.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4319.21                 | Professional Standards                                         |
| 4319.21-E(1)            | Professional Standards                                         |
| 4319.22                 | <u>Dress And Grooming</u>                                      |
| 4344                    | Complaints                                                     |
| 4344                    | Complaints                                                     |
| 5145.3                  | <u>Nondiscrimination/Harassment</u>                            |
| 5145.3                  | Nondiscrimination/Harassment                                   |
| 5145.7                  | Sexual Harassment                                              |
| 5145.7                  | <u>Sexual Harassment</u>                                       |
| 5145.71                 | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 5145.71-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>         |

**Regulation 4219.11: Sexual Harassment**

Status: ADOPTED

Original Adopted Date: 12/01/2016 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

**Definitions**

*Sexual harassment* is a form of sex discrimination and means sexual harassment and other harassment on the basis of one, or a combination of two or more protected characteristics, which include, but may not be limited to, sex; gender; gender identity; gender expression; sexual orientation; sex stereotypes; pregnancy, false pregnancy, childbirth, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; and parental, marital, and family status. (Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688)

*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 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, 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

**Title IX Coordinator/Compliance Officer**

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

{title or position}

{address}

{telephone number}

{email}



## Training

The Superintendent or designee shall ensure that employees receive training regarding sexual harassment in accordance with state and federal law.

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 as specified in Government Code 12950.1. 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 sex, 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 others 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 employees. Such records shall include, but are not limited to, the names of trained employees, date of the training, the sign in sheet, a copy of all certificates of attendance or completion issued, the type of training, a copy of all written or recorded materials that comprise the training, and name of the training provider. (2 CCR 11024)

Additionally, the Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR 106.45, including the definition of sexual harassment specified in 34 CFR 106.30, the scope of the district's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

In addition, the district's Title IX sexual harassment training shall include additional training for investigators and decisionmakers. (34 CFR 106.45)

The Superintendent or designee shall retain for seven years the materials used to provide training as specified in 34 CFR 106.45, make these materials publicly available on its website, or, if the district does not maintain a website make these materials available upon request, to members of the public.

#### **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)

The Superintendent or designee shall ensure that a copy of the accompanying Board policy and this administrative regulation:

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 website (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 Civil Rights Department (CRD) 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 CRD and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact CRD 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 CRD and the EEOC

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

### Complaint Procedures

All complaints alleging sexual harassment by and against employees shall be investigated and resolved in accordance with law and district procedures. The district's 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 Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved in accordance with Administrative Regulation 4030 - Nondiscrimination in Employment.

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

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                 | Description                                                                                                                                |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 2 CCR 11006-11086     | Discrimination in employment                                                                                                               |
| 2 CCR 11009           | Employment discrimination                                                                                                                  |
| 2 CCR 11021           | Discrimination in employment - retaliation                                                                                                 |
| 2 CCR 11023           | Harassment and discrimination prevention and correction                                                                                    |
| 2 CCR 11024           | Required training and education on harassment based on sex, gender identity and expression, and sexual orientation                         |
| 2 CCR 11034           | Terms, conditions, and privileges of employment                                                                                            |
| 5 CCR 4900-4965       | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance                         |
| Ed. Code 200-262.4    | Prohibition of discrimination                                                                                                              |
| Ed. Code 220.1        | Prohibition of retaliation related to educational equity                                                                                   |
| Ed. Code 220.3        | No requirement to disclose information related to student's sexual orientation, gender identity, or gender expression                      |
| Ed. Code 220.5        | Prohibition of policies requiring disclosure of information related to student's sexual orientation, gender identity, or gender expression |
| Gov. Code 11135       | Prohibition of discrimination                                                                                                              |
| Gov. Code 12900-12996 | Fair Employment and Housing Act                                                                                                            |
| Gov. Code 12940       | Unlawful discriminatory employment practices                                                                                               |
| Gov. Code 12950       | Sexual harassment                                                                                                                          |
| Gov. Code 12950.1     | Sexual harassment training                                                                                                                 |
| Lab. Code 1101        | Political activities of employees                                                                                                          |

|                                               |                                                                                                                                                                                  |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>State</b>                                  | <b>Description</b>                                                                                                                                                               |
| Lab. Code 1102.1                              | Discrimination: sexual orientation                                                                                                                                               |
| Lab. Code 1197.5                              | <u>Wages, hours, and working conditions</u>                                                                                                                                      |
| <b>Federal</b>                                | <b>Description</b>                                                                                                                                                               |
| 20 USC 1681-1688                              | Title IX of the Education Amendments of 1972; discrimination based on sex                                                                                                        |
| 29 CFR 1636                                   | <u>Implementation of the Pregnant Workers Fairness Act</u>                                                                                                                       |
| 34 CFR 106.1-106.82                           | <u>Nondiscrimination on the basis of sex in education programs or activities</u>                                                                                                 |
| 42 USC 2000e-2000e-17                         | Title VII, Civil Rights Act of 1964, as amended                                                                                                                                  |
| 42 USC 2000gg-2000gg-6                        | <u>Pregnant Workers Fairness Act</u>                                                                                                                                             |
| <b>Management Resources</b>                   | <b>Description</b>                                                                                                                                                               |
| Court Decision                                | Tennessee v. Cardona (2024) 737 F.Supp.3d 510                                                                                                                                    |
| Court Decision                                | Olmstead v. L.C. ex rel. Zimring (1999) 527 U.S. 581                                                                                                                             |
| Court Decision                                | John T. D. v. River Delta Joint Unified School District (2021) WL 5176356                                                                                                        |
| Court Decision                                | <u>Burlington Industries v. Ellreth (1998) 118 S.Ct. 2257</u>                                                                                                                    |
| Court Decision                                | <u>Department of Health Services v. Superior Court of California (2003) 31 Cal.4th 1026</u>                                                                                      |
| Court Decision                                | <u>Faragher v. City of Boca Raton (1998) 118 S.Ct. 2275</u>                                                                                                                      |
| Court Decision                                | Gebser v. Lago Vista Independent School District (1998) 118 S.Ct. 1289                                                                                                           |
| Court Decision                                | <u>Meritor Savings Bank, FSB v. Vinson et al. (1986) 447 U.S. 57</u>                                                                                                             |
| Court Decision                                | <u>Oncale v. Sundowner Offshore Serv. Inc. (1998) 118 S.Ct. 998</u>                                                                                                              |
| Federal Register                              | Nondiscrimination on the Basis of Sex in Education Programs or Activities<br><u>Receiving Federal Financial Assistance</u> , May 19, 2020, Vol. 85, No. 97,<br>pages 30026-30579 |
| U.S. DOE, Office for Civil Rights Publication | <u>Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule</u> , February 4, 2025                                                          |
| Website                                       | CSBA District and County Office of Education Legal Services                                                                                                                      |
| Website                                       | <u>California Department of Education</u>                                                                                                                                        |
| Website                                       | California Civil Rights Department                                                                                                                                               |
| Website                                       | <u>U.S. Department of Education, Office for Civil Rights</u>                                                                                                                     |
| Website                                       | <u>U.S. Equal Employment Opportunity Commission</u>                                                                                                                              |
| <b>Cross References</b>                       | <b>Description</b>                                                                                                                                                               |
| 0410                                          | Nondiscrimination in District Programs And Activities                                                                                                                            |
| 0450                                          | <u>Comprehensive Safety Plan</u>                                                                                                                                                 |
| 0450                                          | Comprehensive Safety Plan                                                                                                                                                        |
| 1312.3                                        | <u>Uniform Complaint Procedures</u>                                                                                                                                              |
| 1312.3                                        | <u>Uniform Complaint Procedures</u>                                                                                                                                              |
| 1312.3-E(1)                                   | Uniform Complaint Procedures                                                                                                                                                     |
| 1312.3-E(2)                                   | <u>Uniform Complaint Procedures</u>                                                                                                                                              |
| 1313                                          | <u>Civility</u>                                                                                                                                                                  |
| 3530                                          | <u>Risk Management/Insurance</u>                                                                                                                                                 |
| 3530                                          | <u>Risk Management/Insurance</u>                                                                                                                                                 |

**Cross References****Description**

|              |                                                                |
|--------------|----------------------------------------------------------------|
| 3600         | <u>Consultants</u>                                             |
| 4030         | <u>Nondiscrimination In Employment</u>                         |
| 4030         | <u>Nondiscrimination In Employment</u>                         |
| 4033         | <u>Lactation Accommodation</u>                                 |
| 4040         | <u>Employee Use Of Technology</u>                              |
| 4040-E(1)    | <u>Employee Use Of Technology</u>                              |
| 4112.9       | <u>Employee Notifications</u>                                  |
| 4112.9-E(1)  | <u>Employee Notifications</u>                                  |
| 4117.7       | <u>Employment Status Reports</u>                               |
| 4118         | <u>Dismissal/Suspension/Disciplinary Action</u>                |
| 4118         | <u>Dismissal/Suspension/Disciplinary Action</u>                |
| 4119.12      | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4119.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4119.21      | <u>Professional Standards</u>                                  |
| 4119.21-E(1) | <u>Professional Standards</u>                                  |
| 4119.22      | <u>Dress And Grooming</u>                                      |
| 4131         | <u>Staff Development</u>                                       |
| 4144         | <u>Complaints</u>                                              |
| 4144         | <u>Complaints</u>                                              |
| 4212.9       | <u>Employee Notifications</u>                                  |
| 4212.9-E(1)  | <u>Employee Notifications</u>                                  |
| 4218.1       | <u>Dismissal/Suspension/Disciplinary Action (Merit System)</u> |
| 4219.12      | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4219.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4219.21      | <u>Professional Standards</u>                                  |
| 4219.21-E(1) | <u>Professional Standards</u>                                  |
| 4219.22      | <u>Dress And Grooming</u>                                      |
| 4231         | <u>Staff Development</u>                                       |
| 4244         | <u>Complaints</u>                                              |
| 4244         | <u>Complaints</u>                                              |
| 4300         | <u>Administrative And Supervisory Personnel</u>                |
| 4300         | <u>Administrative And Supervisory Personnel</u>                |
| 4312.9       | <u>Employee Notifications</u>                                  |
| 4312.9-E(1)  | <u>Employee Notifications</u>                                  |
| 4317.7       | <u>Employment Status Reports</u>                               |
| 4319.12      | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4319.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4319.21      | <u>Professional Standards</u>                                  |
| 4319.21-E(1) | <u>Professional Standards</u>                                  |
| 4319.22      | <u>Dress And Grooming</u>                                      |

**Cross References**

4344

4344

5145.3

5145.3

5145.7

5145.7

5145.71

5145.71-E(1)

**Description**ComplaintsComplaintsNondiscrimination/HarassmentNondiscrimination/HarassmentSexual HarassmentSexual HarassmentTitle IX Sexual Harassment Complaint ProceduresTitle IX Sexual Harassment Complaint Procedures

**Regulation 4219.12: Title IX Sexual Harassment Complaint Procedures**

Status: ADOPTED

Original Adopted Date: 07/01/2020 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a district employee, while in an education program or activity, in which a district school exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on a 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's 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

For a complaint governed by Title IX based on conduct that occurred, in whole or in part, between August 1, 2024 and January 9, 2025, or prior to August 14, 2020, the Title IX Coordinator shall consult with district legal counsel to determine which procedures to use.

All other complaints alleging sexual harassment brought by or against employees shall be investigated and resolved in accordance with Administrative Regulation 4030 - Nondiscrimination in Employment. The determination over which process shall be used to investigate and resolve a complaint shall be made by the district's Title IX Coordinator.

The Title IX Coordinator shall ensure that all requirements and timelines for Administrative Regulation 4030 - Nondiscrimination in Employment are concurrently met while implementing the Title IX procedure.

#### Basic Requirements

When implementing Title IX grievance procedures, the district shall: (34 CFR 106.45)

1. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent and by following a grievance process in accordance with 34 CFR 106.45 before the imposition of any disciplinary sanctions or other actions that are not supportive measures, as defined in 34 CFR 106.30, against a respondent

Remedies following a determination of responsibility for sexual harassment shall be designed to restore or preserve equal access to the district's education program or activity, and shall be provided in accordance with "Remedies," below.

2. Require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provide that credibility determination may not be based on a person's status as complainant, respondent, or witness
3. Ensure that the Title IX Coordinator, investigator, or decisionmaker, any person that facilitates an information resolution process, does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and that such individuals receive training in accordance with 34 CFR 106.45
4. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process
5. Include reasonably prompt timeframes for the conclusion of the grievance procedures, including reasonably prompt timeframes for filing and resolving appeals, and informal resolution processes if appropriate and offered by the district

The district's procedures shall also include a process that allows for the temporary delay of the grievance procedures or the limited extension of timeframes for good cause with written notice to the complainant and

the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

6. Describe the range of, or list, the possible disciplinary sanctions and remedies that the district may implement following any determination of responsibility
7. State whether the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard or the clear and convincing evidence standard, and apply the same standard of evidence to formal complaints against students and employees and to all formal complaints of sexual harassment
8. Include the procedures and permissible bases for the complainant and respondent to appeal
9. Describe the range of supportive measures available to complainants and respondents
10. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege

Additionally, the district shall not disclose the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act statute or regulations, as required by law, or to carry out the purposes of Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising under Title IX. (34 CFR 106.30, 106.71)

#### **Reporting Allegations/Filing a Formal Complaint**

An employee who is the alleged victim of sexual harassment may submit a report of sexual harassment to the district's Title IX Coordinator using the contact information listed in Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment, or to any other available school employee, who shall forward the report to the Title IX Coordinator within one workday of receiving the report.

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the right to file a formal complaint and the process for filing a formal complaint. (34 CFR 106.44)

A formal complaint shall include the complainant's physical or digital signature, or another indication that the complainant is the person filing the complaint, and be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

If the district has actual knowledge of sexual harassment or allegations of sexual harassment but the alleged victim does not file a formal complaint, the Title IX Coordinator may file a formal complaint and, in situations when an imminent safety threat exists, shall file a formal complaint. In such cases, the Title IX Coordinator shall provide the alleged victim notices as required by the Title IX regulations at specific points in the complaint process.

#### **Supportive Measures**

Upon receipt of a report of Title IX sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or even if no formal complaint has been filed. Such measures shall be nondisciplinary, nonpunitive, and designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment or to deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus. (34 CFR 106.30, 106.44)

The district shall maintain as confidential any supportive measures provided to the complainant or respondent, to the



extent that maintaining such confidentiality would not impair the district's ability to provide the supportive measures. (34 CFR 106.30)

#### **Emergency Removal from School**

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

If a student is the respondent, the district may remove the student from the district's education program or activity, on an emergency basis, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

Any such removal may not constitute discipline for student record purposes or Board Policy 5144 - Discipline. Additionally, this authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

#### **Dismissal of Complaint**

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30. Additionally, the Title IX Coordinator shall dismiss a formal complaint in which the alleged conduct did not occur in the district's education program or activity or did not occur against a person in the United States. In addition, the Title IX Coordinator may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer enrolled or employed by the district, or sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination with regard to the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties, and shall inform them of their right to appeal the dismissal in accordance with the appeal procedures described in the section "Appeals," below. (34 CFR 106.45)

If a complaint is dismissed, the conduct may still be addressed pursuant to Administrative Regulation 4030 - Nondiscrimination in Employment, as applicable.

#### **Informal Resolution Process**

When a formal complaint of sexual harassment is filed the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. (34 CFR 106.45)

The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint, including that the district shall not require such waiver as a condition of enrollment or employment or continuing employment. (34 CFR 106.45)

As a part of an informal resolution, the parties may agree upon discipline such as suspension or expulsion without the need for an investigation.

The district may facilitate an informal resolution process provided that the district: (34 CFR 106.45)

1. Provides the parties with written notice disclosing the allegations; the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; the right to withdraw from the informal process and resume the formal complaint process at any time prior to agreeing to a resolution; and any consequences resulting from the informal resolution process, including that records will be maintained or could be shared
2. Obtains the parties' voluntary, written consent to the informal resolution process
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student

## Written Notice

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: (34 CFR 106.45)

1. The district's complaint process, including any informal resolution process
2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident

Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview. If, during the course of the investigation, new Title IX allegations arise about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process
4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence
5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process

The above notice may also include the name of the investigator, facilitator of an informal process, and decisionmaker and inform the parties that, if at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator.

## Consolidation of Complaints

When the allegations of sexual harassment arise out of the same facts or circumstances, the district may consolidate formal complaints alleging sexual harassment against more than one respondent; by more than one complainant against one or more respondents; or by one party against another party. (34 CFR 106.45)

## Investigation Procedures

During the investigation process, the district's designated investigator shall: (34 CFR 106.45)

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence
3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney
4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate
6. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the

investigation that is directly related to the allegations raised in a formal complaint including evidence that the district does not intend to rely on in reaching a determination regarding responsibility and inculpatory and exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to conclusion of the investigation

7. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report
8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

#### **Written Decision**

The Superintendent shall designate an employee as the decisionmaker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator or a person involved in the investigation. (34 CFR 106.45)

After the investigative report has been sent to the parties but before reaching a determination regarding responsibility, the decisionmaker shall afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The decisionmaker shall issue, and simultaneously provide to both parties, a written decision as to the scope of the respondent's responsibility for the alleged conduct, if any. (34 CFR 106.45)

The written decision shall be issued within 60 calendar days of the receipt of the complaint.

The district may extend the timeline for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. (34 CFR 106.45)

In making this determination, the decisionmaker shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment. The same standard of evidence shall be used for formal complaints against students as for complaints against employees. (34 CFR 106.45)

The written decision shall include the following: (34 CFR 106.45)

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30
2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the district includes hearings as part of the grievance process
3. Findings of fact supporting the determination
4. Conclusions regarding the application of the district's code of conduct or policies to the facts

5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's educational program or activity will be provided by the district to the complainant
6. The district's procedures and permissible bases for the complainant and respondent to appeal

#### **Appeals**

Either party may appeal the written decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decisionmaker(s) affected the outcome.

If an appeal is filed, the district shall: (34 CFR 106.45)

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties
2. Ensure that the decisionmaker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decisionmaker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator
3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome
4. Issue a written decision describing the result of the appeal and the rationale for the result
5. Provide the written decision simultaneously to both parties

An appeal shall be filed in writing within 10 calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

#### **Remedies**

When a determination of responsibility for sexual harassment has been made against the respondent, the district shall provide remedies to the complainant as appropriate. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45)

#### **Disciplinary Actions**

The district may impose disciplinary sanctions or other actions after the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44, 106.45)

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

## Record-Keeping

The Superintendent or designee shall maintain, for a period of seven years: (34 CFR 106.45)

1. A record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolution and the results therefrom
2. A record of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, including the district's basis for its conclusion that its response was not deliberately indifferent, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances
3. All materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person who facilitates an informal resolution process

The district shall make such training materials publicly available on its website, or if the district does not maintain a website, available upon request by members of the public.

For complaints containing allegations of childhood sexual assault, the Superintendent or designee shall also indefinitely maintain the following: (Code of Civil Procedure 340.1)

1. A record of the allegation(s)
2. A record of the investigation procedures followed
3. A record of the written determination
4. A record of the corrective action implemented, if any
5. A record of any appeals and the outcome of the same
6. All training materials addressing the prohibition and investigation of childhood sexual assault

Additionally, the Superintendent or designee shall indefinitely maintain a record of insurance which evidences the district's coverage for acts of sexual assault.

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State              | Description                                                                                                        |
|--------------------|--------------------------------------------------------------------------------------------------------------------|
| 5 CCR 4600-4670    | Uniform complaint procedures                                                                                       |
| 5 CCR 4900-4965    | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance |
| Civ. Code 1714.1   | Liability of parent/guardian for act of willful misconduct by a minor                                              |
| Civ. Code 51.9     | Liability for sexual harassment; business, service and professional relationships                                  |
| Ed. Code 200-262.4 | Prohibition of discrimination                                                                                      |
| Ed. Code 48900     | Grounds for suspension or expulsion                                                                                |
| Ed. Code 48900.2   | Additional grounds for suspension or expulsion; sexual harassment                                                  |
| Ed. Code 48985     | Notices to parents in language other than English                                                                  |
| Gov. Code 12950.1  | Sexual harassment training                                                                                         |

| <b>Federal</b>                                | <b>Description</b>                                                                                                                                                                 |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20 USC 1092                                   | <a href="#">Definition of sexual assault</a>                                                                                                                                       |
| 20 USC 1221                                   | <a href="#">Application of laws</a>                                                                                                                                                |
| 20 USC 1232g                                  | <a href="#">Family Educational Rights and Privacy Act (FERPA) of 1974</a>                                                                                                          |
| 20 USC 1681-1688                              | <a href="#">Title IX of the Education Amendments of 1972; discrimination based on sex</a>                                                                                          |
| 34 CFR 106.1-106.82                           | <a href="#">Nondiscrimination on the basis of sex in education programs or activities</a>                                                                                          |
| 34 CFR 99.1-99.67                             | <a href="#">Family Educational Rights and Privacy</a>                                                                                                                              |
| 34 USC 12291                                  | <a href="#">Definition of dating violence, domestic violence, and stalking</a>                                                                                                     |
| 42 USC 1983                                   | <a href="#">Civil action for deprivation of rights</a>                                                                                                                             |
| 42 USC 2000d-2000d-7                          | <a href="#">Title VI, Civil Rights Act of 1964</a>                                                                                                                                 |
| 42 USC 2000e-2000e-17                         | <a href="#">Title VII, Civil Rights Act of 1964, as amended</a>                                                                                                                    |
| <b>Management Resources</b>                   | <b>Description</b>                                                                                                                                                                 |
| Court Decision                                | <a href="#">Tennessee v. Cardona (2024) 737 F.Supp.3d 510</a>                                                                                                                      |
| Court Decision                                | <a href="#">Reese v. Jefferson School District (2001, 9th Cir.) 208 F.3d 736</a>                                                                                                   |
| Court Decision                                | <a href="#">Davis v. Monroe County Board of Education (1999) 526 U.S. 629</a>                                                                                                      |
| Court Decision                                | <a href="#">Gebser v. Lago Vista Independent School District (1998) 524 U.S. 274</a>                                                                                               |
| Court Decision                                | <a href="#">Qona by Kate S. v. McCaffrey (1998, 9th Cir.) 143 F.3d 173</a>                                                                                                         |
| Court Decision                                | <a href="#">Doe v. Petaluma City School District (1995, 9th Cir.) 54 F.3d 1447</a>                                                                                                 |
| Court Decision                                | <a href="#">Donovan v. Pinway Unified School District (2008) 167 Cal.App.4th 567</a>                                                                                               |
| Court Decision                                | <a href="#">Flores v. Morgan Hill Unified School District (2003, 9th Cir.) 324 F.3d 1130</a>                                                                                       |
| Federal Register                              | <a href="#">Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579</a> |
| U.S. DOE, Office for Civil Rights Publication | <a href="#">Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</a>                                                    |
| U.S. DOJ, FBI Publication                     | <a href="#">National Incident-Based Reporting System</a>                                                                                                                           |
| Website                                       | <a href="#">U.S. Department of Justice, Federal Bureau of Investigation</a>                                                                                                        |
| Website                                       | <a href="#">CSBA District and County Office of Education Legal Services</a>                                                                                                        |
| Website                                       | <a href="#">CSBA</a>                                                                                                                                                               |
| Website                                       | <a href="#">California Department of Education</a>                                                                                                                                 |
| Website                                       | <a href="#">U.S. Department of Education, Office for Civil Rights</a>                                                                                                              |
| <b>Cross References</b>                       | <b>Description</b>                                                                                                                                                                 |
| 0410                                          | <a href="#">Nondiscrimination in District Programs And Activities</a>                                                                                                              |
| 1312.3                                        | <a href="#">Uniform Complaint Procedures</a>                                                                                                                                       |
| 1312.3                                        | <a href="#">Uniform Complaint Procedures</a>                                                                                                                                       |
| 1312.3-E(1)                                   | <a href="#">Uniform Complaint Procedures</a>                                                                                                                                       |
| 1312.3-E(2)                                   | <a href="#">Uniform Complaint Procedures</a>                                                                                                                                       |
| 1313                                          | <a href="#">Civility</a>                                                                                                                                                           |
| 3580                                          | <a href="#">District Records</a>                                                                                                                                                   |
| 3580                                          | <a href="#">District Records</a>                                                                                                                                                   |
| 3600                                          | <a href="#">Consultants</a>                                                                                                                                                        |

**Cross References**

|              |                                                        |
|--------------|--------------------------------------------------------|
| 4030         | <u>Nondiscrimination in Employment</u>                 |
| 4030         | <u>Nondiscrimination in Employment</u>                 |
| 4033         | <u>Lactation Accommodation</u>                         |
| 4117.7       | <u>Employment Status Reports</u>                       |
| 4118         | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4118         | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4119.11      | <u>Sexual Harassment</u>                               |
| 4119.11      | <u>Sexual Harassment</u>                               |
| 4131         | <u>Staff Development</u>                               |
| 4218         | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4218         | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4219.11      | <u>Sexual Harassment</u>                               |
| 4219.11      | <u>Sexual Harassment</u>                               |
| 4317.7       | <u>Employment Status Reports</u>                       |
| 4319.11      | <u>Sexual Harassment</u>                               |
| 4319.11      | <u>Sexual Harassment</u>                               |
| 5145.7       | <u>Sexual Harassment</u>                               |
| 5145.7       | <u>Sexual Harassment</u>                               |
| 5145.71      | <u>Title IX Sexual Harassment Complaint Procedures</u> |
| 5145.71-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u> |

**Exhibit 4219.12-E(1): Title IX Sexual Harassment Complaint Procedures**

Status: ADOPTED

Original Adopted Date: 10/01/2020 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

**NOTICE OF TITLE IX SEXUAL HARASSMENT POLICY**

The district shall not discriminate on the basis of sex in any education program or activity that it operates. The prohibition against discrimination on the basis of sex is required by federal law (20 USC 1681-1688; 34 CFR Part 106) and extends to admission and employment. The district also prohibits retaliation against any employee for filing a complaint or exercising any right granted under Title IX.

The district shall take prompt and equitable action to address any potential Title IX violations that are brought to its attention. Any inquiries about the application of Title IX, this notice, and who is protected by Title IX may be referred to the district's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The following employee serves as the district's Title IX Coordinator and is responsible for addressing concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment:

(name and/or title/position)

(address)

(telephone number)

(email address)

Any individual may report sex discrimination, including sexual harassment, to the Title IX Coordinator or any other school employee at any time, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon receiving an allegation of sexual harassment, the Title IX Coordinator shall promptly notify the parties, in writing, of the applicable district complaint procedure.

To view an electronic copy of the district's policies and administrative regulations on sexual harassment, including the grievance process that complies with 34 CFR 106.45, please see Board Policy/Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment, and Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, on the district's website at (insert website link).

To inspect or obtain a copy of the district's sexual harassment policies and administrative regulations, please contact: (insert location/phone/email of contact person).

Materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person(s) who facilitates an informal resolution process, are also publicly available on the district's website or at the district office upon request.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State              | Description                                                                                                        |
|--------------------|--------------------------------------------------------------------------------------------------------------------|
| 5 CCR 4600-4670    | Uniform complaint procedures                                                                                       |
| 5 CCR 4900-4965    | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance |
| Civ. Code 1714.1   | Liability of parent/guardian for act of willful misconduct by a minor                                              |
| Civ. Code 51.9     | Liability for sexual harassment: business, service and professional relationships                                  |
| Ed. Code 200-262.4 | Prohibition of discrimination                                                                                      |



|                                               |                                                                                                                                                                           |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>State</b>                                  | <b>Description</b>                                                                                                                                                        |
| Ed. Code 48900                                | <u>Grounds for suspension or expulsion</u>                                                                                                                                |
| Ed. Code 48900.2                              | <u>Additional grounds for suspension or expulsion; sexual harassment</u>                                                                                                  |
| Ed. Code 48985                                | <u>Notices to parents in language other than English</u>                                                                                                                  |
| Gov. Code 12950.1                             | <u>Sexual harassment training</u>                                                                                                                                         |
| <b>Federal</b>                                | <b>Description</b>                                                                                                                                                        |
| 20 USC 1092                                   | <u>Definition of sexual assault</u>                                                                                                                                       |
| 20 USC 1221                                   | <u>Application of laws</u>                                                                                                                                                |
| 20 USC 1232g                                  | <u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>                                                                                                          |
| 20 USC 1681-1688                              | <u>Title IX of the Education Amendments of 1972; discrimination based on sex</u>                                                                                          |
| 34 CFR 106.1-106.82                           | <u>Nondiscrimination on the basis of sex in education programs or activities</u>                                                                                          |
| 34 CFR 99.1-99.67                             | <u>Family Educational Rights and Privacy</u>                                                                                                                              |
| 34 USC 12291                                  | <u>Definition of dating violence, domestic violence, and stalking</u>                                                                                                     |
| 42 USC 1983                                   | <u>Civil action for deprivation of rights</u>                                                                                                                             |
| 42 USC 2000d-2000d-7                          | <u>Title VI, Civil Rights Act of 1964</u>                                                                                                                                 |
| 42 USC 2000e-2000e-17                         | <u>Title VII, Civil Rights Act of 1964, as amended</u>                                                                                                                    |
| <b>Management Resources</b>                   | <b>Description</b>                                                                                                                                                        |
| Court Decision                                | <u>Tennessee v. Cardona (2024) 737 F.Supp.3d 510</u>                                                                                                                      |
| Court Decision                                | <u>Reese v. Jefferson School District (2001, 9th Cir.) 208 F.3d 736</u>                                                                                                   |
| Court Decision                                | <u>Davis v. Monroe County Board of Education (1999) 526 U.S. 629</u>                                                                                                      |
| Court Decision                                | <u>Gehser v. Lago Vista Independent School District (1998) 524 U.S. 274</u>                                                                                               |
| Court Decision                                | <u>Oona by Kate S. v. McCaffrey (1998, 9th Cir.) 143 F.3d 473</u>                                                                                                         |
| Court Decision                                | <u>Doe v. Petaluma City School District (1995, 9th Cir.) 54 F.3d 1447</u>                                                                                                 |
| Court Decision                                | <u>Donovan v. Poway Unified School District (2008) 167 Cal.App.4th 567</u>                                                                                                |
| Court Decision                                | <u>Flores v. Morgan Hill Unified School District (2003, 9th Cir.) 324 F.3d 1130</u>                                                                                       |
| Federal Register                              | <u>Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30572</u> |
| U.S. DOE, Office for Civil Rights Publication | <u>Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</u>                                                    |
| U.S. DOJ, FBI Publication                     | <u>National Incident-Based Reporting System</u>                                                                                                                           |
| Website                                       | <u>U.S. Department of Justice, Federal Bureau of Investigation</u>                                                                                                        |
| Website                                       | <u>CSBA District and County Office of Education Legal Services</u>                                                                                                        |
| Website                                       | <u>CSBA</u>                                                                                                                                                               |
| Website                                       | <u>California Department of Education</u>                                                                                                                                 |
| Website                                       | <u>U.S. Department of Education, Office for Civil Rights</u>                                                                                                              |
| <b>Cross References</b>                       | <b>Description</b>                                                                                                                                                        |
| 0410                                          | <u>Nondiscrimination in District Programs And Activities</u>                                                                                                              |
| 1312.3                                        | <u>Uniform Complaint Procedures</u>                                                                                                                                       |
| 1312.3                                        | <u>Uniform Complaint Procedures</u>                                                                                                                                       |

**Cross References**

1312.3-E(1)

1312.3-E(2)

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4219.11

4317.7

4319.11

4319.11

5145.7

5145.7

5145.71

5145.71-E(1)

**Description**Uniform Complaint ProceduresUniform Complaint ProceduresCivilityDistrict RecordsDistrict RecordsConsultantsNondiscrimination in EmploymentNondiscrimination in EmploymentLactation AccommodationEmployment Status ReportsDismissal/Suspension/Disciplinary ActionDismissal/Suspension/Disciplinary ActionSexual HarassmentSexual HarassmentStaff DevelopmentDismissal/Suspension/Disciplinary ActionDismissal/Suspension/Disciplinary ActionSexual HarassmentSexual HarassmentEmployment Status ReportsSexual HarassmentSexual HarassmentSexual HarassmentSexual HarassmentTitle IX Sexual Harassment Complaint ProceduresTitle IX Sexual Harassment Complaint Procedures

**Policy 4312.9: Employee Notifications**

Status: ADOPTED

Original Adopted Date: 06/01/1994 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                | Description                                                                               |
|----------------------|-------------------------------------------------------------------------------------------|
| 13 CCR 1234          | <u>Reports regarding school buses and bus drivers</u>                                     |
| 13 CCR 2480          | <u>Vehicle idling limitations</u>                                                         |
| 2 CCR 11023          | <u>Harassment and discrimination prevention and correction</u>                            |
| 2 CCR 11035-11051    | <u>Unlawful sex discrimination: pregnancy, childbirth, and related medical conditions</u> |
| 2 CCR 11087-11098    | <u>California Family Rights Act</u>                                                       |
| 5 CCR 4622           | <u>Uniform complaint procedures</u>                                                       |
| 5 CCR 80303          | <u>Reports of change in employment status; alleged misconduct</u>                         |
| 8 CCR 3204           | <u>Access to employee exposure and medical records</u>                                    |
| 8 CCR 5191           | <u>Chemical hygiene plan</u>                                                              |
| 8 CCR 5194           | <u>Hazard communication</u>                                                               |
| Civ. Code 1798.29    | <u>District records; breach of security</u>                                               |
| Ed. Code 17612       | <u>Notification of pesticide use</u>                                                      |
| Ed. Code 22455.5     | <u>STRS information to potential members</u>                                              |
| Ed. Code 22461       | <u>Postretirement compensation limitation</u>                                             |
| Ed. Code 231.5       | <u>Sexual harassment policy</u>                                                           |
| Ed. Code 234.1       | <u>Educational Equity: Federal Program Monitoring</u>                                     |
| Ed. Code 35031       | <u>Term of employment</u>                                                                 |
| Ed. Code 35171       | <u>Availability of rules and regulations for evaluation of performance</u>                |
| Ed. Code 3550        | <u>Insurance carrier notice</u>                                                           |
| Ed. Code 37616       | <u>Consultation regarding year-round schedule</u>                                         |
| Ed. Code 44663-44664 | <u>Evaluation of certificated employees</u>                                               |
| Ed. Code 44842       | <u>Reemployment notices; certificated employees</u>                                       |
| Ed. Code 44896       | <u>Transfer of administrator or supervisor to teaching position</u>                       |
| Ed. Code 44916       | <u>Written statement of employment status</u>                                             |
| Ed. Code 44929.21    | <u>Notice of reelection decision: districts with 250 ADA or more</u>                      |
| Ed. Code 44929.23    | <u>Districts with less than 250 ADA</u>                                                   |
| Ed. Code 44934       | <u>Notice of disciplinary action for cause</u>                                            |
| Ed. Code 44938       | <u>Notice of unprofessional conduct and opportunity to correct</u>                        |

| <b>State</b>             | <b>Description</b>                                                                                                                                                             |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ed. Code 44940.5-44941   | <u>Notification of suspension and intent to dismiss</u>                                                                                                                        |
| Ed. Code 44948.3-44948.5 | <u>Dismissal of probationary employees</u>                                                                                                                                     |
| Ed. Code 44948.5         | <u>Nonreelection procedures; districts under 250 ADA</u>                                                                                                                       |
| Ed. Code 44949           | <u>Dismissal of probationary employees</u>                                                                                                                                     |
| Ed. Code 44951           | <u>Continuation in position unless notified; administrative or supervisory personnel</u>                                                                                       |
| Ed. Code 44954           | <u>Nonreelection of temporary employees</u>                                                                                                                                    |
| Ed. Code 44955           | <u>Reduction in number of permanent employees</u>                                                                                                                              |
| Ed. Code 44955.5         | <u>Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance</u> |
| Ed. Code 45113           | <u>Notification of charges; classified employees</u>                                                                                                                           |
| Ed. Code 45117           | <u>Notice of layoff; classified employees</u>                                                                                                                                  |
| Ed. Code 45169           | <u>Employee salary data; classified employees</u>                                                                                                                              |
| Ed. Code 45192           | <u>Industrial accident and illness leave for classified employees</u>                                                                                                          |
| Ed. Code 45195           | <u>Additional leave</u>                                                                                                                                                        |
| Ed. Code 46160-46162     | <u>Alternative schedule for junior high and high school; public hearing with notice</u>                                                                                        |
| Ed. Code 48201           | <u>Transfer student's record for acts that resulted in suspension or expulsion</u>                                                                                             |
| Ed. Code 48851.3         | <u>Education of students in foster care and students who are homeless</u>                                                                                                      |
| Ed. Code 49013           | <u>Complaints regarding student fees</u>                                                                                                                                       |
| Ed. Code 49079           | <u>Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion</u>                                                                            |
| Ed. Code 49414           | <u>Ephedrine auto-injectors</u>                                                                                                                                                |
| Ed. Code 49414.3         | <u>Administration of opioid antagonist</u>                                                                                                                                     |
| Ed. Code 51225.25        | <u>Student participating in a newcomer program; definition</u>                                                                                                                 |
| Gov. Code 1126           | <u>Incompatible activities of employees</u>                                                                                                                                    |
| Gov. Code 12945.8        | <u>Accommodations and leave for victims of a qualifying act of violence</u>                                                                                                    |
| Gov. Code 12950          | <u>Sexual harassment</u>                                                                                                                                                       |
| Gov. Code 21029          | <u>Retirement credit for period of military service</u>                                                                                                                        |
| Gov. Code 54957          | <u>Complaints against employees; right to open session</u>                                                                                                                     |
| Gov. Code 54963          | <u>Unauthorized disclosure of confidential information</u>                                                                                                                     |
| Gov. Code 8355           | <u>Certification of drug-free workplace, including notification</u>                                                                                                            |
| H&S Code 104420          | <u>Tobacco-free schools</u>                                                                                                                                                    |
| H&S Code 120875          | <u>Information on AIDS, AIDS-related conditions, and hepatitis B</u>                                                                                                           |
| H&S Code 120880          | <u>Notification to employees re AIDS, AIDS-related conditions, and hepatitis B</u>                                                                                             |
| H&S Code 1797.196        | <u>Automated external defibrillators; notification of use and locations</u>                                                                                                    |
| Lab. Code 2800.2         | <u>Notification of availability of continuation health coverage</u>                                                                                                            |
| Lab. Code 3550-3553      | <u>Notifications: Workers' compensation benefits</u>                                                                                                                           |
| Lab. Code 5401           | <u>Workers' compensation; claim form and notice of potential eligibility</u>                                                                                                   |
| Pen. Code 11165.7        | <u>Child Abuse and Neglect Reporting Act; notification requirement</u>                                                                                                         |

|                             |                                                                                      |
|-----------------------------|--------------------------------------------------------------------------------------|
| <b>State</b>                | <b>Description</b>                                                                   |
| Pen. Code 11166.5           | <u>Employment; statement of knowledge of duty to report child abuse or neglect</u>   |
| Unemp. Ins. Code 2613       | <u>Disability insurance; notice of rights and benefits</u>                           |
| W&I Code 827                | <u>Limited exception to juvenile court record</u>                                    |
| <b>Federal</b>              | <b>Description</b>                                                                   |
| 20 USC 2354                 | <u>Local application for career and technical education programs</u>                 |
| 29 CFR 825.300              | <u>Family and Medical Leave Act; notice requirement</u>                              |
| 34 CFR 100                  | <u>Nondiscrimination under programs receiving federal assistance</u>                 |
| 34 CFR 104.8                | <u>Nondiscrimination</u>                                                             |
| 34 CFR 106.9                | <u>Severability</u>                                                                  |
| 34 CFR 84.205-84.210        | <u>Drug-free workplace statement</u>                                                 |
| 38 USC 4334                 | <u>Uniformed Services Employment and Reemployment Rights Act; notice requirement</u> |
| 40 CFR 763.84               | <u>Asbestos inspections, response actions and post-response actions</u>              |
| 40 CFR 763.93               | <u>Asbestos management plans</u>                                                     |
| 41 USC 8101-8106            | <u>Drug-Free Workplace Act</u>                                                       |
| 42 USC 11431-11435          | <u>McKinney-Vento Homeless Assistance Act</u>                                        |
| 49 CFR 382.113              | <u>Controlled substance and alcohol use and testing notifications</u>                |
| 49 CFR 382.303              | <u>Post-accident information, procedures, and instructions</u>                       |
| 49 CFR 382.601              | <u>Controlled substance and alcohol use and testing notification</u>                 |
| <b>Management Resources</b> | <b>Description</b>                                                                   |
| Website                     | <u>CSBA District and County Office of Education Legal Services</u>                   |
| <b>Cross References</b>     | <b>Description</b>                                                                   |
| 0410                        | <u>Nondiscrimination in District Programs And Activities</u>                         |
| 1312.3                      | <u>Uniform Complaint Procedures</u>                                                  |
| 1312.3                      | <u>Uniform Complaint Procedures</u>                                                  |
| 1312.3-E(1)                 | <u>Uniform Complaint Procedures</u>                                                  |
| 1312.3-E(2)                 | <u>Uniform Complaint Procedures</u>                                                  |
| 2121                        | <u>Superintendent's Contract</u>                                                     |
| 3260                        | <u>Fees And Charges</u>                                                              |
| 3260                        | <u>Fees And Charges</u>                                                              |
| 3513.3                      | <u>Tobacco-Free Schools</u>                                                          |
| 3513.3                      | <u>Tobacco-Free Schools</u>                                                          |
| 3514                        | <u>Environmental Safety</u>                                                          |
| 3514                        | <u>Environmental Safety</u>                                                          |
| 3514.1                      | <u>Hazardous Substances</u>                                                          |
| 3514.1                      | <u>Hazardous Substances</u>                                                          |
| 3514.2                      | <u>Integrated Pest Management</u>                                                    |
| 3515.3                      | <u>District Police/Security Department</u>                                           |

**Cross References**

3515.3

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4112.42

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4112.5-E(1)

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4161.2

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**Description**District Police/Security DepartmentSchool Bus DriversDistrict RecordsDistrict RecordsDrug And Alcohol-Free WorkplaceNondiscrimination In EmploymentNondiscrimination In EmploymentLactation AccommodationDrug And Alcohol Testing For School Bus DriversDrug And Alcohol Testing For School Bus DriversCriminal Record CheckCriminal Record CheckPersonnel FilesEvaluation/SupervisionEvaluation/SupervisionProbationary/Permanent StatusProbationary/Permanent StatusPostretirement EmploymentPersonnel ReductionEmployment Status ReportsDismissal/Suspension/Disciplinary ActionDismissal/Suspension/Disciplinary ActionSexual HarassmentSexual HarassmentUniversal PrecautionsUniversal PrecautionsTemporary/Substitute PersonnelTemporary/Substitute PersonnelNonschool EmploymentHealth And Welfare BenefitsHealth And Welfare BenefitsEmployee SafetyEmployee SafetyWork-Related InjuriesEmployee SecurityEmployee SecurityPersonal Illness/Injury LeaveIndustrial Accident/Illness LeavePersonal LeavesMilitary Leave

**Cross References**

4161.8

4212

4212.42

4212.42

4212.5

4212.5-E(1)

4212.6

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4217.3

4219.11

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4312.5-E(1)

4312.6

4317.14

4317.7

4319.11

4319.11

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4354

**Description**Family Care And Medical LeaveAppointment And Conditions Of EmploymentDrug And Alcohol Testing For School Bus DriversDrug And Alcohol Testing For School Bus DriversCriminal Record CheckCriminal Record CheckPersonnel FilesProbationary/Permanent StatusLayoff/RehireSexual HarassmentSexual HarassmentUniversal PrecautionsUniversal PrecautionsNonschool EmploymentHealth And Welfare BenefitsHealth And Welfare BenefitsEmployee SafetyEmployee SafetyWork-Related InjuriesEmployee SecurityEmployee SecurityPersonal Illness/Injury LeaveIndustrial Accident/Illness LeavePersonal LeavesMilitary LeaveFamily Care And Medical LeaveContractsDrug And Alcohol Testing For School Bus DriversDrug And Alcohol Testing For School Bus DriversCriminal Record CheckCriminal Record CheckPersonnel FilesPostretirement EmploymentEmployment Status ReportsSexual HarassmentSexual HarassmentUniversal PrecautionsUniversal PrecautionsNonschool EmploymentHealth And Welfare Benefits

| <b>Cross References</b> | <b>Description</b>                                               |
|-------------------------|------------------------------------------------------------------|
| 4354                    | <u>Health And Welfare Benefits</u>                               |
| 4357                    | Employee Safety                                                  |
| 4357                    | <u>Employee Safety</u>                                           |
| 4357.1                  | <u>Work-Related Injuries</u>                                     |
| 4358                    | Employee Security                                                |
| 4358                    | <u>Employee Security</u>                                         |
| 4361.1                  | <u>Personal Illness/Injury Leave</u>                             |
| 4361.11                 | Industrial Accident/Illness Leave                                |
| 4361.2                  | <u>Personal Leaves</u>                                           |
| 4361.5                  | Military Leave                                                   |
| 4361.8                  | Family Care And Medical Leave                                    |
| 5141.21                 | <u>Administering Medication And Monitoring Health Conditions</u> |
| 5141.21                 | <u>Administering Medication And Monitoring Health Conditions</u> |
| 5141.4                  | <u>Child Abuse Prevention And Reporting</u>                      |
| 5141.4                  | <u>Child Abuse Prevention And Reporting</u>                      |
| 5145.3                  | Nondiscrimination/Harassment                                     |
| 5145.3                  | <u>Nondiscrimination/Harassment</u>                              |
| 6117                    | <u>Year-Round Schedules</u>                                      |
| 6173                    | <u>Education For Homeless Children</u>                           |
| 6173                    | <u>Education For Homeless Children</u>                           |
| 6173-E(1)               | <u>Education For Homeless Children</u>                           |
| 6173-E(2)               | <u>Education For Homeless Children</u>                           |
| 6178                    | Career Technical Education                                       |
| 6178                    | <u>Career Technical Education</u>                                |
| 9310                    | <u>Board Policies</u>                                            |
| 9321                    | Closed Session                                                   |
| 9321-E(1)               | <u>Closed Session</u>                                            |
| 9321-E(2)               | Closed Session                                                   |



**Exhibit 4312.9-E(1): Employee Notifications**

Status: ADOPTED

Original Adopted Date: 05/01/2016 | Last Revised Date: 05/01/2025 | Last Reviewed Date: 06/01/2025

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to employees. Other notices may exist and be identified in the future.

**I. To All Employees**

When/Whom to Notify: At the beginning of school year or upon employment  
Education or Other Legal Code: Education Code 231.5, Government Code 12950  
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11  
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually and 72 hours before pesticide application  
Education or Other Legal Code: Education Code 17612  
Board Policy/Administrative Regulation #: AR 3514.2  
Subject: Use of pesticide products, active ingredients, Internet address to access information on pesticides

When/Whom to Notify: Prior to implementing year-round schedule  
Education or Other Legal Code: Education Code 37616  
Board Policy/Administrative Regulation #: BP 6117  
Subject: Public hearing on implementing year-round program schedule

When/Whom to Notify: Prior to implementing alternative schedule  
Education or Other Legal Code: Education Code 46162  
Board Policy/Administrative Regulation #: BP 6112  
Subject: Public hearing on alternative schedule in secondary grades

When/Whom to Notify: Annually  
Education or Other Legal Code: Education Code 49013; 5 CCR 4622  
Board Policy/Administrative Regulation #: AR 1312.3; BP 0460; BP 3260  
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When to Notify: Annually  
Education or Other Legal Code: Education Code 49069.5, 51225.1, 51225.25  
Board Policy/Administrative Regulation #: AR 6173, AR 6173.1, 6173.3, 6175  
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, students who are migratory, and students participating in a newcomer program

When/Whom to Notify: Annually  
Education or Other Legal Code: Education Code 49414  
Board Policy/Administrative Regulation #: AR 5141.21  
Subject: Request for volunteers to be trained to administer epinephrine auto-injectors

When/Whom to Notify: At least once per school year  
Education or Other Legal Code: Education Code 49414.7  
Board Policy/Administrative Regulation #: 5141.21  
Subject: Request for volunteers to be trained to administer stock albuterol inhalers

When/Whom to Notify: At least once per school year  
Education or Other Legal Code: Education Code 49468.2  
Board Policy/Administrative Regulation #: 5141.21  
Subject: Request for volunteers to be trained to administer anti-seizure medication

When/Whom to Notify: At least once per year  
Education or Other Legal Code: Education Code 49414.3  
Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer opioid antagonist

When to Notify: When a parent/guardian requests for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures

Education or Other Legal Code: Education Code 49468.2

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 1126

Board Policy/Administrative Regulation #: BP 4136/4236/4336

Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210

Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359

Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment

Education or Other Legal Code: Government Code 21029

Board Policy/Administrative Regulation #: None

Subject: Right to purchase PERA service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: If the district receives Tobacco-Use Prevention Education funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually, or more frequently if there is new information

Education or Other Legal Code: Health and Safety Code 120875, 120880

Board Policy/Administrative Regulation #: BP 4119.43/4219.43/4319.43

Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To new employees upon hire, all employees annually, and upon request, in districts with 25 or more employees

Education or Other Legal Code: Government Code 12945.8

Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2

Subject: Rights pursuant to Government Code 12945.8 pertaining to leaves and accommodations for victims of a qualifying act of violence

When/Whom to Notify: With each paycheck

Education or Other Legal Code: Labor Code 246

Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1

Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave

Education or Other Legal Code: Labor Code 1034

Board Policy/Administrative Regulation #: BP 4033

Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees

Education or Other Legal Code: Labor Code 2800.2

Board Policy/Administrative Regulation #: AR 4154/4254/4354  
Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account  
Education or Other Legal Code: Labor Code 2810.7  
Board Policy/Administrative Regulation #: None  
Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: Post and keep posted in a conspicuous location frequented by employees where the notice may be easily read by employees during the hours of the workday  
Education or Other Legal Code: Labor Code 3550  
Board Policy/Administrative Regulation #: AR 4157.1  
Subject: Current compensation insurance carrier of the employer, or when appropriate, statement that the employer is self-insured, and who is responsible for claims adjustment

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period  
Education or Other Legal Code: Labor Code 3551  
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1  
Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment  
Education or Other Legal Code: Penal Code 11165.7, 11166.5  
Board Policy/Administrative Regulation #: AR 5141.4  
Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury  
Education or Other Legal Code: Unemployment Insurance Code 2613  
Board Policy/Administrative Regulation #: AR 4154/4254/4354  
Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses  
Education or Other Legal Code: Welfare and Institutions Code 827  
Board Policy/Administrative Regulation #: AR 4158/4258/4358  
Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants  
Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.9  
Board Policy/Administrative Regulation #: BP 0410, AR 4030  
Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee  
Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300  
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8  
Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: Post and keep posted on premises or via electronic posting, in conspicuous places where employees are employed  
Education or Other Legal Code: 2 CCR 11095  
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8  
Subject: A notice explaining the CFRA's provisions and procedures for filing complaints of violations of the Act with the Civil Rights Department.

When/Whom to Notify: To all employees  
Education or Other Legal Code: 8 CCR 3203  
Board Policy/Administrative Regulation #: AR 4157/4257/4357  
Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees  
Education or Other Legal Code: 34 CFR 106.8  
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11  
Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

When/Whom to Notify: Annually  
Education or Other Legal Code: 40 CFR 763.84, 763.93  
Board Policy/Administrative Regulation #: AR 3514  
Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When/Whom to Notify: Prior to the beginning of school year or upon employment  
Education or Other Legal Code: 20 USC 2354; 34 CFR 100 Appendix B, 104.8  
Board Policy/Administrative Regulation #: AR 6178  
Subject: All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

## **II. To Certificated Employees**

When/Whom to Notify: Prominently display in location frequented by certificated employees who serve students in any of grades 7-12  
Education or Other Legal Code: Education Code 234.1  
Board Policy/Administrative Regulation #: BP 5145.3  
Subject: Information on existing school site and community resources related to the support of students who may face bias or bullying

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire  
Education or Other Legal Code: Education Code 22455.5  
Board Policy/Administrative Regulation #: AR 4121  
Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual  
Education or Other Legal Code: Education Code 22461  
Board Policy/Administrative Regulation #: AR 4117.14/4317.14  
Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees  
Education or Other Legal Code: Education Code 35171  
Board Policy/Administrative Regulation #: AR 4115, BP 4315  
Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated  
Education or Other Legal Code: Education Code 44663  
Board Policy/Administrative Regulation #: AR 4115  
Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee  
Education or Other Legal Code: Education Code 44664  
Board Policy/Administrative Regulation #: AR 4115  
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees

Education or Other Legal Code: Education Code 44842  
Board Policy/Administrative Regulation #: AR 4112.1  
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and every July thereafter

Education or Other Legal Code: Education Code 44916  
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121  
Subject: Employment status and salary

When/Whom to Notify: To probationary employee, by March 15  
Education or Other Legal Code: Education Code 44929.21, 44929.23, 44948.5  
Board Policy/Administrative Regulation #: BP 4116  
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year  
Education or Other Legal Code: Education Code 44934, 44934.1, 44936  
Board Policy/Administrative Regulation #: BP 4118; AR 4118  
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice  
Education or Other Legal Code: Education Code 44938  
Board Policy/Administrative Regulation #: BP 4118  
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year  
Education or Other Legal Code: Education Code 44938  
Board Policy/Administrative Regulation #: BP 4118  
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings  
Education or Other Legal Code: Education Code 44940.5  
Board Policy/Administrative Regulation #: AR 4118  
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second- year probationary employee  
Education or Other Legal Code: Education Code 44948.3  
Board Policy/Administrative Regulation #: AR 4118  
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15  
Education or Other Legal Code: Education Code 44949, 44955  
Board Policy/Administrative Regulation #: BP 4117.3  
Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: Before the end of the school year to temporary employee who served 75 percent of school year but will be released  
Education or Other Legal Code: Education Code 44954  
Board Policy/Administrative Regulation #: BP 4121  
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires

administrative or supervisory credential, whose services are terminated  
Education or Other Legal Code: Education Code 44955.5  
Board Policy/Administrative Regulation #: BP 4117.3  
Subject: Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts  
Education or Other Legal Code: Education Code 49079  
Board Policy/Administrative Regulation #: AR 4158/4258/4358  
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion  
Education or Other Legal Code: Education Code 48201  
Board Policy/Administrative Regulation #: AR 4158/4258/4358  
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct  
Education or Other Legal Code: 5 CCR 80303  
Board Policy/Administrative Regulation #: AR 4117.7/4317.7  
Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

### **III. To Classified Employees**

When/Whom to Notify: When a classified employee is subject to disciplinary action for cause, in a nonmerit district  
Education or Other Legal Code: Education Code 45113  
Board Policy/Administrative Regulation #: AR 4218  
Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15  
Education or Other Legal Code: Education Code 45117  
Board Policy/Administrative Regulation #: AR 4217.3  
Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds  
Education or Other Legal Code: Education Code 45117  
Board Policy/Administrative Regulation #: AR 4217.3  
Subject: District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program  
Education or Other Legal Code: Education Code 45117  
Board Policy/Administrative Regulation #: AR 4217.3  
Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification  
Education or Other Legal Code: Education Code 45169  
Board Policy/Administrative Regulation #: AR 4212  
Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted  
Education or Other Legal Code: Education Code 45192, 45195  
Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11  
Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified

documents

Education or Other Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter

Education or Other Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: AR 3542

Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment

Education or Other Legal Code: 49 CFR 382.113, 382.601

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test

When/Whom to Notify: To school bus drivers, prior to operating school bus

Education or Other Legal Code: 49 CFR 382.303

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Post accident information, procedures, and instruction

#### **IV. To Administrative/Supervisory Personnel**

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Education or Other Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 2121, BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Education or Other Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Education or Other Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

#### **V. To Individual Employees Under Special Circumstances**

When/Whom to Notify: In the event of a breach of security of district records to affected employees

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: BP 3580

Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file

Education or Other Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline

Education or Other Legal Code: Government Code 3304

Board Policy/Administrative Regulation #: AR 3515.3  
Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: New employees upon hire, to all employees annually, at any time upon request, and any time an employee informs an employer that the employee or the employee's family member is a victim

Education or Other Legal Code: Government Code 12945.8

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Accommodations and leave for victims of a qualifying act of violence

When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return

Education or Other Legal Code: Government Code 20997

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Education or Other Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information

Education or Other Legal Code: Government Code 54963

Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23

Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime

Education or Other Legal Code: Labor Code 3553, 5401

Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1

Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification

Education or Other Legal Code: Penal Code 11105, 11105.2

Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5

Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter

Education or Other Legal Code: 8 CCR 3204

Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42

Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, within 15 working days after receiving a monitoring result related to an employee exposure determination

Education or Other Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area

Education or Other Legal Code: 8 CCR 5194

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave

Education or Other Legal Code: 38 USC 4334

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Notice of rights, benefits, and obligations under military leave



When/Whom to Notify: Within five business days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave  
 Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091  
 Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8  
 Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee  
 Education or Other Legal Code: 29 CFR 825.300  
 Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8  
 Subject: Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

When/Whom to Notify: To all employees working with families experiencing homelessness  
 Education or Other Legal Code: Education Code 48851.3, 42 USC 11432  
 Board Policy/Administrative Regulation #: AR 6173  
 Subject: Duties of district liaison for homeless students and availability of training and services

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                | Description                                                                               |
|----------------------|-------------------------------------------------------------------------------------------|
| 13 CCR 1234          | <u>Reports regarding school buses and bus drivers</u>                                     |
| 13 CCR 2480          | <u>Vehicle idling; limitations</u>                                                        |
| 2 CCR 11023          | <u>Harassment and discrimination prevention and correction</u>                            |
| 2 CCR 11035-11051    | <u>Unlawful sex discrimination: pregnancy, childbirth, and related medical conditions</u> |
| 2 CCR 11087-11098    | <u>California Family Rights Act</u>                                                       |
| 5 CCR 4622           | <u>Uniform complaint procedures</u>                                                       |
| 5 CCR 80303          | <u>Reports of change in employment status; alleged misconduct</u>                         |
| 8 CCR 3204           | <u>Access to employee exposure and medical records</u>                                    |
| 8 CCR 5191           | <u>Chemical hygiene plan</u>                                                              |
| 8 CCR 5194           | <u>Hazard communication</u>                                                               |
| Civ. Code 1798.29    | <u>District records; breach of security</u>                                               |
| Ed. Code 17612       | <u>Notification of pesticide use</u>                                                      |
| Ed. Code 22455.5     | <u>STRS information to potential members</u>                                              |
| Ed. Code 22461       | <u>Postretirement compensation limitation</u>                                             |
| Ed. Code 231.5       | <u>Sexual harassment policy</u>                                                           |
| Ed. Code 234.1       | <u>Educational Equity: Federal Program Monitoring</u>                                     |
| Ed. Code 35031       | <u>Term of employment</u>                                                                 |
| Ed. Code 35171       | <u>Availability of rules and regulations for evaluation of performance</u>                |
| Ed. Code 3550        | <u>Insurance carrier notice</u>                                                           |
| Ed. Code 37616       | <u>Consultation regarding year-round schedule</u>                                         |
| Ed. Code 44663-44664 | <u>Evaluation of certificated employees</u>                                               |
| Ed. Code 44842       | <u>Reemployment notices: certificated employees</u>                                       |
| Ed. Code 44896       | <u>Transfer of administrator or supervisor to teaching position</u>                       |
| Ed. Code 44916       | <u>Written statement of employment status</u>                                             |
| Ed. Code 44929.21    | <u>Notice of reelection decision; districts with 250 ADA or more</u>                      |

| <b>State</b>             | <b>Description</b>                                                                                                                                                             |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ed. Code 44929.23        | <u>Districts with less than 250 ADA</u>                                                                                                                                        |
| Ed. Code 44934           | <u>Notice of disciplinary action for cause</u>                                                                                                                                 |
| Ed. Code 44938           | <u>Notice of unprofessional conduct and opportunity to correct</u>                                                                                                             |
| Ed. Code 44940.5-44941   | <u>Notification of suspension and intent to dismiss</u>                                                                                                                        |
| Ed. Code 44948.3-44948.5 | <u>Dismissal of probationary employees</u>                                                                                                                                     |
| Ed. Code 44948.5         | <u>Nonreelection procedures; districts under 250 ADA</u>                                                                                                                       |
| Ed. Code 44949           | <u>Dismissal of probationary employees</u>                                                                                                                                     |
| Ed. Code 44951           | <u>Continuation in position unless notified; administrative or supervisory personnel</u>                                                                                       |
| Ed. Code 44954           | <u>Nonreelection of temporary employees</u>                                                                                                                                    |
| Ed. Code 44955           | <u>Reduction in number of permanent employees</u>                                                                                                                              |
| Ed. Code 44955.5         | <u>Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance</u> |
| Ed. Code 45113           | <u>Notification of charges; classified employees</u>                                                                                                                           |
| Ed. Code 45117           | <u>Notice of layoff; classified employees</u>                                                                                                                                  |
| Ed. Code 45169           | <u>Employee salary data; classified employees</u>                                                                                                                              |
| Ed. Code 45192           | <u>Industrial accident and illness leave for classified employees</u>                                                                                                          |
| Ed. Code 45195           | <u>Additional leave</u>                                                                                                                                                        |
| Ed. Code 46160-46162     | <u>Alternative schedule for junior high and high school; public hearing with notice</u>                                                                                        |
| Ed. Code 48201           | <u>Transfer student's record for acts that resulted in suspension or expulsion</u>                                                                                             |
| Ed. Code 48851.3         | <u>Education of students in foster care and students who are homeless</u>                                                                                                      |
| Ed. Code 49013           | <u>Complaints regarding student fees</u>                                                                                                                                       |
| Ed. Code 49079           | <u>Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion</u>                                                                            |
| Ed. Code 49414           | <u>Epinephrine auto-injectors</u>                                                                                                                                              |
| Ed. Code 49414.3         | <u>Administration of opioid antagonist</u>                                                                                                                                     |
| Ed. Code 51225.25        | <u>Student participating in a newcomer program; definition</u>                                                                                                                 |
| Gov. Code 1126           | <u>Incompatible activities of employees</u>                                                                                                                                    |
| Gov. Code 12945.8        | <u>Accommodations and leave for victims of a qualifying act of violence</u>                                                                                                    |
| Gov. Code 12950          | <u>Sexual harassment</u>                                                                                                                                                       |
| Gov. Code 21029          | <u>Retirement credit for period of military service</u>                                                                                                                        |
| Gov. Code 54957          | <u>Complaints against employees; right to open session</u>                                                                                                                     |
| Gov. Code 54963          | <u>Unauthorized disclosure of confidential information</u>                                                                                                                     |
| Gov. Code 8355           | <u>Certification of drug-free workplace, including notification</u>                                                                                                            |
| H&S Code 104420          | <u>Tobacco-free schools</u>                                                                                                                                                    |
| H&S Code 120875          | <u>Information on AIDS, AIDS-related conditions, and hepatitis B</u>                                                                                                           |
| H&S Code 120880          | <u>Notification to employees re AIDS, AIDS-related conditions, and hepatitis B</u>                                                                                             |
| H&S Code 1797.196        | <u>Automated external defibrillators; notification of use and locations</u>                                                                                                    |
| Lab. Code 2800.2         | <u>Notification of availability of continuation health coverage</u>                                                                                                            |
| Lab. Code 3550-3553      | <u>Notifications: Workers' compensation benefits</u>                                                                                                                           |

| <b>State</b>                | <b>Description</b>                                                                   |
|-----------------------------|--------------------------------------------------------------------------------------|
| Lab. Code 5401              | <u>Workers' compensation; claim form and notice of potential eligibility</u>         |
| Pen. Code 11165.7           | <u>Child Abuse and Neglect Reporting Act; notification requirement</u>               |
| Pen. Code 11166.5           | <u>Employment; statement of knowledge of duty to report child abuse or neglect</u>   |
| Unemp. Ins. Code 2613       | <u>Disability insurance; notice of rights and benefits</u>                           |
| W&I Code 827                | <u>Limited exception to juvenile court record</u>                                    |
| <b>Federal</b>              | <b>Description</b>                                                                   |
| 20 USC 2354                 | <u>Local application for career and technical education programs</u>                 |
| 29 CFR 825.300              | <u>Family and Medical Leave Act; notice requirement</u>                              |
| 34 CFR 100                  | <u>Nondiscrimination under programs receiving federal assistance</u>                 |
| 34 CFR 104.8                | <u>Nondiscrimination</u>                                                             |
| 34 CFR 106.9                | <u>Severability</u>                                                                  |
| 34 CFR 84.205-84.210        | <u>Drug-free workplace statement</u>                                                 |
| 38 USC 4334                 | <u>Uniformed Services Employment and Reemployment Rights Act; notice requirement</u> |
| 40 CFR 763.84               | <u>Asbestos inspections, response actions and post-response actions</u>              |
| 40 CFR 763.93               | <u>Asbestos management plans</u>                                                     |
| 41 USC 8101-8106            | <u>Drug-Free Workplace Act</u>                                                       |
| 42 USC 11431-11435          | <u>McKinney-Vento Homeless Assistance Act</u>                                        |
| 49 CFR 382.113              | <u>Controlled substance and alcohol use and testing notifications</u>                |
| 49 CFR 382.303              | <u>Post-accident information, procedures, and instructions</u>                       |
| 49 CFR 382.601              | <u>Controlled substance and alcohol use and testing notification</u>                 |
| <b>Management Resources</b> | <b>Description</b>                                                                   |
| Website                     | <u>CSBA District and County Office of Education Legal Services</u>                   |
| <b>Cross References</b>     | <b>Description</b>                                                                   |
| 0410                        | <u>Nondiscrimination in District Programs And Activities</u>                         |
| 1312.3                      | <u>Uniform Complaint Procedures</u>                                                  |
| 1312.3                      | <u>Uniform Complaint Procedures</u>                                                  |
| 1312.3-E(1)                 | <u>Uniform Complaint Procedures</u>                                                  |
| 1312.3-E(2)                 | <u>Uniform Complaint Procedures</u>                                                  |
| 2121                        | <u>Superintendent's Contract</u>                                                     |
| 3260                        | <u>Fees And Charges</u>                                                              |
| 3260                        | <u>Fees And Charges</u>                                                              |
| 3513.3                      | <u>Tobacco-Free Schools</u>                                                          |
| 3513.3                      | <u>Tobacco-Free Schools</u>                                                          |
| 3514                        | <u>Environmental Safety</u>                                                          |
| 3514                        | <u>Environmental Safety</u>                                                          |
| 3514.1                      | <u>Hazardous Substances</u>                                                          |
| 3514.1                      | <u>Hazardous Substances</u>                                                          |

**Cross References****Description**

|             |                                                        |
|-------------|--------------------------------------------------------|
| 3514.2      | <u>Integrated Pest Management</u>                      |
| 3515.3      | <u>District Police/Security Department</u>             |
| 3515.3      | <u>District Police/Security Department</u>             |
| 3542        | <u>School Bus Drivers</u>                              |
| 3580        | <u>District Records</u>                                |
| 3580        | <u>District Records</u>                                |
| 4020        | <u>Drug And Alcohol-Free Workplace</u>                 |
| 4030        | <u>Nondiscrimination In Employment</u>                 |
| 4030        | <u>Nondiscrimination In Employment</u>                 |
| 4033        | <u>Lactation Accommodation</u>                         |
| 4112.42     | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4112.42     | <u>Drug And Alcohol Testing For School Bus Drivers</u> |
| 4112.5      | <u>Criminal Record Check</u>                           |
| 4112.5-E(1) | <u>Criminal Record Check</u>                           |
| 4112.6      | <u>Personnel Files</u>                                 |
| 4115        | <u>Evaluation/Supervision</u>                          |
| 4115        | <u>Evaluation/Supervision</u>                          |
| 4116        | <u>Probationary/Permanent Status</u>                   |
| 4116        | <u>Probationary/Permanent Status</u>                   |
| 4117.14     | <u>Postretirement Employment</u>                       |
| 4117.3      | <u>Personnel Reduction</u>                             |
| 4117.7      | <u>Employment Status Reports</u>                       |
| 4118        | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4118        | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4119.11     | <u>Sexual Harassment</u>                               |
| 4119.11     | <u>Sexual Harassment</u>                               |
| 4119.43     | <u>Universal Precautions</u>                           |
| 4119.43     | <u>Universal Precautions</u>                           |
| 4121        | <u>Temporary/Substitute Personnel</u>                  |
| 4121        | <u>Temporary/Substitute Personnel</u>                  |
| 4136        | <u>Nonschool Employment</u>                            |
| 4154        | <u>Health And Welfare Benefits</u>                     |
| 4154        | <u>Health And Welfare Benefits</u>                     |
| 4157        | <u>Employee Safety</u>                                 |
| 4157        | <u>Employee Safety</u>                                 |
| 4157.1      | <u>Work-Related Injuries</u>                           |
| 4158        | <u>Employee Security</u>                               |
| 4158        | <u>Employee Security</u>                               |
| 4161.1      | <u>Personal Illness/Injury Leave</u>                   |
| 4161.11     | <u>Industrial Accident/Illness Leave</u>               |

**Cross References**

4161.2

4161.5

4161.8

4212

4212.42

4212.42

4212.5

4212.5-E(1)

4212.6

4216

4217.3

4219.11

4219.11

4219.43

4219.43

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4257.1

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4261.1

4261.11

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4261.5

4261.8

4312.1

4312.42

4312.42

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4312.5-E(1)

4312.6

4317.14

4317.7

4319.11

4319.11

4319.43

4319.43

**Description**Personal LeavesMilitary LeaveFamily Care And Medical LeaveAppointment And Conditions Of EmploymentDrug And Alcohol Testing For School Bus DriversDrug And Alcohol Testing For School Bus DriversCriminal Record CheckCriminal Record CheckPersonnel FilesProbationary/Permanent StatusLayoff/RehireSexual HarassmentSexual HarassmentUniversal PrecautionsUniversal PrecautionsNonschool EmploymentHealth And Welfare BenefitsHealth And Welfare BenefitsEmployee SafetyEmployee SafetyWork-Related InjuriesEmployee SecurityEmployee SecurityPersonal Illness/Injury LeaveIndustrial Accident/Illness LeavePersonal LeavesMilitary LeaveFamily Care And Medical LeaveContractsDrug And Alcohol Testing For School Bus DriversDrug And Alcohol Testing For School Bus DriversCriminal Record CheckCriminal Record CheckPersonnel FilesPostretirement EmploymentEmployment Status ReportsSexual HarassmentSexual HarassmentUniversal PrecautionsUniversal Precautions

| <b>Cross References</b> | <b>Description</b>                                               |
|-------------------------|------------------------------------------------------------------|
| 4336                    | Nonschool Employment                                             |
| 4354                    | <u>Health And Welfare Benefits</u>                               |
| 4354                    | <u>Health And Welfare Benefits</u>                               |
| 4357                    | <u>Employee Safety</u>                                           |
| 4357                    | <u>Employee Safety</u>                                           |
| 4357.1                  | Work-Related Injuries                                            |
| 4358                    | Employee Security                                                |
| 4358                    | <u>Employee Security</u>                                         |
| 4361.1                  | Personal Illness/Injury Leave                                    |
| 4361.11                 | <u>Industrial Accident/Illness Leave</u>                         |
| 4361.2                  | <u>Personal Leaves</u>                                           |
| 4361.5                  | Military Leave                                                   |
| 4361.8                  | Family Care And Medical Leave                                    |
| 5141.21                 | <u>Administering Medication And Monitoring Health Conditions</u> |
| 5141.21                 | <u>Administering Medication And Monitoring Health Conditions</u> |
| 5141.4                  | <u>Child Abuse Prevention And Reporting</u>                      |
| 5141.4                  | Child Abuse Prevention And Reporting                             |
| 5145.3                  | <u>Nondiscrimination/Harassment</u>                              |
| 5145.3                  | <u>Nondiscrimination/Harassment</u>                              |
| 6117                    | Year-Round Schedules                                             |
| 6173                    | <u>Education For Homeless Children</u>                           |
| 6173                    | Education For Homeless Children                                  |
| 6173-E(1)               | <u>Education For Homeless Children</u>                           |
| 6173-E(2)               | <u>Education For Homeless Children</u>                           |
| 6178                    | <u>Career Technical Education</u>                                |
| 6178                    | <u>Career Technical Education</u>                                |
| 9310                    | Board Policies                                                   |
| 9321                    | <u>Closed Session</u>                                            |
| 9321-E(1)               | <u>Closed Session</u>                                            |
| 9321-E(2)               | Closed Session                                                   |

**Policy 4319.11: Sexual Harassment**

Status: **ADOPTED**

Original/Adopted Date: 12/01/2015 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Governing Board is committed to providing a safe work environment that is free of discrimination, harassment, and intimidation, including sexual harassment. The Board prohibits sexual harassment, as defined in the accompanying administrative regulation, in district programs and activities by and against district employees. For purposes of this policy and accompanying administrative regulation, employees include interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

Additionally, the Board prohibits retaliatory behavior or action against any person who complains or testifies about conduct that reasonably may constitute sexual harassment, reports such conduct, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1; 34 CFR 106.71)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to: (Education Code 231.5; Government Code 12950.1; 2 CCR 11023; 34 CFR 106.8, 106.45)

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Publicize as specified in Exhibit (1) 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, the required notifications related to Title IX to employees, applicants for employment, and bargaining units
4. Ensuring prompt, thorough, fair, and equitable investigation of complaints through the appropriate state and/or federal procedures
5. Taking timely and appropriate corrective/remedial action(s)

The Superintendent or designee may periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to harassment policy(ies), complaint procedures, or training, as appropriate and in accordance with law.

**Reports and Complaints**

Any district employee who has experienced sexual harassment in the district's education program or activity may file a complaint with the district's Title IX Coordinator. (34 CFR 106.8)

Any employee with knowledge of conduct that reasonably may constitute sexual harassment by or against another district employee, a student, or a third party in a district education program or activity shall notify the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure that the complaint alleging sexual harassment is addressed through Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or Administrative Regulation 4030 - Nondiscrimination in Employment, as applicable. Additionally, the Title IX Coordinator shall ensure that any implementation of Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, concurrently meets the requirements of Administrative Regulation 4030 - Nondiscrimination in Employment.

Before or after the filing of a formal complaint or where no formal complaint has been filed, the Title IX Coordinator shall offer and coordinate supportive measures to be provided to the complainant and the respondent, as deemed appropriate under the circumstances. (34 CFR 106.30, 106.44)

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| <b>State</b>           | <b>Description</b>                                                                                                                         |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 2 CCR 11006-11086      | Discrimination in employment                                                                                                               |
| 2 CCR 11009            | <u>Employment discrimination</u>                                                                                                           |
| 2 CCR 11021            | Discrimination in employment - retaliation                                                                                                 |
| 2 CCR 11023            | <u>Harassment and discrimination prevention and correction</u>                                                                             |
| 2 CCR 11024            | <u>Required training and education on harassment based on sex, gender identity and expression, and sexual orientation</u>                  |
| 2 CCR 11034            | <u>Terms, conditions, and privileges of employment</u>                                                                                     |
| 5 CCR 4900-4965        | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance                         |
| Ed. Code 200-262.4     | Prohibition of discrimination                                                                                                              |
| Ed. Code 220.1         | Prohibition of retaliation related to educational equity                                                                                   |
| Ed. Code 220.3         | No requirement to disclose information related to student's sexual orientation, gender identity, or gender expression                      |
| Ed. Code 220.5         | Prohibition of policies requiring disclosure of information related to student's sexual orientation, gender identity, or gender expression |
| Gov. Code 11135        | <u>Prohibition of discrimination</u>                                                                                                       |
| Gov. Code 12900-12996  | <u>Fair Employment and Housing Act</u>                                                                                                     |
| Gov. Code 12940        | Unlawful discriminatory employment practices                                                                                               |
| Gov. Code 12950        | <u>Sexual harassment</u>                                                                                                                   |
| Gov. Code 12950.1      | Sexual harassment training                                                                                                                 |
| Lab. Code 1101         | <u>Political activities of employees</u>                                                                                                   |
| Lab. Code 1102.1       | Discrimination: sexual orientation                                                                                                         |
| Lab. Code 1197.5       | <u>Wages, hours, and working conditions</u>                                                                                                |
| <b>Federal</b>         | <b>Description</b>                                                                                                                         |
| 20 USC 1681-1688       | Title IX of the Education Amendments of 1972; discrimination based on sex                                                                  |
| 29 CFR 1636            | <u>Implementation of the Pregnant Workers Fairness Act</u>                                                                                 |
| 34 CFR 106.1-106.82    | Nondiscrimination on the basis of sex in education programs or activities                                                                  |
| 42 USC 2000e-2000e-17  | Title VII, Civil Rights Act of 1964, as amended                                                                                            |
| 42 USC 2000gg-2000gg-6 | <u>Pregnant Workers Fairness Act</u>                                                                                                       |



| <b>Management Resources</b>                   | <b>Description</b>                                                                                                                                                                 |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Court Decision                                | <a href="#">Tennessee v. Cardona (2024) 737 F.Supp.3d 510</a>                                                                                                                      |
| Court Decision                                | <a href="#">Olmstead v. L.C. ex rel. Zimring (1999) 527 U.S. 581</a>                                                                                                               |
| Court Decision                                | <a href="#">John T. D. v. River Delta Joint Unified School District (2021) WL 5176356</a>                                                                                          |
| Court Decision                                | <a href="#">Burlington Industries v. Elbreth (1998) 118 S.Ct. 2252</a>                                                                                                             |
| Court Decision                                | <a href="#">Department of Health Services v. Superior Court of California (2003) 31 Cal.4th 1023</a>                                                                               |
| Court Decision                                | <a href="#">Faragher v. City of Boca Raton (1998) 118 S.Ct. 2275</a>                                                                                                               |
| Court Decision                                | <a href="#">Gebser v. Lago Vista Independent School District (1998) 118 S.Ct. 1989</a>                                                                                             |
| Court Decision                                | <a href="#">Meritor Savings Bank, FSB v. Vinson et al. (1986) 447 U.S. 57</a>                                                                                                      |
| Court Decision                                | <a href="#">Oncale v. Sundowner Offshore Servs. Inc. (1998) 118 S.Ct. 998</a>                                                                                                      |
| Federal Register                              | <a href="#">Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30572</a> |
| U.S. DOE, Office for Civil Rights Publication | <a href="#">Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</a>                                                    |
| Website                                       | <a href="#">CSBA District and County Office of Education Legal Services</a>                                                                                                        |
| Website                                       | <a href="#">California Department of Education</a>                                                                                                                                 |
| Website                                       | <a href="#">California Civil Rights Department</a>                                                                                                                                 |
| Website                                       | <a href="#">U.S. Department of Education, Office for Civil Rights</a>                                                                                                              |
| Website                                       | <a href="#">U.S. Equal Employment Opportunity Commission</a>                                                                                                                       |
| <b>Cross References</b>                       | <b>Description</b>                                                                                                                                                                 |
| 0410                                          | <a href="#">Nondiscrimination In District Programs And Activities</a>                                                                                                              |
| 0450                                          | <a href="#">Comprehensive Safety Plan</a>                                                                                                                                          |
| 0450                                          | <a href="#">Comprehensive Safety Plan</a>                                                                                                                                          |
| 1312.3                                        | <a href="#">Uniform Complaint Procedures</a>                                                                                                                                       |
| 1312.3                                        | <a href="#">Uniform Complaint Procedures</a>                                                                                                                                       |
| 1312.3-E(1)                                   | <a href="#">Uniform Complaint Procedures</a>                                                                                                                                       |
| 1312.3-E(2)                                   | <a href="#">Uniform Complaint Procedures</a>                                                                                                                                       |
| 1313                                          | <a href="#">Civility</a>                                                                                                                                                           |
| 3530                                          | <a href="#">Risk Management/Insurance</a>                                                                                                                                          |
| 3530                                          | <a href="#">Risk Management/Insurance</a>                                                                                                                                          |
| 3600                                          | <a href="#">Consultants</a>                                                                                                                                                        |
| 4030                                          | <a href="#">Nondiscrimination In Employment</a>                                                                                                                                    |
| 4030                                          | <a href="#">Nondiscrimination In Employment</a>                                                                                                                                    |
| 4033                                          | <a href="#">Lactation Accommodation</a>                                                                                                                                            |
| 4040                                          | <a href="#">Employee Use Of Technology</a>                                                                                                                                         |
| 4040-E(1)                                     | <a href="#">Employee Use Of Technology</a>                                                                                                                                         |
| 4112.9                                        | <a href="#">Employee Notifications</a>                                                                                                                                             |
| 4112.9-E(1)                                   | <a href="#">Employee Notifications</a>                                                                                                                                             |
| 4117.7                                        | <a href="#">Employment Status Reports</a>                                                                                                                                          |
| 4118                                          | <a href="#">Dismissal/Suspension/Disciplinary Action</a>                                                                                                                           |

**Cross References****Description**

|              |                                                                |
|--------------|----------------------------------------------------------------|
| 4118         | <u>Dismissal/Suspension/Disciplinary Action</u>                |
| 4119.12      | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4119.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4119.21      | <u>Professional Standards</u>                                  |
| 4119.21-E(1) | <u>Professional Standards</u>                                  |
| 4119.22      | <u>Dress And Grooming</u>                                      |
| 4131         | <u>Staff Development</u>                                       |
| 4144         | <u>Complaints</u>                                              |
| 4144         | <u>Complaints</u>                                              |
| 4212.9       | <u>Employee Notifications</u>                                  |
| 4212.9-E(1)  | <u>Employee Notifications</u>                                  |
| 4218.1       | <u>Dismissal/Suspension/Disciplinary Action (Merit System)</u> |
| 4219.12      | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4219.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4219.21      | <u>Professional Standards</u>                                  |
| 4219.21-E(1) | <u>Professional Standards</u>                                  |
| 4219.22      | <u>Dress And Grooming</u>                                      |
| 4231         | <u>Staff Development</u>                                       |
| 4244         | <u>Complaints</u>                                              |
| 4244         | <u>Complaints</u>                                              |
| 4300         | <u>Administrative And Supervisory Personnel</u>                |
| 4300         | <u>Administrative And Supervisory Personnel</u>                |
| 4312.9       | <u>Employee Notifications</u>                                  |
| 4312.9-E(1)  | <u>Employee Notifications</u>                                  |
| 4317.7       | <u>Employment Status Reports</u>                               |
| 4319.12      | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4319.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4319.21      | <u>Professional Standards</u>                                  |
| 4319.21-E(1) | <u>Professional Standards</u>                                  |
| 4319.22      | <u>Dress And Grooming</u>                                      |
| 4344         | <u>Complaints</u>                                              |
| 4344         | <u>Complaints</u>                                              |
| 5145.3       | <u>Nondiscrimination/Harassment</u>                            |
| 5145.3       | <u>Nondiscrimination/Harassment</u>                            |
| 5145.7       | <u>Sexual Harassment</u>                                       |
| 5145.7       | <u>Sexual Harassment</u>                                       |
| 5145.71      | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 5145.71-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>         |

**Regulation 4319.11: Sexual Harassment**

Status: ADOPTED

Original Adopted Date: 12/01/2016 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

**Definitions**

*Sexual harassment* is a form of sex discrimination and means sexual harassment and other harassment on the basis of one, or a combination of two or more protected characteristics, which include, but may not be limited to, sex; gender; gender identity; gender expression; sexual orientation; sex stereotypes; pregnancy, false pregnancy, childbirth, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; and parental, marital, and family status. (Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688)

*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 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, 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

**Title IX Coordinator/Compliance Officer**

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

(title or position)

(address)

(telephone number)

(email)

## Training

The Superintendent or designee shall ensure that employees receive training regarding sexual harassment in accordance with state and federal law.

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 as specified in Government Code 12950.1. 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 sex, 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 others 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 employees. Such records shall include, but are not limited to, the names of trained employees, date of the training, the sign in sheet, a copy of all certificates of attendance or completion issued, the type of training, a copy of all written or recorded materials that comprise the training, and name of the training provider. (2 CCR 11024)

Additionally, the Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR 106.45, including the definition of sexual harassment specified in 34 CFR 106.30, the scope of the district's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

In addition, the district's Title IX sexual harassment training shall include additional training for investigators and decisionmakers. (34 CFR 106.45)

The Superintendent or designee shall retain for seven years the materials used to provide training as specified in 34 CFR 106.45, make these materials publicly available on its website, or, if the district does not maintain a website make these materials available upon request, to members of the public.

### 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)

The Superintendent or designee shall ensure that a copy of the accompanying Board policy and this administrative regulation:

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 website (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 Civil Rights Department (CRD) 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 CRD and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact CRD 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 CRD and the EEOC

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

### Complaint Procedures

All complaints alleging sexual harassment by and against employees shall be investigated and resolved in accordance with law and district procedures. The district's 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 Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved in accordance with Administrative Regulation 4030 - Nondiscrimination in Employment.

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

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                 | Description                                                                                                                                |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 2 CCR 11006-11086     | Discrimination in employment                                                                                                               |
| 2 CCR 11009           | Employment discrimination                                                                                                                  |
| 2 CCR 11021           | <u>Discrimination in employment - retaliation</u>                                                                                          |
| 2 CCR 11023           | <u>Harassment and discrimination prevention and correction</u>                                                                             |
| 2 CCR 11024           | <u>Required training and education on harassment based on sex, gender identity and expression, and sexual orientation</u>                  |
| 2 CCR 11034           | <u>Terms, conditions, and privileges of employment</u>                                                                                     |
| 5 CCR 4900-4965       | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance                         |
| Ed. Code 200-262.4    | Prohibition of discrimination                                                                                                              |
| Ed. Code 220.1        | Prohibition of retaliation related to educational equity                                                                                   |
| Ed. Code 220.3        | No requirement to disclose information related to student's sexual orientation, gender identity, or gender expression                      |
| Ed. Code 220.5        | Prohibition of policies requiring disclosure of information related to student's sexual orientation, gender identity, or gender expression |
| Gov. Code 11135       | <u>Prohibition of discrimination</u>                                                                                                       |
| Gov. Code 12900-12996 | <u>Fair Employment and Housing Act</u>                                                                                                     |
| Gov. Code 12940       | Unlawful discriminatory employment practices                                                                                               |
| Gov. Code 12950       | <u>Sexual harassment</u>                                                                                                                   |
| Gov. Code 12950.1     | <u>Sexual harassment training</u>                                                                                                          |
| Lab. Code 1101        | Political activities of employees                                                                                                          |

|                                               |                                                                                                                                                                            |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>State</b>                                  | <b>Description</b>                                                                                                                                                         |
| Lab. Code 1102.1                              | Discrimination: sexual orientation                                                                                                                                         |
| Lab. Code 1197.5                              | <u>Wages, hours, and working conditions</u>                                                                                                                                |
| <b>Federal</b>                                | <b>Description</b>                                                                                                                                                         |
| 20 USC 1681-1688                              | Title IX of the Education Amendments of 1972; discrimination based on sex                                                                                                  |
| 29 CFR 1636                                   | <u>Implementation of the Pregnant Workers Fairness Act</u>                                                                                                                 |
| 34 CFR 106.1-106.82                           | <u>Nondiscrimination on the basis of sex in education programs or activities</u>                                                                                           |
| 42 USC 2000e-2000e-17                         | Title VII, Civil Rights Act of 1964, as amended                                                                                                                            |
| 42 USC 2000gg-2000gg-6                        | <u>Pregnant Workers Fairness Act</u>                                                                                                                                       |
| <b>Management Resources</b>                   | <b>Description</b>                                                                                                                                                         |
| Court Decision                                | Tennessee v. Cardona (2024) 737 F.Supp.3d 510                                                                                                                              |
| Court Decision                                | Olmstead v. L.C. ex rel. Zimring (1999) 527 U.S. 581                                                                                                                       |
| Court Decision                                | John T. D. v. River Delta Joint Unified School District (2021) WL 5176356                                                                                                  |
| Court Decision                                | Burlington Industries v. Ellceith (1998) 118 S.Ct. 2257                                                                                                                    |
| Court Decision                                | Department of Health Services v. Superior Court of California (2003) 31 Cal.4th 1026                                                                                       |
| Court Decision                                | Faragher v. City of Boca Raton (1998) 118 S.Ct. 2275                                                                                                                       |
| Court Decision                                | Gehser v. Lago Vista Independent School District (1998) 118 S.Ct. 1989                                                                                                     |
| Court Decision                                | Meritor Savings Bank, FSB v. Vinson et al. (1986) 442 U.S. 57                                                                                                              |
| Court Decision                                | Oncale v. Sundowner Offshore Serv. Inc. (1998) 118 S.Ct. 998                                                                                                               |
| Federal Register                              | <u>Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance</u> , May 19, 2020, Vol. 85, No. 97, pages 30026-30579 |
| U.S. DOE, Office for Civil Rights Publication | <u>Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule</u> , February 4, 2025                                                    |
| Website                                       | <u>CSBA District and County Office of Education Legal Services</u>                                                                                                         |
| Website                                       | <u>California Department of Education</u>                                                                                                                                  |
| Website                                       | <u>California Civil Rights Department</u>                                                                                                                                  |
| Website                                       | <u>U.S. Department of Education, Office for Civil Rights</u>                                                                                                               |
| Website                                       | <u>U.S. Equal Employment Opportunity Commission</u>                                                                                                                        |
| <b>Cross References</b>                       | <b>Description</b>                                                                                                                                                         |
| 0410                                          | <u>Nondiscrimination in District Programs And Activities</u>                                                                                                               |
| 0450                                          | <u>Comprehensive Safety Plan</u>                                                                                                                                           |
| 0450                                          | <u>Comprehensive Safety Plan</u>                                                                                                                                           |
| 1312.3                                        | <u>Uniform Complaint Procedures</u>                                                                                                                                        |
| 1312.3                                        | <u>Uniform Complaint Procedures</u>                                                                                                                                        |
| 1312.3-E(1)                                   | <u>Uniform Complaint Procedures</u>                                                                                                                                        |
| 1312.3-E(2)                                   | <u>Uniform Complaint Procedures</u>                                                                                                                                        |
| 1313                                          | <u>Civility</u>                                                                                                                                                            |
| 3530                                          | <u>Risk Management/Insurance</u>                                                                                                                                           |
| 3530                                          | <u>Risk Management/Insurance</u>                                                                                                                                           |

| <b>Cross References</b> | <b>Description</b>                                             |
|-------------------------|----------------------------------------------------------------|
| 3600                    | Consultants                                                    |
| 4030                    | <u>Nondiscrimination In Employment</u>                         |
| 4030                    | <u>Nondiscrimination In Employment</u>                         |
| 4033                    | Lactation Accommodation                                        |
| 4040                    | <u>Employee Use Of Technology</u>                              |
| 4040-E(1)               | <u>Employee Use Of Technology</u>                              |
| 4112.9                  | Employee Notifications                                         |
| 4112.9-E(1)             | <u>Employee Notifications</u>                                  |
| 4117.7                  | Employment Status Reports                                      |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u>                |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u>                |
| 4119.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4119.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4119.21                 | <u>Professional Standards</u>                                  |
| 4119.21-E(1)            | <u>Professional Standards</u>                                  |
| 4119.22                 | <u>Dress And Grooming</u>                                      |
| 4131                    | Staff Development                                              |
| 4144                    | <u>Complaints</u>                                              |
| 4144                    | <u>Complaints</u>                                              |
| 4212.9                  | Employee Notifications                                         |
| 4212.9-E(1)             | <u>Employee Notifications</u>                                  |
| 4218.1                  | <u>Dismissal/Suspension/Disciplinary Action (Merit System)</u> |
| 4219.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4219.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4219.21                 | <u>Professional Standards</u>                                  |
| 4219.21-E(1)            | <u>Professional Standards</u>                                  |
| 4219.22                 | <u>Dress And Grooming</u>                                      |
| 4231                    | Staff Development                                              |
| 4244                    | <u>Complaints</u>                                              |
| 4244                    | <u>Complaints</u>                                              |
| 4300                    | <u>Administrative And Supervisory Personnel</u>                |
| 4300                    | <u>Administrative And Supervisory Personnel</u>                |
| 4312.9                  | Employee Notifications                                         |
| 4312.9-E(1)             | <u>Employee Notifications</u>                                  |
| 4317.7                  | <u>Employment Status Reports</u>                               |
| 4319.12                 | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4319.12-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>         |
| 4319.21                 | <u>Professional Standards</u>                                  |
| 4319.21-E(1)            | <u>Professional Standards</u>                                  |
| 4319.22                 | <u>Dress And Grooming</u>                                      |



| <b>Cross References</b> | <b>Description</b>                                     |
|-------------------------|--------------------------------------------------------|
| 4344                    | Complaints                                             |
| 4344                    | <u>Complaints</u>                                      |
| 5145.3                  | <u>Nondiscrimination/Harassment</u>                    |
| 5145.3                  | Nondiscrimination/Harassment                           |
| 5145.7                  | Sexual Harassment                                      |
| 5145.7                  | <u>Sexual Harassment</u>                               |
| 5145.71                 | <u>Title IX Sexual Harassment Complaint Procedures</u> |
| 5145.71-E(1)            | Title IX Sexual Harassment Complaint Procedures        |

**Regulation 4319.12- Title IX Sexual Harassment Complaint Procedures** **Status: ADOPTED**

**Original Adopted Date: 07/01/2020 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025**

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a district employee, while in an education program or activity, in which a district school exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on a 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's 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

For a complaint governed by Title IX based on conduct that occurred, in whole or in part, between August 1, 2024 and January 9, 2025, or prior to August 14, 2020, the Title IX Coordinator shall consult with district legal counsel to determine which procedures to use.

All other complaints alleging sexual harassment brought by or against employees shall be investigated and resolved in accordance with Administrative Regulation 4030 - Nondiscrimination in Employment. The determination over which process shall be used to investigate and resolve a complaint shall be made by the district's Title IX Coordinator.

The Title IX Coordinator shall ensure that all requirements and timelines for Administrative Regulation 4030 - Nondiscrimination in Employment are concurrently met while implementing the Title IX procedure.

**Basic Requirements**

When implementing Title IX grievance procedures, the district shall: (34 CFR 106.45)

1. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent and by following a grievance process in accordance with 34 CFR 106.45 before the imposition of any disciplinary sanctions or other actions that are not supportive measures, as defined in 34 CFR 106.30, against a respondent

Remedies following a determination of responsibility for sexual harassment shall be designed to restore or preserve equal access to the district's education program or activity, and shall be provided in accordance with "Remedies," below.

2. Require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provide that credibility determination may not be based on a person's status as complainant, respondent, or witness
3. Ensure that the Title IX Coordinator, investigator, or decisionmaker, any person that facilitates an information resolution process, does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and that such individuals receive training in accordance with 34 CFR 106.45
4. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process
5. Include reasonably prompt timeframes for the conclusion of the grievance procedures, including reasonably prompt timeframes for filing and resolving appeals, and informal resolution processes if appropriate and offered by the district

The district's procedures shall also include a process that allows for the temporary delay of the grievance procedures or the limited extension of timeframes for good cause with written notice to the complainant and

the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

6. Describe the range of, or list, the possible disciplinary sanctions and remedies that the district may implement following any determination of responsibility
7. State whether the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard or the clear and convincing evidence standard, and apply the same standard of evidence to formal complaints against students and employees and to all formal complaints of sexual harassment
8. Include the procedures and permissible bases for the complainant and respondent to appeal
9. Describe the range of supportive measures available to complainants and respondents
10. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege

Additionally, the district shall not disclose the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act statute or regulations, as required by law, or to carry out the purposes of Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising under Title IX. (34 CFR 106.30, 106.71)

#### **Reporting Allegations/Filing a Formal Complaint**

An employee who is the alleged victim of sexual harassment may submit a report of sexual harassment to the district's Title IX Coordinator using the contact information listed in Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment, or to any other available school employee, who shall forward the report to the Title IX Coordinator within one workday of receiving the report.

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the right to file a formal complaint and the process for filing a formal complaint. (34 CFR 106.44)

A formal complaint shall include the complainant's physical or digital signature, or another indication that the complainant is the person filing the complaint, and be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

If the district has actual knowledge of sexual harassment or allegations of sexual harassment but the alleged victim does not file a formal complaint, the Title IX Coordinator may file a formal complaint and, in situations when an imminent safety threat exists, shall file a formal complaint. In such cases, the Title IX Coordinator shall provide the alleged victim notices as required by the Title IX regulations at specific points in the complaint process.

#### **Supportive Measures**

Upon receipt of a report of Title IX sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or even if no formal complaint has been filed. Such measures shall be nondisciplinary, nonpunitive, and designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment or to deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus. (34 CFR 106.30, 106.44)

The district shall maintain as confidential any supportive measures provided to the complainant or respondent, to the

extent that maintaining such confidentiality would not impair the district's ability to provide the supportive measures. (34 CFR 106.30)

#### **Emergency Removal from School**

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

If a student is the respondent, the district may remove the student from the district's education program or activity, on an emergency basis, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

Any such removal may not constitute discipline for student record purposes or Board Policy 5144 - Discipline. Additionally, this authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

#### **Dismissal of Complaint**

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30. Additionally, the Title IX Coordinator shall dismiss a formal complaint in which the alleged conduct did not occur in the district's education program or activity or did not occur against a person in the United States. In addition, the Title IX Coordinator may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer enrolled or employed by the district, or sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination with regard to the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties, and shall inform them of their right to appeal the dismissal in accordance with the appeal procedures described in the section "Appeals," below. (34 CFR 106.45)

If a complaint is dismissed, the conduct may still be addressed pursuant to Administrative Regulation 4030 - Nondiscrimination in Employment, as applicable.

#### **Informal Resolution Process**

When a formal complaint of sexual harassment is filed the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. (34 CFR 106.45)

The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint, including that the district shall not require such waiver as a condition of enrollment or employment or continuing employment. (34 CFR 106.45)

As a part of an informal resolution, the parties may agree upon discipline such as suspension or expulsion without the need for an investigation.

The district may facilitate an informal resolution process provided that the district: (34 CFR 106.45)

1. Provides the parties with written notice disclosing the allegations; the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; the right to withdraw from the informal process and resume the formal complaint process at any time prior to agreeing to a resolution; and any consequences resulting from the informal resolution process, including that records will be maintained or could be shared
2. Obtains the parties' voluntary, written consent to the informal resolution process
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student

## Written Notice

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: (34 CFR 106.45)

1. The district's complaint process, including any informal resolution process
2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident

Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview. If, during the course of the investigation, new Title IX allegations arise about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process
4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence
5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process

The above notice may also include the name of the investigator, facilitator of an informal process, and decisionmaker and inform the parties that, if at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator.

## Consolidation of Complaints

When the allegations of sexual harassment arise out of the same facts or circumstances, the district may consolidate formal complaints alleging sexual harassment against more than one respondent; by more than one complainant against one or more respondents; or by one party against another party. (34 CFR 106.45)

## Investigation Procedures

During the investigation process, the district's designated investigator shall: (34 CFR 106.45)

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence
3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney
4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate
6. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the

investigation that is directly related to the allegations raised in a formal complaint including evidence that the district does not intend to rely on in reaching a determination regarding responsibility and inculpatory and exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to conclusion of the investigation

7. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report
8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

#### **Written Decision**

The Superintendent shall designate an employee as the decisionmaker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator or a person involved in the investigation. (34 CFR 106.45)

After the investigative report has been sent to the parties but before reaching a determination regarding responsibility, the decisionmaker shall afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The decisionmaker shall issue, and simultaneously provide to both parties, a written decision as to the scope of the respondent's responsibility for the alleged conduct, if any. (34 CFR 106.45)

The written decision shall be issued within 60 calendar days of the receipt of the complaint.

The district may extend the timeline for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. (34 CFR 106.45)

In making this determination, the decisionmaker shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment. The same standard of evidence shall be used for formal complaints against students as for complaints against employees. (34 CFR 106.45)

The written decision shall include the following: (34 CFR 106.45)

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30
2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the district includes hearings as part of the grievance process
3. Findings of fact supporting the determination
4. Conclusions regarding the application of the district's code of conduct or policies to the facts

5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's educational program or activity will be provided by the district to the complainant
6. The district's procedures and permissible bases for the complainant and respondent to appeal

#### **Appeals**

Either party may appeal the written decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decisionmaker(s) affected the outcome.

If an appeal is filed, the district shall: (34 CFR 106.45)

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties
2. Ensure that the decisionmaker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decisionmaker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator
3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome
4. Issue a written decision describing the result of the appeal and the rationale for the result
5. Provide the written decision simultaneously to both parties

An appeal shall be filed in writing within 10 calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

#### **Remedies**

When a determination of responsibility for sexual harassment has been made against the respondent, the district shall provide remedies to the complainant as appropriate. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45)

#### **Disciplinary Actions**

The district may impose disciplinary sanctions or other actions after the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44, 106.45)

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

## Record-Keeping

The Superintendent or designee shall maintain, for a period of seven years: (34 CFR 106.45)

1. A record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolution and the results therefrom
2. A record of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, including the district's basis for its conclusion that its response was not deliberately indifferent, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances
3. All materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person who facilitates an informal resolution process

The district shall make such training materials publicly available on its website, or if the district does not maintain a website, available upon request by members of the public.

For complaints containing allegations of childhood sexual assault, the Superintendent or designee shall also indefinitely maintain the following: (Code of Civil Procedure 340.1)

1. A record of the allegation(s)
2. A record of the investigation procedures followed
3. A record of the written determination
4. A record of the corrective action implemented, if any
5. A record of any appeals and the outcome of the same
6. All training materials addressing the prohibition and investigation of childhood sexual assault

Additionally, the Superintendent or designee shall indefinitely maintain a record of insurance which evidences the district's coverage for acts of sexual assault.

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State              | Description                                                                                                        |
|--------------------|--------------------------------------------------------------------------------------------------------------------|
| 5 CCR 4600-4670    | Uniform complaint procedures                                                                                       |
| 5 CCR 4900-4965    | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance |
| Civ. Code 1714.1   | <u>Liability of parent/guardian for act of willful misconduct by a minor</u>                                       |
| Civ. Code 51.9     | <u>Liability for sexual harassment, business, service and professional relationships</u>                           |
| Ed. Code 200-262.4 | <u>Prohibition of discrimination</u>                                                                               |
| Ed. Code 48900     | <u>Grounds for suspension or expulsion</u>                                                                         |
| Ed. Code 48900.2   | <u>Additional grounds for suspension or expulsion; sexual harassment</u>                                           |
| Ed. Code 48985     | <u>Notices to parents in language other than English</u>                                                           |
| Gov. Code 12950.1  | Sexual harassment training                                                                                         |



|                                               |                                                                                                                                                                                   |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Federal</b>                                | <b>Description</b>                                                                                                                                                                |
| 20 USC 1092                                   | <u>Definition of sexual assault</u>                                                                                                                                               |
| 20 USC 1221                                   | <u>Application of laws</u>                                                                                                                                                        |
| 20 USC 1232g                                  | <u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>                                                                                                                  |
| 20 USC 1681-1688                              | <u>Title IX of the Education Amendments of 1972; discrimination based on sex</u>                                                                                                  |
| 34 CFR 106.1-106.82                           | <u>Nondiscrimination on the basis of sex in education programs or activities</u>                                                                                                  |
| 34 CFR 99.1-99.67                             | <u>Family Educational Rights and Privacy</u>                                                                                                                                      |
| 34 USC 12291                                  | <u>Definition of dating violence, domestic violence, and stalking</u>                                                                                                             |
| 42 USC 1983                                   | <u>Civil action for deprivation of rights</u>                                                                                                                                     |
| 42 USC 2000d-2000d-7                          | <u>Title VI, Civil Rights Act of 1964</u>                                                                                                                                         |
| 42 USC 2000e-2000e-17                         | <u>Title VII, Civil Rights Act of 1964, as amended</u>                                                                                                                            |
| <b>Management Resources</b>                   | <b>Description</b>                                                                                                                                                                |
| Court Decision                                | <u>Tennessee v. Cardona (2024) 737 F.Supp.3d 510</u>                                                                                                                              |
| Court Decision                                | <u>Reese v. Jefferson School District (2001, 9th Cir.) 208 F.3d 736</u>                                                                                                           |
| Court Decision                                | <u>Davis v. Monroe County Board of Education (1999) 526 U.S. 629</u>                                                                                                              |
| Court Decision                                | <u>Gebser v. Lago Vista Independent School District (1998) 524 U.S. 274</u>                                                                                                       |
| Court Decision                                | <u>Qona, by Kate S. v. McCaffrey (1998, 9th Cir.) 143 F.3d 473</u>                                                                                                                |
| Court Decision                                | <u>Doe v. Petaluma City School District (1995, 9th Cir.) 54 F.3d 1447</u>                                                                                                         |
| Court Decision                                | <u>Donovan v. Poway Unified School District (2008) 167 Cal.App.4th 567</u>                                                                                                        |
| Court Decision                                | <u>Flores v. Morgan Hill Unified School District (2003, 9th Cir.) 324 F.3d 1130</u>                                                                                               |
| Federal Register                              | <u>Nondiscrimination on the Basis of Sex in Education Programs or Activities<br/>Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97,<br/>pages 30026-30529</u> |
| U.S. DOE, Office for Civil Rights Publication | <u>Dear Colleague Letter: Enforcement of Title IX under the provisions of the<br/>2020 Title IX Rule, February 4, 2025</u>                                                        |
| U.S. DOJ, FBI Publication                     | <u>National Incident-Based Reporting System</u>                                                                                                                                   |
| Website                                       | <u>U.S. Department of Justice, Federal Bureau of Investigation</u>                                                                                                                |
| Website                                       | <u>CSBA District and County Office of Education Legal Services</u>                                                                                                                |
| Website                                       | <u>CSBA</u>                                                                                                                                                                       |
| Website                                       | <u>California Department of Education</u>                                                                                                                                         |
| Website                                       | <u>U.S. Department of Education, Office for Civil Rights</u>                                                                                                                      |
| <b>Cross References</b>                       | <b>Description</b>                                                                                                                                                                |
| 0410                                          | <u>Nondiscrimination in District Programs And Activities</u>                                                                                                                      |
| 1312.3                                        | <u>Uniform Complaint Procedures</u>                                                                                                                                               |
| 1312.3                                        | <u>Uniform Complaint Procedures</u>                                                                                                                                               |
| 1312.3-E(1)                                   | <u>Uniform Complaint Procedures</u>                                                                                                                                               |
| 1312.3-E(2)                                   | <u>Uniform Complaint Procedures</u>                                                                                                                                               |
| 1313                                          | <u>Civility</u>                                                                                                                                                                   |
| 3580                                          | <u>District Records</u>                                                                                                                                                           |
| 3580                                          | <u>District Records</u>                                                                                                                                                           |
| 3600                                          | <u>Consultants</u>                                                                                                                                                                |

| <b>Cross References</b> | <b>Description</b>                                     |
|-------------------------|--------------------------------------------------------|
| 4030                    | <u>Nondiscrimination in Employment</u>                 |
| 4030                    | <u>Nondiscrimination in Employment</u>                 |
| 4033                    | <u>Lactation Accommodation</u>                         |
| 4117.7                  | <u>Employment Status Reports</u>                       |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4119.11                 | <u>Sexual Harassment</u>                               |
| 4119.11                 | <u>Sexual Harassment</u>                               |
| 4131                    | <u>Staff Development</u>                               |
| 4218                    | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4218                    | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4219.11                 | <u>Sexual Harassment</u>                               |
| 4219.11                 | <u>Sexual Harassment</u>                               |
| 4317.7                  | <u>Employment Status Reports</u>                       |
| 4319.11                 | <u>Sexual Harassment</u>                               |
| 4319.11                 | <u>Sexual Harassment</u>                               |
| 5145.7                  | <u>Sexual Harassment</u>                               |
| 5145.7                  | <u>Sexual Harassment</u>                               |
| 5145.71                 | <u>Title IX Sexual Harassment Complaint Procedures</u> |
| 5145.71-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u> |

**Exhibit 4319.12-E(1): Title IX Sexual Harassment Complaint Procedures**

Status: ADOPTED

Original Adopted Date: 10/01/2020 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

**NOTICE OF TITLE IX SEXUAL HARASSMENT POLICY**

The district shall not discriminate on the basis of sex in any education program or activity that it operates. The prohibition against discrimination on the basis of sex is required by federal law (20 USC 1681-1688; 34 CFR Part 106) and extends to admission and employment. The district also prohibits retaliation against any employee for filing a complaint or exercising any right granted under Title IX.

The district shall take prompt and equitable action to address any potential Title IX violations that are brought to its attention. Any inquiries about the application of Title IX, this notice, and who is protected by Title IX may be referred to the district's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The following employee serves as the district's Title IX Coordinator and is responsible for addressing concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment:

(name and/or title/position)  
(address)  
(telephone number)  
(email address)

Any individual may report sex discrimination, including sexual harassment, to the Title IX Coordinator or any other school employee at any time, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon receiving an allegation of sexual harassment, the Title IX Coordinator shall promptly notify the parties, in writing, of the applicable district complaint procedure.

To view an electronic copy of the district's policies and administrative regulations on sexual harassment, including the grievance process that complies with 34 CFR 106.45, please see Board Policy/Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment, and Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, on the district's website at (insert website link).

To inspect or obtain a copy of the district's sexual harassment policies and administrative regulations, please contact: (insert location/phone/email of contact person).

Materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person(s) who facilitates an informal resolution process, are also publicly available on the district's website or at the district office upon request.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State              | Description                                                                                                        |
|--------------------|--------------------------------------------------------------------------------------------------------------------|
| 5 CCR 4600-4670    | Uniform complaint procedures                                                                                       |
| 5 CCR 4900-4965    | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance |
| Civ. Code 1714.1   | Liability of parent/guardian for act of willful misconduct by a minor                                              |
| Civ. Code 51.9     | Liability for sexual harassment: business, service and professional relationships                                  |
| Ed. Code 200-262.4 | Prohibition of discrimination                                                                                      |

|                                               |                                                                                                                                                                           |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>State</b>                                  | <b>Description</b>                                                                                                                                                        |
| Ed. Code 48900                                | <u>Grounds for suspension or expulsion</u>                                                                                                                                |
| Ed. Code 48900.2                              | <u>Additional grounds for suspension or expulsion; sexual harassment</u>                                                                                                  |
| Ed. Code 48985                                | <u>Notices to parents in language other than English</u>                                                                                                                  |
| Gov. Code 12950.1                             | Sexual harassment training                                                                                                                                                |
| <b>Federal</b>                                | <b>Description</b>                                                                                                                                                        |
| 20 USC 1092                                   | <u>Definition of sexual assault</u>                                                                                                                                       |
| 20 USC 1221                                   | <u>Application of laws</u>                                                                                                                                                |
| 20 USC 1232g                                  | <u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>                                                                                                          |
| 20 USC 1681-1688                              | Title IX of the Education Amendments of 1972; discrimination based on sex                                                                                                 |
| 34 CFR 106.1-106.82                           | <u>Nondiscrimination on the basis of sex in education programs or activities</u>                                                                                          |
| 34 CFR 99.1-99.67                             | <u>Family Educational Rights and Privacy</u>                                                                                                                              |
| 34 USC 12291                                  | <u>Definition of dating violence, domestic violence, and stalking</u>                                                                                                     |
| 42 USC 1983                                   | Civil action for deprivation of rights                                                                                                                                    |
| 42 USC 2000d-2000d-7                          | Title VI, Civil Rights Act of 1964                                                                                                                                        |
| 42 USC 2000e-2000e-17                         | Title VII, Civil Rights Act of 1964, as amended                                                                                                                           |
| <b>Management Resources</b>                   | <b>Description</b>                                                                                                                                                        |
| Court Decision                                | <u>Tennessee v. Cardona (2024) 737 F.Supp.3d 510</u>                                                                                                                      |
| Court Decision                                | <u>Reese v. Jefferson School District (2001, 9th Cir.) 208 F.3d 736</u>                                                                                                   |
| Court Decision                                | <u>Davis v. Monroe County Board of Education (1999) 526 U.S. 629</u>                                                                                                      |
| Court Decision                                | <u>Gehser v. Lago Vista Independent School District (1998) 524 U.S. 274</u>                                                                                               |
| Court Decision                                | <u>Oona by Kate S. v. McCaffrey (1998, 9th Cir.) 143 F.3d 473</u>                                                                                                         |
| Court Decision                                | <u>Doe v. Petaluma City School District (1995, 9th Cir.) 54 F.3d 1447</u>                                                                                                 |
| Court Decision                                | <u>Donovan v. Poway Unified School District (2008) 167 Cal.App.4th 567</u>                                                                                                |
| Court Decision                                | <u>Flores v. Morgan Hill Unified School District (2003, 9th Cir.) 324 F.3d 1130</u>                                                                                       |
| Federal Register                              | <u>Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579</u> |
| U.S. DOE, Office for Civil Rights Publication | <u>Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</u>                                                    |
| U.S. DOJ, FBI Publication                     | <u>National Incident-Based Reporting System</u>                                                                                                                           |
| Website                                       | U.S. Department of Justice, Federal Bureau of Investigation                                                                                                               |
| Website                                       | CSBA District and County Office of Education Legal Services                                                                                                               |
| Website                                       | CSBA                                                                                                                                                                      |
| Website                                       | California Department of Education                                                                                                                                        |
| Website                                       | U.S. Department of Education, Office for Civil Rights                                                                                                                     |
| <b>Cross References</b>                       | <b>Description</b>                                                                                                                                                        |
| 0410                                          | <u>Nondiscrimination in District Programs And Activities</u>                                                                                                              |
| 1312.3                                        | <u>Uniform Complaint Procedures</u>                                                                                                                                       |
| 1312.3                                        | <u>Uniform Complaint Procedures</u>                                                                                                                                       |

**Cross References**

1312.3-E(1)

1312.3-E(2)

1313

3580

3580

3600

4030

4030

4033

4117.7

4118

4118

4119.11

4119.11

4131

4218

4218

4219.11

4219.11

4317.7

4319.11

4319.11

5145.7

5145.7

5145.71

5145.71-E(1)

**Description**Uniform Complaint ProceduresUniform Complaint ProceduresCivilityDistrict RecordsDistrict RecordsConsultantsNondiscrimination In EmploymentNondiscrimination In EmploymentLactation AccommodationEmployment Status ReportsDismissal/Suspension/Disciplinary ActionDismissal/Suspension/Disciplinary ActionSexual HarassmentSexual HarassmentStaff DevelopmentDismissal/Suspension/Disciplinary ActionDismissal/Suspension/Disciplinary ActionSexual HarassmentSexual HarassmentEmployment Status ReportsSexual HarassmentSexual HarassmentSexual HarassmentSexual HarassmentTitle IX Sexual Harassment Complaint ProceduresTitle IX Sexual Harassment Complaint Procedures

**Policy 5125.1: Release Of Directory Information**

Status: ADOPTED

Original Adopted Date: 11/01/2001 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee may release student directory information to representatives of the news media or nonprofit organizations in accordance with law, Board policy and administrative regulation.

The Superintendent or designee may limit or deny the release of specific categories of directory information to any public or private nonprofit organization based on a determination of the best interests of district students. (Education Code 49073)

A student's directory information shall only be included in the minutes of the Board's meeting in accordance with Board Bylaw 9324 - Minutes and Recordings.

Colleges and prospective employers, including military recruiters, shall have access to a student's name, address, email address, and telephone number, unless the student's parent/guardian, or the student, if the student is 18 years of age or older, has specified that the information not be released. (10 USC 503, 20 USC 7908)

Under no circumstances shall directory information be disclosed to a private profit-making entity, except for representatives of the news media and prospective employers, in accordance with law, Board policy, and administrative regulation. Private schools and colleges may be given the names and addresses of 12th-grade students and students who are no longer enrolled, provided that they use this information only for purposes directly related to the institution's academic or professional goals. (Education Code 49073)

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State             | Description                                                                                  |
|-------------------|----------------------------------------------------------------------------------------------|
| Ed. Code 234.7    | <u>Student protections relating to immigration and citizenship status</u>                    |
| Ed. Code 48985    | <u>Notices to parents in language other than English</u>                                     |
| Ed. Code 49061    | <u>Definitions: directory information</u>                                                    |
| Ed. Code 49063    | <u>Notification of parents of their rights</u>                                               |
| Ed. Code 49073    | <u>Release of directory information</u>                                                      |
| Ed. Code 49073.2  | <u>Privacy of student and parent/guardian personal information; minutes of board meeting</u> |
| Ed. Code 49073.5  | <u>Directory information: military representatives; telephone numbers</u>                    |
| Ed. Code 49603    | <u>On campus access to employers and military services</u>                                   |
| Federal           | Description                                                                                  |
| 10 USC 503        | <u>Military recruiter access to directory information</u>                                    |
| 20 USC 1232g      | <u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>                             |
| 20 USC 7908       | <u>Armed forces recruiter access to students and student recruiting information</u>          |
| 34 CFR 99.1-99.67 | <u>Family Educational Rights and Privacy</u>                                                 |
| 42 USC 11434a     | <u>McKinney-Vento Homeless Assistance Act: definitions</u>                                   |

**Management Resources**

|                                               | <b>Description</b>                                                                                                                                                                  |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CA Office of the Attorney General Publication | <u>Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, December 2024</u> |
| U.S. Department of Education Publication      | <u>Model Notice for Directory Information, March 2011</u>                                                                                                                           |
| U.S. Department of Education Publication      | <u>Dear Colleague Letter Regarding Military Recruiter Provisions of ESEA, November 2016</u>                                                                                         |
| Website                                       | CSBA District and County Office of Education Legal Services                                                                                                                         |
| Website                                       | California Attorney General's Office                                                                                                                                                |
| Website                                       | U.S. Department of Education, Office of the Chief Privacy Officer                                                                                                                   |

**Cross References**

|              | <b>Description</b>                                                 |
|--------------|--------------------------------------------------------------------|
| 1100         | <u>Communication With The Public</u>                               |
| 1113         | District And School Websites                                       |
| 1113         | <u>District And School Websites</u>                                |
| 1113-E(1)    | District And School Websites                                       |
| 1114         | District-Sponsored Social Media                                    |
| 1114         | <u>District-Sponsored Social Media</u>                             |
| 1260         | <u>Educational Foundation</u>                                      |
| 1340         | Access To District Records                                         |
| 1340         | <u>Access To District Records</u>                                  |
| 3515         | <u>Campus Security</u>                                             |
| 3515         | Campus Security                                                    |
| 3580         | <u>District Records</u>                                            |
| 3580         | District Records                                                   |
| 4040         | <u>Employee Use Of Technology</u>                                  |
| 4040-E(1)    | Employee Use Of Technology                                         |
| 4119.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4135         | <u>Soliciting And Selling</u>                                      |
| 4219.21      | Professional Standards                                             |
| 4219.21-E(1) | <u>Professional Standards</u>                                      |
| 4219.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4235         | <u>Soliciting And Selling</u>                                      |
| 4319.21      | Professional Standards                                             |
| 4319.21-E(1) | <u>Professional Standards</u>                                      |
| 4319.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4335         | <u>Soliciting And Selling</u>                                      |
| 5020         | <u>Parent Rights And Responsibilities</u>                          |
| 5020         | Parent Rights And Responsibilities                                 |
| 5022         | <u>Student And Family Privacy Rights</u>                           |
| 5022         | Student And Family Privacy Rights                                  |
| 5125         | <u>Student Records</u>                                             |
| 5125         | Student Records                                                    |

**Cross References****Description**

|             |                                            |
|-------------|--------------------------------------------|
| 5131.1      | <u>Bus Conduct</u>                         |
| 5131.1      | <u>Bus Conduct</u>                         |
| 5145.12     | <u>Search And Seizure</u>                  |
| 5145.12     | Search And Seizure                         |
| 5145.13     | <u>Response To Immigration Enforcement</u> |
| 5145.13     | <u>Response To Immigration Enforcement</u> |
| 5145.3      | Nondiscrimination/Harassment               |
| 5145.3      | <u>Nondiscrimination/Harassment</u>        |
| 5145.6      | Parent/Guardian Notifications              |
| 5145.6-E(1) | <u>Parent/Guardian Notifications</u>       |
| 6164.2      | <u>Guidance/Counseling Services</u>        |
| 6173        | Education For Homeless Children            |
| 6173        | <u>Education For Homeless Children</u>     |
| 6173-E(1)   | <u>Education For Homeless Children</u>     |
| 6173-E(2)   | <u>Education For Homeless Children</u>     |
| 9324        | <u>Minutes And Recordings</u>              |



**Regulation 5125.1: Release Of Directory Information**

Status: ADOPTED

Original Adopted Date: 11/01/2011 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

**Definition**

Directory information means information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (Education Code 49061; 20 USC 1232g; 34 CFR 99.3)

1. Name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation record in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

Directory information does not include a student's social security number or student identification number. However, for purposes of accessing or communicating in electronic systems, directory information may include a student identification number, user identification, or other personal identifier used by the student provided that the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user. (34 CFR 99.3)

Directory information does not include the citizenship status, immigration status, place of birth, or any other information indicating national origin of a student or the student's family member.

**Notification to Parents/Guardians**

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the district plans to release and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let the district designate any or all types of information as directory information, how to refuse release, and the period of time within which a parent/guardian must notify the district in writing that the parent/guardian does not want a certain category of information designated as directory information. (Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37)

Additionally, the annual parental notification shall include a statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin and that the district will not release such information without parent/guardian consent or a court order.

The Superintendent or designee shall notify parents/guardians that they may request that the district not release the

name, address, email address, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent. (10 USC 503, 20 USC 7908)

#### Parent/Guardian Consent

A student's directory information shall not be released if the student's parent/guardian has notified the district in writing that such information shall not be disclosed. (Education Code 49073; 20 USC 1232g, 7908)

The directory information of a student identified as a student experiencing homelessness shall not be released, unless the student's parent/guardian, or the student if 18 years of age or older, has provided written consent that directory information may be released. (Education Code 49073; 20 USC 1232g, 7908)

For a former student, the district shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at the district, unless the opt-out request has been rescinded. (34 CFR 99.37)

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                                         | Description                                                                                                                                                                         |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ed. Code 234.7                                | <u>Student protections relating to immigration and citizenship status</u>                                                                                                           |
| Ed. Code 48985                                | <u>Notices to parents in language other than English</u>                                                                                                                            |
| Ed. Code 49061                                | <u>Definitions: directory information</u>                                                                                                                                           |
| Ed. Code 49063                                | <u>Notification of parents of their rights</u>                                                                                                                                      |
| Ed. Code 49073                                | <u>Release of directory information</u>                                                                                                                                             |
| Ed. Code 49073.2                              | <u>Privacy of student and parent/guardian personal information; minutes of board meeting</u>                                                                                        |
| Ed. Code 49073.5                              | <u>Directory information; military representatives; telephone numbers</u>                                                                                                           |
| Ed. Code 49603                                | <u>On-campus access to employers and military services</u>                                                                                                                          |
| Federal                                       | Description                                                                                                                                                                         |
| 10 USC 503                                    | <u>Military recruiter access to directory information</u>                                                                                                                           |
| 20 USC 1232g                                  | <u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>                                                                                                                    |
| 20 USC 7908                                   | <u>Armed forces recruiter access to students and student recruiting information</u>                                                                                                 |
| 34 CFR 99.1-99.67                             | <u>Family Educational Rights and Privacy</u>                                                                                                                                        |
| 42 USC 11434a                                 | <u>McKinney-Vento Homeless Assistance Act; definitions</u>                                                                                                                          |
| Management Resources                          | Description                                                                                                                                                                         |
| CA Office of the Attorney General Publication | <u>Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, December 2024</u> |
| U.S. Department of Education Publication      | <u>Model Notice for Directory Information, March 2011</u>                                                                                                                           |
| U.S. Department of Education Publication      | <u>Dear Colleague Letter Regarding Military Recruiter Provisions of ESEA, November 2016</u>                                                                                         |
| Website                                       | <u>CSBA District and County Office of Education Legal Services</u>                                                                                                                  |
| Website                                       | <u>California Attorney General's Office</u>                                                                                                                                         |
| Website                                       | <u>U.S. Department of Education, Office of the Chief Privacy Officer</u>                                                                                                            |

**Cross References****Description**

|              |                                                                    |
|--------------|--------------------------------------------------------------------|
| 1100         | <u>Communication With The Public</u>                               |
| 1113         | <u>District And School Websites</u>                                |
| 1113         | <u>District And School Websites</u>                                |
| 1113-E(1)    | <u>District And School Websites</u>                                |
| 1114         | <u>District-Sponsored Social Media</u>                             |
| 1114         | <u>District-Sponsored Social Media</u>                             |
| 1260         | <u>Educational Foundation</u>                                      |
| 1340         | <u>Access To District Records</u>                                  |
| 1340         | <u>Access To District Records</u>                                  |
| 3515         | <u>Campus Security</u>                                             |
| 3515         | <u>Campus Security</u>                                             |
| 3580         | <u>District Records</u>                                            |
| 3580         | <u>District Records</u>                                            |
| 4040         | <u>Employee Use Of Technology</u>                                  |
| 4040-E(1)    | <u>Employee Use Of Technology</u>                                  |
| 4119.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4135         | <u>Soliciting And Selling</u>                                      |
| 4219.21      | <u>Professional Standards</u>                                      |
| 4219.21-E(1) | <u>Professional Standards</u>                                      |
| 4219.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4235         | <u>Soliciting And Selling</u>                                      |
| 4319.21      | <u>Professional Standards</u>                                      |
| 4319.21-E(1) | <u>Professional Standards</u>                                      |
| 4319.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4335         | <u>Soliciting And Selling</u>                                      |
| 5020         | <u>Parent Rights And Responsibilities</u>                          |
| 5020         | <u>Parent Rights And Responsibilities</u>                          |
| 5022         | <u>Student And Family Privacy Rights</u>                           |
| 5022         | <u>Student And Family Privacy Rights</u>                           |
| 5125         | <u>Student Records</u>                                             |
| 5125         | <u>Student Records</u>                                             |
| 5131.1       | <u>Bus Conduct</u>                                                 |
| 5131.1       | <u>Bus Conduct</u>                                                 |
| 5145.12      | <u>Search And Seizure</u>                                          |
| 5145.12      | <u>Search And Seizure</u>                                          |
| 5145.13      | <u>Response To Immigration Enforcement</u>                         |
| 5145.13      | <u>Response To Immigration Enforcement</u>                         |
| 5145.3       | <u>Nondiscrimination/Harassment</u>                                |
| 5145.3       | <u>Nondiscrimination/Harassment</u>                                |
| 5145.6       | <u>Parent/Guardian Notifications</u>                               |

**Cross References**

5145.6-E(1)

6164.2

6173

6173

6173-E(1)

6173-E(2)

9324

**Description**Parent/Guardian NotificationsGuidance/Counseling ServicesEducation For Homeless ChildrenEducation For Homeless ChildrenEducation For Homeless ChildrenEducation For Homeless ChildrenMinutes And Recordings

**Exhibit 5125.1-E(1): Release Of Directory Information**

Status: ADOPTED

Original Adopted Date: 07/01/2005 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

**PARENT/GUARDIAN NOTICE  
RELEASE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that [redacted] (district name), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include information from your child's education records in certain school and/or district publications. Examples include:

- a playbill, showing your child's role in a drama production
- the annual yearbook
- honor roll or other recognition lists
- graduation programs
- sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), as amended, to provide military recruiters, upon request, with students' names, addresses, and telephone listings, unless parents/guardians have advised the district that they do not want their child's information disclosed without their prior written consent.

If you do not want the district to disclose any or all of the information designated below as directory information from your child's education records without your prior written consent, you must notify the district in writing by [redacted] (insert date). The district has designated the following information as directory information:

1. Student's name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

Additionally, the district may disclose your child's student identification number, user identification, or other unique personal identifier used to communicate in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

In addition, the district may disclose a student identification number or other unique personal identifier that is displayed on a student identification badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

The district may not disclose a student's Social Security number. Directory information does not include your child's citizenship status, immigration status, place of birth, or any other information indicating national origin.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| <b>State</b>                                  | <b>Description</b>                                                                                                                                                                  |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ed. Code 234.7                                | <u>Student protections relating to immigration and citizenship status</u>                                                                                                           |
| Ed. Code 48985                                | <u>Notices to parents in language other than English</u>                                                                                                                            |
| Ed. Code 49061                                | <u>Definitions: directory information</u>                                                                                                                                           |
| Ed. Code 49063                                | <u>Notification of parents of their rights</u>                                                                                                                                      |
| Ed. Code 49073                                | <u>Release of directory information</u>                                                                                                                                             |
| Ed. Code 49073.2                              | <u>Privacy of student and parent/guardian personal information; minutes of board meeting</u>                                                                                        |
| Ed. Code 49073.5                              | <u>Directory information; military representatives; telephone numbers</u>                                                                                                           |
| Ed. Code 49603                                | <u>On campus access to employers and military services</u>                                                                                                                          |
| <b>Federal</b>                                | <b>Description</b>                                                                                                                                                                  |
| 10 USC 503                                    | <u>Military recruiter access to directory information</u>                                                                                                                           |
| 20 USC 1232g                                  | <u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>                                                                                                                    |
| 20 USC 7908                                   | <u>Armed forces recruiter access to students and student recruiting information</u>                                                                                                 |
| 34 CFR 99.1-99.67                             | <u>Family Educational Rights and Privacy</u>                                                                                                                                        |
| 42 USC 11434a                                 | <u>McKinney-Vento Homeless Assistance Act; definitions</u>                                                                                                                          |
| <b>Management Resources</b>                   | <b>Description</b>                                                                                                                                                                  |
| CA Office of the Attorney General Publication | <u>Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, December 2024</u> |
| U.S. Department of Education Publication      | <u>Model Notice for Directory Information, March 2011</u>                                                                                                                           |
| U.S. Department of Education Publication      | <u>Dear Colleague Letter Regarding Military Recruiter Provisions of ESEA, November 2016</u>                                                                                         |
| Website                                       | <u>CSBA District and County Office of Education Legal Services</u>                                                                                                                  |
| Website                                       | <u>California Attorney General's Office</u>                                                                                                                                         |
| Website                                       | <u>U.S. Department of Education, Office of the Chief Privacy Officer</u>                                                                                                            |
| <b>Cross References</b>                       | <b>Description</b>                                                                                                                                                                  |
| 1100                                          | <u>Communication With The Public</u>                                                                                                                                                |
| 1113                                          | <u>District And School Websites</u>                                                                                                                                                 |
| 1113                                          | <u>District And School Websites</u>                                                                                                                                                 |
| 1113-E(1)                                     | <u>District And School Websites</u>                                                                                                                                                 |

**Cross References****Description**

|              |                                                                    |
|--------------|--------------------------------------------------------------------|
| 1114         | <u>District-Sponsored Social Media</u>                             |
| 1114         | <u>District-Sponsored Social Media</u>                             |
| 1260         | <u>Educational Foundation</u>                                      |
| 1340         | <u>Access To District Records</u>                                  |
| 1340         | <u>Access To District Records</u>                                  |
| 3515         | <u>Campus Security</u>                                             |
| 3515         | <u>Campus Security</u>                                             |
| 3580         | <u>District Records</u>                                            |
| 3580         | <u>District Records</u>                                            |
| 4040         | <u>Employee Use Of Technology</u>                                  |
| 4040-E(1)    | <u>Employee Use Of Technology</u>                                  |
| 4119.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4135         | <u>Soliciting And Selling</u>                                      |
| 4219.21      | <u>Professional Standards</u>                                      |
| 4219.21-E(1) | <u>Professional Standards</u>                                      |
| 4219.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4235         | <u>Soliciting And Selling</u>                                      |
| 4319.21      | <u>Professional Standards</u>                                      |
| 4319.21-E(1) | <u>Professional Standards</u>                                      |
| 4319.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4335         | <u>Soliciting And Selling</u>                                      |
| 5020         | <u>Parent Rights And Responsibilities</u>                          |
| 5020         | <u>Parent Rights And Responsibilities</u>                          |
| 5022         | <u>Student And Family Privacy Rights</u>                           |
| 5022         | <u>Student And Family Privacy Rights</u>                           |
| 5125         | <u>Student Records</u>                                             |
| 5125         | <u>Student Records</u>                                             |
| 5131.1       | <u>Bus Conduct</u>                                                 |
| 5131.1       | <u>Bus Conduct</u>                                                 |
| 5145.12      | <u>Search And Seizure</u>                                          |
| 5145.12      | <u>Search And Seizure</u>                                          |
| 5145.13      | <u>Response To Immigration Enforcement</u>                         |
| 5145.13      | <u>Response To Immigration Enforcement</u>                         |
| 5145.3       | <u>Nondiscrimination/Harassment</u>                                |
| 5145.3       | <u>Nondiscrimination/Harassment</u>                                |
| 5145.6       | <u>Parent/Guardian Notifications</u>                               |
| 5145.6-E(1)  | <u>Parent/Guardian Notifications</u>                               |
| 6164.2       | <u>Guidance/Counseling Services</u>                                |
| 6173         | <u>Education For Homeless Children</u>                             |
| 6173         | <u>Education For Homeless Children</u>                             |

**Cross References**

6173-E(1)

6173-E(2)

9324

**Description**Education For Homeless ChildrenEducation For Homeless ChildrenMinutes And Recordings



**Regulation 5131.41: Use Of Seclusion And Restraint**

Status: ADOPTED

Original Adopted Date: 12/01/2018 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

District staff shall enforce standards of appropriate student conduct in order to provide a safe and secure environment for students and staff on campus, but are prohibited from using seclusion and behavioral restraint to control student behavior except as authorized by law when the behavior poses a clear and present danger of serious physical harm to the student, other students, or others on campus, and that cannot be immediately prevented by a less restrictive response.

**Definitions**

*Behavioral restraint* includes mechanical restraint or physical restraint used as an intervention when a student presents an immediate danger to self or to others. Behavioral restraint does not include postural restraints or devices used to improve a student's mobility and independent functioning rather than to restrict movement. (Education Code 49005.1)

*Mechanical restraint* means the use of a device or equipment to restrict a student's freedom of movement. Mechanical restraint does not include the use of devices as prescribed by an appropriate medical or related services professional, including, but not limited to, adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment; vehicle safety restraints during the transport of a student; restraints for medical immobilization; or orthopedically prescribed devices which permit a student to participate in activities without risk of harm. Mechanical restraint also does not include the use of devices by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

*Physical restraint* means a personal restriction that immobilizes or reduces the ability of a student to move the torso, arms, legs, or head freely. Physical restraint does not include a physical escort in which a staff member temporarily touches or holds the student's hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint also does not include the use of force by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

*Seclusion* means the involuntary confinement of a student alone in a room or an area from which the student is physically prevented from leaving. Seclusion does not include a timeout involving the monitored separation of the student in an unlocked setting, which is implemented for the purpose of calming the student. (Education Code 49005.1)

**Prohibitions**

Seclusion and behavioral restraint of students shall not be used in any form as a means of coercion, discipline, convenience, or retaliation. (Education Code 49005.8)

Additionally, staff shall not take any of the following actions: (Education Code 49005.2, 49005.8)

1. Administer a drug that is not a standard treatment for a student's medical or psychiatric condition in order to control the student's behavior or restrict the student's freedom of movement
2. Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use as a locked room
3. Use a physical restraint technique that obstructs a student's respiratory airway or impairs a student's breathing or respiratory capacity, including a technique in which a staff member places pressure on the student's back or places the staff member's body weight against the student's torso or back
4. Use a behavioral restraint technique that restricts breathing, including, but not limited to, the use of a pillow, blanket, carpet, mat, or other item to cover a student's face
5. Use prone restraint, defined as the application of a behavioral restraint on a student in a facedown position for any period of time and includes prone containment (Education Code 49005.1)
6. Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present

danger of serious physical harm to the student or others

#### **Limited Use of Seclusion or Restraint**

Staff shall avoid the use of seclusion and behavioral restraint of students whenever possible. Seclusion or behavioral restraint may be used only to control student behavior that poses a clear and present danger of serious physical harm to the student or others, which cannot be immediately prevented by a response that is less restrictive. (Education Code 49005.4, 49005.6, 49005.8)

When used, seclusion or restraint shall not be applied for longer than is necessary to contain the dangerous behavior. For any situation that requires a prolonged use of an emergency intervention, staff shall seek the assistance of the principal or law enforcement agency, as applicable to the situation. (Education Code 56521.1)

If a student is put in seclusion, the student shall be under constant, direct observation of a staff member. Such observation may be through a window or another barrier through which the staff member is able to make direct eye contact with the student, but shall not be made through indirect means such as a security camera or closed-circuit television. (Education Code 49005.8)

If a student is restrained, staff shall afford the student the least restrictive alternative and the maximum freedom of movement, and shall use the least number of restraint points, while ensuring the physical safety of the student and others. (Education Code 49005.8)

Seclusion or restraint may only be applied to a student with disabilities in accordance with rules specified in Administrative Regulation 6159.4 - Behavioral Interventions for Special Education Students. Staff may not apply seclusion or restraint to students with disabilities based on assumptions or stereotypes about disabilities or students with disabilities or for behavior that would not result in restraint or seclusion for students without disabilities.

The Superintendent or designee shall provide training to staff in the safe and effective use of seclusion and restraint, as appropriate.

#### **Documentation of Seclusion and Restraint**

Parents/guardians and, if appropriate, residential care providers shall be notified within one school day whenever an emergency intervention is used or serious property damage occurs. (Education Code 56521.1)

A behavior emergency report shall be completed and forwarded to the Superintendent or designee for review. This report shall include: (Education Code 56521.1)

1. The name and age of the student
2. The setting and location of the incident
3. The name of the staff or other persons involved
4. A description of the incident and the emergency intervention used
5. A statement of whether the student is currently engaged in a systematic behavior intervention plan
6. Details of any injuries sustained by the student or others, including staff, as a result of the incident

#### **Reports**

The Superintendent or designee shall annually collect data on the number of times that seclusion, mechanical restraint, and physical restraint were used on students and the number of students subjected to such techniques. The data shall be disaggregated by race/ethnicity and gender, and reported for students with a Section 504 plan, students with an individualized education program, and all other students. This report shall be posted on the district's website and submitted to the California Department of Education no later than three months after the end of each school year, and shall be available as a public record pursuant to Government Code 7920.000-7930.215. (Education Code 49006)

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| <b>State</b>                                   | <b>Description</b>                                                                                     |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Ed. Code 49001                                 | <u>Prohibition of corporal punishment</u>                                                              |
| Ed. Code 49005-49006.4                         | <u>Seclusion and restraint</u>                                                                         |
| Ed. Code 56520-56524                           | <u>Behavioral interventions</u>                                                                        |
| Ed. Code 56521.1                               | <u>Emergency interventions when behavior poses threat to student or others</u>                         |
| Ed. Code 56521.2                               | <u>Prohibited interventions</u>                                                                        |
| Gov. Code 7920.000-7930.215                    | <u>California Public Records Act</u>                                                                   |
| <b>Federal</b>                                 | <b>Description</b>                                                                                     |
| 20 USC 1400-1482                               | <u>Individuals with Disabilities Education Act</u>                                                     |
| 29 USC 794                                     | <u>Rehabilitation Act of 1973; Section 504</u>                                                         |
| <b>Management Resources</b>                    | <b>Description</b>                                                                                     |
| U.S. Department of Education Publication       | <u>Secretary's letter on Restraint and Seclusion, January 2025</u>                                     |
| U.S. Department of Education Publication       | <u>Restraint and Seclusion: Resource Document, May 2012</u>                                            |
| U.S. Dept of Education, Office of Civil Rights | <u>Davis, Inlet Unified School District Resolution Agreement, OCR No. 09-19-5001, December 7, 2022</u> |
| Website                                        | <u>CSBA District and County Office of Education Legal Services</u>                                     |
| Website                                        | <u>California Department of Education</u>                                                              |
| Website                                        | <u>U.S. Department of Education</u>                                                                    |
| <b>Cross References</b>                        | <b>Description</b>                                                                                     |
| 0450                                           | <u>Comprehensive Safety Plan</u>                                                                       |
| 0450                                           | <u>Comprehensive Safety Plan</u>                                                                       |
| 1113                                           | <u>District And School Websites</u>                                                                    |
| 1113                                           | <u>District And School Websites</u>                                                                    |
| 1113-E(1)                                      | <u>District And School Websites</u>                                                                    |
| 5131                                           | <u>Conduct</u>                                                                                         |
| 5131.1                                         | <u>Bus Conduct</u>                                                                                     |
| 5131.1                                         | <u>Bus Conduct</u>                                                                                     |
| 5131.4                                         | <u>Student Disturbances</u>                                                                            |
| 5131.4                                         | <u>Student Disturbances</u>                                                                            |
| 5131.7                                         | <u>Weapons And Dangerous Instruments</u>                                                               |
| 5131.7                                         | <u>Weapons And Dangerous Instruments</u>                                                               |
| 5144                                           | <u>Discipline</u>                                                                                      |
| 5144                                           | <u>Discipline</u>                                                                                      |

**Policy 5145.3: Nondiscrimination/Harassment**

Status: **ADOPTED**

Original Adopted Date: 10/01/2014 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities.

This policy shall apply to all acts constituting unlawful discrimination or harassment related to district activity or attendance, to acts which occur off campus or outside of district-related or district-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Board and the Superintendent in enacting policies and procedures that govern the district.

The Board prohibits, at any district school or activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, against an individual or group based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; 20 USC 1681-1688, 42 USC 2000d-2000d-7)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in district programs or activities or the provision or receipt of educational benefits or services.

Because unlawful discrimination could occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 - Discipline, Board Policy and Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students With Disabilities).

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates, participates, or refuses to participate in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Code 234.1, 234.6; 34 CFR 106.8)

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to

student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination related to a district activity, attendance, or district-related or district-sponsored activity, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

When a student has been suspended, or other means of correction have been implemented against the student for an incident of racist bullying, harassment, or intimidation, the principal or designee may engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee may also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Complaints alleging unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures, when required by law. However, complaints alleging sexual harassment under Title IX shall be investigated and resolved in accordance with the procedures specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.

### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State              | Description                                                                                                        |
|--------------------|--------------------------------------------------------------------------------------------------------------------|
| 5 CCR 432          | <u>Student records</u>                                                                                             |
| 5 CCR 4600-4670    | Uniform complaint procedures                                                                                       |
| 5 CCR 4900-4965    | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance |
| Civ. Code 1714.1   | <u>Liability of parent/guardian for act of willful misconduct by a minor</u>                                       |
| Ed. Code 17585     | <u>School modernization project; all-gender restroom</u>                                                           |
| Ed. Code 200-262.4 | <u>Prohibition of discrimination</u>                                                                               |
| Ed. Code 33353     | <u>California Interscholastic Federation; standardized incident form</u>                                           |
| Ed. Code 35292.5   | School restrooms; all-gender restrooms                                                                             |
| Ed. Code 48900.3   | <u>Suspension or expulsion for act of hate violence</u>                                                            |
| Ed. Code 48900.4   | <u>Suspension or expulsion for harassment, threats, or intimidation</u>                                            |
| Ed. Code 48900.5   | Suspension; other means of correction                                                                              |

| <b>State</b>                                   | <b>Description</b>                                                                                                                                                                  |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ed. Code 48904                                 | Liability of parent/guardian for willful student misconduct                                                                                                                         |
| Ed. Code 48907                                 | <u>Exercise of free expression; time, place, and manner rules and regulations</u>                                                                                                   |
| Ed. Code 48950                                 | Speech and other communication                                                                                                                                                      |
| Ed. Code 48985                                 | <u>Notices to parents in language other than English</u>                                                                                                                            |
| Ed. Code 49020-49023                           | <u>Athletic programs</u>                                                                                                                                                            |
| Ed. Code 49060-49079                           | Student records                                                                                                                                                                     |
| Ed. Code 51204.5                               | Social sciences instruction; contributions of specified groups                                                                                                                      |
| Ed. Code 51500                                 | <u>Prohibited instruction or activity</u>                                                                                                                                           |
| Ed. Code 51501                                 | Nondiscriminatory subject matter                                                                                                                                                    |
| Ed. Code 60010                                 | <u>Instructional materials; definition</u>                                                                                                                                          |
| Ed. Code 60040-60052                           | <u>Requirements for instructional materials</u>                                                                                                                                     |
| Gov. Code 11135                                | <u>Prohibition of discrimination</u>                                                                                                                                                |
| Gov. Code 12926                                | <u>Prohibition of discrimination; definitions</u>                                                                                                                                   |
| Pen. Code 422.55                               | <u>Definition of hate crime</u>                                                                                                                                                     |
| Pen. Code 422.6                                | <u>Crimes; harassment</u>                                                                                                                                                           |
| <b>Federal</b>                                 | <b>Description</b>                                                                                                                                                                  |
| 20 USC 1681-1688                               | Title IX of the Education Amendments of 1972; discrimination based on sex                                                                                                           |
| 28 CFR 35.107                                  | <u>Nondiscrimination on basis of disability; complaints</u>                                                                                                                         |
| 29 USC 794                                     | <u>Rehabilitation Act of 1973; Section 504</u>                                                                                                                                      |
| 34 CFR 100.3                                   | <u>Prohibition of discrimination on basis of race, color or national origin</u>                                                                                                     |
| 34 CFR 104.7                                   | <u>Section 504; Designation of responsible employee and adoption of grievances procedures</u>                                                                                       |
| 34 CFR 104.8                                   | <u>Notice of Nondiscrimination on the Basis of Handicap</u>                                                                                                                         |
| 34 CFR 106.1-106.82                            | <u>Discrimination on the basis of sex; effectuating Title IX</u>                                                                                                                    |
| 34 CFR 106.30                                  | Discrimination on the basis of sex; definitions                                                                                                                                     |
| 34 CFR 110.25                                  | <u>Prohibition of discrimination based on age</u>                                                                                                                                   |
| 34 CFR 99.31                                   | <u>Disclosure of personally identifiable information</u>                                                                                                                            |
| 42 USC 12101-12213                             | <u>Americans with Disabilities Act</u>                                                                                                                                              |
| 42 USC 2000d-2000e-17                          | Title VI and Title VII Civil Rights Act of 1964, as amended                                                                                                                         |
| 42 USC 2000h-2-2000h-6                         | Title IX of the Civil Rights Act of 1964                                                                                                                                            |
| 42 USC 6101-6107                               | <u>Age Discrimination Act of 1975</u>                                                                                                                                               |
| <b>Management Resources</b>                    | <b>Description</b>                                                                                                                                                                  |
| CA Office of the Attorney General Publication  | <u>Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, January 2024</u>                                                                |
| CA Office of the Attorney General Publication  | <u>Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, December 2024</u> |
| California Department of Education Publication | <u>Protection for LGBTQ+ Students: AB 1955</u>                                                                                                                                      |
| Court Decision                                 | Burlington Northern and Santa Fe Ry. Co. v. White (2006) 548 U.S. 53                                                                                                                |
| Court Decision                                 | Tennessee v. Cardona (2024) 737 F.Supp.3d 510                                                                                                                                       |

| Management Resources                          | Description                                                                                                                                                                                                 |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Court Decision                                | <a href="#">Students for Fair Admissions v. Harvard (2024)</a> 600 U.S. 181                                                                                                                                 |
| Court Decision                                | <a href="#">Olmstead v. L.C. ex rel. Zimring (1999)</a> 527 U.S. 581                                                                                                                                        |
| Court Decision                                | <a href="#">McDonnell Douglas Corp v. Green (1973)</a> 411 U.S. 792                                                                                                                                         |
| Court Decision                                | <a href="#">John T. D. v. River Delta Joint Unified School District (2021)</a> WL 5176356                                                                                                                   |
| Court Decision                                | <a href="#">Domoyan v. Poway Unified School District (2008)</a> 167 Cal.App.4th 567                                                                                                                         |
| Court Decision                                | <a href="#">Flores v. Morgan Hill Unified School District (2003, 9th Cir.)</a> 324 F.3d 1130                                                                                                                |
| CSBA Publication                              | <a href="#">Reference: State Roles, Responsibilities, and Process for Instructional Materials Adoption, February 2024</a>                                                                                   |
| CSBA Publication                              | <a href="#">Fact Sheet: Instructional Materials Adoption: Local governing board responsibilities, February 2024</a>                                                                                         |
| CSBA Publication                              | <a href="#">Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, February 2024</a>                                                                    |
| Federal Register                              | <a href="#">Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, April 29, 2024, Vol. 89, No. 83, pages 33474-33896</a>                        |
| U.S. DOE, Office for Civil Rights Publication | <a href="#">Resolution Agreement Between the Arcadia USD, US Dept of Ed, OCR, &amp; the US DOJ, CRD (2013) OCR 09-12-1020, DOJ 169-12C-70</a>                                                               |
| U.S. Department of Education Publication      | <a href="#">Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973, July 2022</a>                              |
| U.S. Department of Education Publication      | <a href="#">Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools, May 2023</a>                                                                 |
| U.S. DOE, Office for Civil Rights Publication | <a href="#">Frequently Asked Questions About Racial Preferences and Stereotypes Under Title VI of the Civil Rights Act, February 28, 2025</a>                                                               |
| U.S. DOE, Office for Civil Rights Publication | <a href="#">Dear Colleague Letter: Title VI of the Civil Rights Act in Light of Students For Fair Admissions v. Harvard, February 14, 2025</a>                                                              |
| U.S. DOE, Office for Civil Rights Publication | <a href="#">Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</a>                                                                             |
| U.S. DOE, Office for Civil Rights Publication | <a href="#">Dear Colleague Letter: Protecting Students from Discrimination, such as Harassment, Based on Race, Color, or National Origin, Including Shared Ancestry or Ethnic Characteristics, May 2024</a> |
| U.S. DOE, Office for Civil Rights Publication | <a href="#">Dear Colleague Letter: Discrimination, Including Harassment, Based on Shared Ancestry or Ethnic Characteristics, November 2023</a>                                                              |
| U.S. DOE, Office for Civil Rights Publication | <a href="#">Dear Colleague Letter: Addressing Discrimination Against Jewish Students, May 2023</a>                                                                                                          |
| Website                                       | <a href="#">CSBA District and County Office of Education Legal Services</a>                                                                                                                                 |
| Website                                       | <a href="#">First Amendment Center</a>                                                                                                                                                                      |
| Website                                       | <a href="#">California Interscholastic Federation</a>                                                                                                                                                       |
| Website                                       | <a href="#">California Office of the Attorney General</a>                                                                                                                                                   |
| Website                                       | <a href="#">California Safe Schools Coalition</a>                                                                                                                                                           |
| Website                                       | <a href="#">CSBA</a>                                                                                                                                                                                        |
| Website                                       | <a href="#">California Department of Education</a>                                                                                                                                                          |
| Website                                       | <a href="#">U.S. Department of Education, Office for Civil Rights</a>                                                                                                                                       |
| Cross References                              | Description                                                                                                                                                                                                 |
| 0410                                          | <a href="#">Nondiscrimination in District Programs And Activities</a>                                                                                                                                       |

| <b>Cross References</b> | <b>Description</b>                                   |
|-------------------------|------------------------------------------------------|
| 0415                    | <u>Equity</u>                                        |
| 0450                    | <u>Comprehensive Safety Plan</u>                     |
| 0450                    | <u>Comprehensive Safety Plan</u>                     |
| 1114                    | District-Sponsored Social Media                      |
| 1114                    | <u>District-Sponsored Social Media</u>               |
| 1240                    | <u>Volunteer Assistance</u>                          |
| 1240                    | Volunteer Assistance                                 |
| 1312.1                  | <u>Complaints Concerning District Employees</u>      |
| 1312.1                  | Complaints Concerning District Employees             |
| 1312.2                  | Complaints Concerning Instructional Materials        |
| 1312.2                  | <u>Complaints Concerning Instructional Materials</u> |
| 1312.2-E(1)             | <u>Complaints Concerning Instructional Materials</u> |
| 1312.3                  | <u>Uniform Complaint Procedures</u>                  |
| 1312.3                  | <u>Uniform Complaint Procedures</u>                  |
| 1312.3-E(1)             | Uniform Complaint Procedures                         |
| 1312.3-E(2)             | <u>Uniform Complaint Procedures</u>                  |
| 1312.4                  | Williams Uniform Complaint Procedures                |
| 1312.4-E(1)             | <u>Williams Uniform Complaint Procedures</u>         |
| 1312.4-E(2)             | <u>Williams Uniform Complaint Procedures</u>         |
| 1313                    | Civility                                             |
| 1340                    | <u>Access To District Records</u>                    |
| 1340                    | Access To District Records                           |
| 3515.4                  | <u>Recovery For Property Loss Or Damage</u>          |
| 3515.4                  | <u>Recovery For Property Loss Or Damage</u>          |
| 3530                    | Risk Management/Insurance                            |
| 3530                    | <u>Risk Management/Insurance</u>                     |
| 3553                    | Free And Reduced Price Meals                         |
| 3553                    | <u>Free And Reduced Price Meals</u>                  |
| 3580                    | <u>District Records</u>                              |
| 3580                    | District Records                                     |
| 4040                    | Employee Use Of Technology                           |
| 4040-E(1)               | <u>Employee Use Of Technology</u>                    |
| 4112.6                  | Personnel Files                                      |
| 4112.9                  | <u>Employee Notifications</u>                        |
| 4112.9-E(1)             | <u>Employee Notifications</u>                        |
| 4118                    | Dismissal/Suspension/Disciplinary Action             |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u>      |
| 4119.11                 | Sexual Harassment                                    |
| 4119.11                 | <u>Sexual Harassment</u>                             |
| 4119.21                 | <u>Professional Standards</u>                        |



**Cross References****Description**

|              |                                                                    |
|--------------|--------------------------------------------------------------------|
| 4119.21-E(1) | <u>Professional Standards</u>                                      |
| 4119.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4131         | <u>Staff Development</u>                                           |
| 4212.6       | <u>Personnel Files</u>                                             |
| 4212.9       | <u>Employee Notifications</u>                                      |
| 4212.9-E(1)  | <u>Employee Notifications</u>                                      |
| 4218         | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4218         | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4219.11      | <u>Sexual Harassment</u>                                           |
| 4219.11      | <u>Sexual Harassment</u>                                           |
| 4219.21      | <u>Professional Standards</u>                                      |
| 4219.21-E(1) | <u>Professional Standards</u>                                      |
| 4219.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4231         | <u>Staff Development</u>                                           |
| 4312.6       | <u>Personnel Files</u>                                             |
| 4312.9       | <u>Employee Notifications</u>                                      |
| 4312.9-E(1)  | <u>Employee Notifications</u>                                      |
| 4319.11      | <u>Sexual Harassment</u>                                           |
| 4319.11      | <u>Sexual Harassment</u>                                           |
| 4319.21      | <u>Professional Standards</u>                                      |
| 4319.21-E(1) | <u>Professional Standards</u>                                      |
| 4319.23      | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4331         | <u>Staff Development</u>                                           |
| 5000         | <u>Concepts And Roles</u>                                          |
| 5030         | <u>Student Wellness</u>                                            |
| 5111         | <u>Admission</u>                                                   |
| 5111         | <u>Admission</u>                                                   |
| 5113.1       | <u>Chronic Absence And Truancy</u>                                 |
| 5113.1       | <u>Chronic Absence And Truancy</u>                                 |
| 5113.12      | <u>District School Attendance Review Board</u>                     |
| 5113.12      | <u>District School Attendance Review Board</u>                     |
| 5116.2       | <u>Involuntary Student Transfers</u>                               |
| 5125         | <u>Student Records</u>                                             |
| 5125         | <u>Student Records</u>                                             |
| 5125.1       | <u>Release Of Directory Information</u>                            |
| 5125.1       | <u>Release Of Directory Information</u>                            |
| 5125.1-E(1)  | <u>Release Of Directory Information</u>                            |
| 5125.3       | <u>Challenging Student Records</u>                                 |
| 5131         | <u>Conduct</u>                                                     |
| 5131.2       | <u>Bullying</u>                                                    |

| <b>Cross References</b> | <b>Description</b>                                                       |
|-------------------------|--------------------------------------------------------------------------|
| 5131.2                  | <u>Bullying</u>                                                          |
| 5131.5                  | <u>Vandalism And Graffiti</u>                                            |
| 5132                    | <u>Dress And Grooming</u>                                                |
| 5132                    | <u>Dress And Grooming</u>                                                |
| 5137                    | <u>Positive School Climate</u>                                           |
| 5138                    | <u>Conflict Resolution/Peer Mediation</u>                                |
| 5141.22                 | <u>Infectious Diseases</u>                                               |
| 5141.22                 | <u>Infectious Diseases</u>                                               |
| 5141.27                 | <u>Food Allergies/Special Dietary Needs</u>                              |
| 5141.27                 | <u>Food Allergies/Special Dietary Needs</u>                              |
| 5141.4                  | <u>Child Abuse Prevention And Reporting</u>                              |
| 5141.4                  | <u>Child Abuse Prevention And Reporting</u>                              |
| 5141.52                 | <u>Suicide Prevention</u>                                                |
| 5141.52                 | <u>Suicide Prevention</u>                                                |
| 5144                    | <u>Discipline</u>                                                        |
| 5144                    | <u>Discipline</u>                                                        |
| 5144.1                  | <u>Suspension And Expulsion/Due Process</u>                              |
| 5144.1                  | <u>Suspension And Expulsion/Due Process</u>                              |
| 5144.2                  | <u>Suspension And Expulsion/Due Process (Students With Disabilities)</u> |
| 5145.12                 | <u>Search And Seizure</u>                                                |
| 5145.12                 | <u>Search And Seizure</u>                                                |
| 5145.2                  | <u>Freedom Of Speech/Expression</u>                                      |
| 5145.2                  | <u>Freedom Of Speech/Expression</u>                                      |
| 5145.6                  | <u>Parent/Guardian Notifications</u>                                     |
| 5145.6-E(1)             | <u>Parent/Guardian Notifications</u>                                     |
| 5145.7                  | <u>Sexual Harassment</u>                                                 |
| 5145.7                  | <u>Sexual Harassment</u>                                                 |
| 5145.71                 | <u>Title IX Sexual Harassment Complaint Procedures</u>                   |
| 5145.71-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>                   |
| 5145.9                  | <u>Hate-Motivated Behavior</u>                                           |
| 5146                    | <u>Married/Pregnant/Parenting Students</u>                               |
| 6142.1                  | <u>Sexual Health And HIV/AIDS Prevention Instruction</u>                 |
| 6142.1                  | <u>Sexual Health And HIV/AIDS Prevention Instruction</u>                 |
| 6142.8                  | <u>Comprehensive Health Education</u>                                    |
| 6142.8                  | <u>Comprehensive Health Education</u>                                    |
| 6143                    | <u>Courses Of Study</u>                                                  |
| 6143                    | <u>Courses Of Study</u>                                                  |
| 6144                    | <u>Controversial Issues</u>                                              |
| 6145                    | <u>Extracurricular And Cocurricular Activities</u>                       |
| 6145                    | <u>Extracurricular And Cocurricular Activities</u>                       |

**Cross References**

6145.2

6145.2

6153

6153

6159.4

6161.1

6161.1

6161.1-E(1)

6161.11

6163.1

6163.4

6163.4-E(1)

6164.2

6173.1

6173.1

7110

**Description**Athletic CompetitionAthletic CompetitionSchool-Sponsored TripsSchool-Sponsored TripsBehavioral Interventions For Special Education StudentsSelection And Evaluation Of Instructional MaterialsSelection And Evaluation Of Instructional MaterialsSelection And Evaluation Of Instructional MaterialsSupplementary Instructional MaterialsLibrary Media CentersStudent Use Of TechnologyStudent Use Of TechnologyGuidance/Counseling ServicesEducation For Foster YouthEducation For Foster YouthFacilities Master Plan

**Regulation 5145.3: Nondiscrimination/Harassment**

Status: ADOPTED

Original Adopted Date: 09/01/2016 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The district designates the individual(s) identified below as the Compliance Officer(s). The employee(s) is responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the Compliance Officer(s) specified in Administrative Regulation 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination of a student, and the Title IX Coordinator specified in Administrative Regulation 5145.7 - Sexual Harassment as the responsible employee to handle complaints alleging unlawful sexual harassment, as permitted by law. The Compliance Officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

(title or position)

(address)

(telephone number)

(email)

**Measures to Prevent Discrimination**

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the Compliance Officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications
2. Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students (Education Code 234.1, 234.6)
3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
4. Post in a prominent location on the district website in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex, including the following: (Education Code 221.6, 221.61, 234.6)
  - a. The name and contact information of the district's Title IX Coordinator, including the phone number and email address
  - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the websites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
  - c. A description of how to file a complaint of noncompliance under Title IX, which shall include:
    - i. An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of

limitations

- ii. An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on OCR's website
  - iii. A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office
- d. A link to the Title IX information included on the California Department of Education's (CDE) website
5. Post CDE's standardized incident form to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events, including information on how to submit a completed incident form to the district (Education Code 33353)
  6. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families (Education Code 234.5, 234.6)

Such resources shall be posted in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

7. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior
8. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students

The notice shall inform students and parents/guardians that they may request to meet with the Compliance Officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.

9. Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

10. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them

Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students.

11. Provide to certificated employees serving students in grades 7-12 information on existing school and community resources related to the support of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) students, or related to the support of students who may face bias or bullying on the basis of any of the actual or perceived characteristics in Penal Code 422.55, including immigration status; Education Code 220; and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation; or association with a person or group with one or more of these actual or perceived characteristics (Education Code 234.1)

12. For the 2025-2026 school year through the 2029-2030 school year, provide annually to certificated employees serving students in grades 7-12 at least one hour of training to support LGBTQ+ cultural competency in accordance with Education Code 218.3
13. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so (Education Code 234.1)
14. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights

#### **Process for Initiating and Responding to Complaints**

Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the Compliance Officer, Title IX Coordinator, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the Compliance Officer, Title IX Coordinator, or principal, regardless of whether the alleged victim files a complaint.

Any district employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported, shall report the incident to the Compliance Officer, Title IX Coordinator, or principal within one workday, regardless of whether the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal, Compliance Officer, or Title IX Coordinator, the principal, Compliance Officer, or Title IX Coordinator shall notify the student or parent/guardian of the right to file a formal complaint in accordance with Administrative Regulation 1312.3 - Uniform Complaint Procedures or, for complaints of sexual harassment that meet the federal Title IX definition, Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures. Once notified verbally or in writing, the Compliance Officer or Title IX Coordinator shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, Compliance Officer, Title IX Coordinator, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

#### **Support for Intersex, Nonbinary, Transgender and Gender-Nonconforming Students**

*Gender* refers to a student's sex, and includes a student's gender identity and gender expression. (Education Code 210.7)

*Gender identity* refers to a student's gender-related identity, appearance, or behavior as determined from the student's internal sense, regardless of whether that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

*Gender expression* refers to a student's gender-related appearance and behavior, regardless of whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

*Gender transition* refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

**Gender-nonconforming** refers to when a student's gender expression differs from stereotypical expectations.

**Intersex** refers to when a student has natural bodily variations in anatomy, hormones, chromosomes, and other traits that differ from expectations generally associated with female and male bodies.

**Nonbinary** refers to when a student's gender identity falls outside of the traditional conception of strictly either female or male, regardless of whether the student identifies as transgender, was born with intersex traits, uses gender-neutral pronouns, or uses agender, genderqueer, pangender, gender nonconforming, gender variant, or such other more specific term to describe their gender.

**Sex** refers to the biological condition of being a female or male human being. (5 CCR 4910)

**Transgender** refers to when a student's gender identity is different from the sex assigned at birth.

The district shall ensure that all students, regardless of sex, gender, gender identity or gender expression, are afforded the same rights, benefits, and protections provided to students by law and Board policy. To do so, the Superintendent or designee shall address each situation that arises on a case-by-case basis and in accordance with the following guidelines:

1. **Acceptance of a Student's Gender Identity:** The district shall accept the student's assertion of the student's gender identity and treat the student consistent with that gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose
2. **Use of Names and Pronouns:** Upon request by a student, district personnel shall address the student by the requested name and pronoun(s), without the necessity of a court order or a change to the student's mandatory permanent student record

Inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or pronouns may not constitute a violation of this administrative regulation or the accompanying Board policy.

3. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity

Additionally, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by sex, such as for class discussions, yearbook pictures, and field trips.

To address any student's privacy concerns in using sex-segregated facilities, the district shall consider offering a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, in no case shall the district require a student to utilize these options because of the student's sex, gender, gender identity, or gender expression. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

Beginning July 1, 2026, each school shall provide and maintain at least one all-gender restroom for student use that meets the requirements of Education Code 35292.5.

4. **Adherence to Uniforms/Dress Code:** A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site, which may not discriminate on the basis of sex, gender, gender identity or gender expression
5. **Equal Access to Educational Programs and Activities:** Upon request by a student based on the student's gender identity or gender expression, the Compliance Officer shall identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained

The Compliance Officer shall consider the rights of all students and how those rights may affect and be affected by the rights of other students. Additionally, the Compliance Officer shall identify specific school site

employee(s) to whom the student may report any problem related to the student's sex, gender, gender identity, or gender expression so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are providing equal access to programs and activities.

6. Right to privacy: A student's sex, gender, gender identity, and gender status is private information

The district may only disclose such information to others when the disclosure is permitted by law, with the student's prior written consent, or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. (Education Code 220.3, 220.5; 34 CFR 99.31, 99.36)

7. Student Records: A student's sex and legal name shall be maintained as part of a student's mandatory permanent student record as specified in 5 CCR 432 and shall only be changed with proper documentation (Education Code 49061-49072)

When a request to change a student's gender or name is submitted without proper documentation, any change to the student's gender or name shall be applied only to documents not included in the mandatory permanent student record such as attendance sheets, report cards, and school identification.

The Superintendent or designee shall follow this guideline such that it does not change or alter the obligations of the district to maintain student records in accordance with Board Policy/Administrative Regulation 5125 - Student Records, and to ensure access to such records in accordance with Board Policy/Administrative Regulation 1340 - Access to District Records.

The district prohibits any act of verbal, nonverbal, or physical aggression, intimidation, or hostility, including any such act based on sex, gender, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature, including, but not limited to:

1. Refusing to address or refer to a student in a manner consistent with the student's gender identity
2. Disciplining a student or excluding the student from participating in activities, for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity
3. Blocking, prohibiting, or restricting a student's entry to the restroom that corresponds to the student's gender identity
4. Disclosing student records that reveal a student's gender identity to individuals who do not have a legitimate need for the information except as permitted by law
5. Verbally or physically assaulting a student because of the student's sex, gender, gender identity, or gender expression, including, but not limited to, causing, attempting to cause, threatening to cause, or participating in an act of hate violence on the basis of sex, gender, gender identity, or gender expression

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State              | Description                                                                                                        |
|--------------------|--------------------------------------------------------------------------------------------------------------------|
| 5 CCR 432          | Student records                                                                                                    |
| 5 CCR 4600-4670    | Uniform complaint procedures                                                                                       |
| 5 CCR 4900-4965    | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance |
| Civ. Code 1714.1   | Liability of parent/guardian for act of willful misconduct by a minor                                              |
| Ed. Code 17585     | School modernization project; all-gender restroom                                                                  |
| Ed. Code 200-262.4 | Prohibition of discrimination                                                                                      |
| Ed. Code 33353     | California Interscholastic Federation: standardized incident form                                                  |



| <b>State</b>                                  | <b>Description</b>                                                                                                   |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Ed. Code 35292.5                              | <u>School restrooms; all-gender restrooms</u>                                                                        |
| Ed. Code 48900.3                              | <u>Suspension or expulsion for act of hate violence</u>                                                              |
| Ed. Code 48900.4                              | <u>Suspension or expulsion for harassment, threats, or intimidation</u>                                              |
| Ed. Code 48900.5                              | <u>Suspension; other means of correction</u>                                                                         |
| Ed. Code 48904                                | <u>Liability of parent/guardian for willful student misconduct</u>                                                   |
| Ed. Code 48907                                | <u>Exercise of free expression; time, place, and manner rules and regulations</u>                                    |
| Ed. Code 48950                                | <u>Speech and other communication</u>                                                                                |
| Ed. Code 48985                                | <u>Notices to parents in language other than English</u>                                                             |
| Ed. Code 49020-49023                          | <u>Athletic programs</u>                                                                                             |
| Ed. Code 49060-49079                          | <u>Student records</u>                                                                                               |
| Ed. Code 51204.5                              | <u>Social sciences instruction; contributions of specified groups</u>                                                |
| Ed. Code 51500                                | <u>Prohibited instruction or activity</u>                                                                            |
| Ed. Code 51501                                | <u>Nondiscriminatory subject matter</u>                                                                              |
| Ed. Code 60010                                | <u>Instructional materials: definition</u>                                                                           |
| Ed. Code 60040-60052                          | <u>Requirements for instructional materials</u>                                                                      |
| Gov. Code 11135                               | <u>Prohibition of discrimination</u>                                                                                 |
| Gov. Code 12926                               | <u>Prohibition of discrimination; definitions</u>                                                                    |
| Pen. Code 422.55                              | <u>Definition of hate crime</u>                                                                                      |
| Pen. Code 422.6                               | <u>Crimes; harassment</u>                                                                                            |
| <b>Federal</b>                                | <b>Description</b>                                                                                                   |
| 20 USC 1681-1688                              | <u>Title IX of the Education Amendments of 1972; discrimination based on sex</u>                                     |
| 28 CFR 35.107                                 | <u>Nondiscrimination on basis of disability; complaints</u>                                                          |
| 29 USC 794                                    | <u>Rehabilitation Act of 1973: Section 504</u>                                                                       |
| 34 CFR 100.3                                  | <u>Prohibition of discrimination on basis of race, color or national origin</u>                                      |
| 34 CFR 104.7                                  | <u>Section 504; Designation of responsible employee and adoption of grievance procedures</u>                         |
| 34 CFR 104.8                                  | <u>Notice of Nondiscrimination on the Basis of Handicap</u>                                                          |
| 34 CFR 106.1-106.82                           | <u>Discrimination on the basis of sex: effectuating Title IX</u>                                                     |
| 34 CFR 106.30                                 | <u>Discrimination on the basis of sex; definitions</u>                                                               |
| 34 CFR 110.25                                 | <u>Prohibition of discrimination based on age</u>                                                                    |
| 34 CFR 99.31                                  | <u>Disclosure of personally identifiable information</u>                                                             |
| 42 USC 12101-12213                            | <u>Americans with Disabilities Act</u>                                                                               |
| 42 USC 2000d-2000e-17                         | <u>Title VI and Title VII Civil Rights Act of 1964, as amended</u>                                                   |
| 42 USC 2000h-2-2000h-6                        | <u>Title IX of the Civil Rights Act of 1964</u>                                                                      |
| 42 USC 6101-6107                              | <u>Age Discrimination Act of 1975</u>                                                                                |
| <b>Management Resources</b>                   | <b>Description</b>                                                                                                   |
| CA Office of the Attorney General Publication | <u>Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books. January 2024</u> |

| Management Resources                           | Description                                                                                                                                                                                                        |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CA Office of the Attorney General Publication  | <a href="#"><u>Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, December 2024</u></a>                |
| California Department of Education Publication | <a href="#"><u>Protection for LGBTQ+ Students: AB 1955</u></a>                                                                                                                                                     |
| Court Decision                                 | <a href="#"><u>Burlington Northern and Santa Fe Ry. Co. v. White (2006) 548 U.S. 53</u></a>                                                                                                                        |
| Court Decision                                 | <a href="#"><u>Tennessee v. Cardona (2024) 737 F.Supp.3d 510</u></a>                                                                                                                                               |
| Court Decision                                 | <a href="#"><u>Students for Fair Admissions v. Harvard (2024) 600 U.S. 181</u></a>                                                                                                                                 |
| Court Decision                                 | <a href="#"><u>Olmstead v. L.C. ex rel. Zimring (1999) 527 U.S. 581</u></a>                                                                                                                                        |
| Court Decision                                 | <a href="#"><u>McDonnell Douglas Corp v. Green (1973) 411 U.S. 792</u></a>                                                                                                                                         |
| Court Decision                                 | <a href="#"><u>John T. D. v. River Delta Joint Unified School District (2021) WL 5176356</u></a>                                                                                                                   |
| Court Decision                                 | <a href="#"><u>Donovan v. Poway Unified School District (2008) 167 Cal.App.4th 567</u></a>                                                                                                                         |
| Court Decision                                 | <a href="#"><u>Flores v. Morgan Hill Unified School District (2003, 9th Cir.) 324 F.3d 1130</u></a>                                                                                                                |
| CSBA Publication                               | <a href="#"><u>Reference: State Roles, Responsibilities, and Process for Instructional Materials Adoption, February 2024</u></a>                                                                                   |
| CSBA Publication                               | <a href="#"><u>Fact Sheet: Instructional Materials Adoption: Local governing board responsibilities, February 2024</u></a>                                                                                         |
| CSBA Publication                               | <a href="#"><u>Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, February 2024</u></a>                                                                    |
| Federal Register                               | <a href="#"><u>Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, April 22, 2024, Vol. 89, No. 83, pages 33474-33896</u></a>                        |
| U.S. DOE, Office for Civil Rights Publication  | <a href="#"><u>Resolution Agreement Between the Arcadia USD, US Dept of Ed. OCR, &amp; the US DOJ, CRD (2013) OCR 09-12-1020, DOJ 169-12C-70</u></a>                                                               |
| U.S. Department of Education Publication       | <a href="#"><u>Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973, July 2022</u></a>                              |
| U.S. Department of Education Publication       | <a href="#"><u>Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools, May 2023</u></a>                                                                 |
| U.S. DOE, Office for Civil Rights Publication  | <a href="#"><u>Frequently Asked Questions About Racial Preferences and Stereotypes Under Title VI of the Civil Rights Act, February 28, 2025</u></a>                                                               |
| U.S. DOE, Office for Civil Rights Publication  | <a href="#"><u>Dear Colleague Letter: Title VI of the Civil Rights Act in Light of Students For Fair Admissions v. Harvard, February 14, 2025</u></a>                                                              |
| U.S. DOE, Office for Civil Rights Publication  | <a href="#"><u>Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</u></a>                                                                             |
| U.S. DOE, Office for Civil Rights Publication  | <a href="#"><u>Dear Colleague Letter: Protecting Students from Discrimination, such as Harassment, Based on Race, Color, or National Origin, Including Shared Ancestry or Ethnic Characteristics, May 2024</u></a> |
| U.S. DOE, Office for Civil Rights Publication  | <a href="#"><u>Dear Colleague Letter: Discrimination, Including Harassment, Based on Shared Ancestry or Ethnic Characteristics, November 2023</u></a>                                                              |
| U.S. DOE, Office for Civil Rights Publication  | <a href="#"><u>Dear Colleague Letter: Addressing Discrimination Against Jewish Students, May 2023</u></a>                                                                                                          |
| Website                                        | <a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>                                                                                                                                 |
| Website                                        | <a href="#"><u>First Amendment Center</u></a>                                                                                                                                                                      |
| Website                                        | <a href="#"><u>California Interscholastic Federation</u></a>                                                                                                                                                       |
| Website                                        | <a href="#"><u>California Office of the Attorney General</u></a>                                                                                                                                                   |
| Website                                        | <a href="#"><u>California Safe Schools Coalition</u></a>                                                                                                                                                           |
| Website                                        | <a href="#"><u>CSBA</u></a>                                                                                                                                                                                        |

**Management Resources**

Website

**Description**

California Department of Education

Website

U.S. Department of Education, Office for Civil Rights**Cross References****Description**

0410

Nondiscrimination In District Programs And Activities

0415

Equity

0450

Comprehensive Safety Plan

0450

Comprehensive Safety Plan

1114

District-Sponsored Social Media

1114

District-Sponsored Social Media

1240

Volunteer Assistance

1240

Volunteer Assistance

1312.1

Complaints Concerning District Employees

1312.1

Complaints Concerning District Employees

1312.2

Complaints Concerning Instructional Materials

1312.2

Complaints Concerning Instructional Materials

1312.2-E(1)

Complaints Concerning Instructional Materials

1312.3

Uniform Complaint Procedures

1312.3

Uniform Complaint Procedures

1312.3-E(1)

Uniform Complaint Procedures

1312.3-E(2)

Uniform Complaint Procedures

1312.4

Williams Uniform Complaint Procedures

1312.4-E(1)

Williams Uniform Complaint Procedures

1312.4-E(2)

Williams Uniform Complaint Procedures

1313

Civility

1340

Access To District Records

1340

Access To District Records

3515.4

Recovery For Property Loss Or Damage

3515.4

Recovery For Property Loss Or Damage

3530

Risk Management/Insurance

3530

Risk Management/Insurance

3553

Free And Reduced Price Meals

3553

Free And Reduced Price Meals

3580

District Records

3580

District Records

4040

Employee Use Of Technology

4040-E(1)

Employee Use Of Technology

4112.6

Personnel Files

4112.9

Employee Notifications

4112.9-E(1)

Employee Notifications

| <b>Cross References</b> | <b>Description</b>                                                 |
|-------------------------|--------------------------------------------------------------------|
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4118                    | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4119.11                 | <u>Sexual Harassment</u>                                           |
| 4119.11                 | <u>Sexual Harassment</u>                                           |
| 4119.21                 | <u>Professional Standards</u>                                      |
| 4119.21-E(1)            | <u>Professional Standards</u>                                      |
| 4119.23                 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4131                    | <u>Staff Development</u>                                           |
| 4212.6                  | <u>Personnel Files</u>                                             |
| 4212.9                  | <u>Employee Notifications</u>                                      |
| 4212.9-E(1)             | <u>Employee Notifications</u>                                      |
| 4218                    | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4218                    | <u>Dismissal/Suspension/Disciplinary Action</u>                    |
| 4219.11                 | <u>Sexual Harassment</u>                                           |
| 4219.11                 | <u>Sexual Harassment</u>                                           |
| 4219.21                 | <u>Professional Standards</u>                                      |
| 4219.21-E(1)            | <u>Professional Standards</u>                                      |
| 4219.23                 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4231                    | <u>Staff Development</u>                                           |
| 4312.6                  | <u>Personnel Files</u>                                             |
| 4312.9                  | <u>Employee Notifications</u>                                      |
| 4312.9-E(1)             | <u>Employee Notifications</u>                                      |
| 4319.11                 | <u>Sexual Harassment</u>                                           |
| 4319.11                 | <u>Sexual Harassment</u>                                           |
| 4319.21                 | <u>Professional Standards</u>                                      |
| 4319.21-E(1)            | <u>Professional Standards</u>                                      |
| 4319.23                 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4331                    | <u>Staff Development</u>                                           |
| 5000                    | <u>Concepts And Roles</u>                                          |
| 5030                    | <u>Student Wellness</u>                                            |
| 5111                    | <u>Admission</u>                                                   |
| 5111                    | <u>Admission</u>                                                   |
| 5113.1                  | <u>Chronic Absence And Truancy</u>                                 |
| 5113.1                  | <u>Chronic Absence And Truancy</u>                                 |
| 5113.12                 | <u>District School Attendance Review Board</u>                     |
| 5113.12                 | <u>District School Attendance Review Board</u>                     |
| 5116.2                  | <u>Involuntary Student Transfers</u>                               |
| 5125                    | <u>Student Records</u>                                             |
| 5125                    | <u>Student Records</u>                                             |
| 5125.1                  | <u>Release Of Directory Information</u>                            |

| <b>Cross References</b> | <b>Description</b>                                                |
|-------------------------|-------------------------------------------------------------------|
| 5125.1                  | Release Of Directory Information                                  |
| 5125.1-E(1)             | <u>Release Of Directory Information</u>                           |
| 5125.3                  | <u>Challenging Student Records</u>                                |
| 5131                    | Conduct                                                           |
| 5131.2                  | Bullying                                                          |
| 5131.2                  | <u>Bullying</u>                                                   |
| 5131.5                  | <u>Vandalism And Graffiti</u>                                     |
| 5132                    | Dress And Grooming                                                |
| 5132                    | <u>Dress And Grooming</u>                                         |
| 5137                    | <u>Positive School Climate</u>                                    |
| 5138                    | <u>Conflict Resolution/Peer Mediation</u>                         |
| 5141.22                 | Infectious Diseases                                               |
| 5141.22                 | <u>Infectious Diseases</u>                                        |
| 5141.27                 | <u>Food Allergies/Special Dietary Needs</u>                       |
| 5141.27                 | <u>Food Allergies/Special Dietary Needs</u>                       |
| 5141.4                  | <u>Child Abuse Prevention And Reporting</u>                       |
| 5141.4                  | <u>Child Abuse Prevention And Reporting</u>                       |
| 5141.52                 | Suicide Prevention                                                |
| 5141.52                 | <u>Suicide Prevention</u>                                         |
| 5144                    | <u>Discipline</u>                                                 |
| 5144                    | Discipline                                                        |
| 5144.1                  | <u>Suspension And Expulsion/Due Process</u>                       |
| 5144.1                  | <u>Suspension And Expulsion/Due Process</u>                       |
| 5144.2                  | Suspension And Expulsion/Due Process (Students With Disabilities) |
| 5145.12                 | <u>Search And Seizure</u>                                         |
| 5145.12                 | <u>Search And Seizure</u>                                         |
| 5145.2                  | Freedom Of Speech/Expression                                      |
| 5145.2                  | <u>Freedom Of Speech/Expression</u>                               |
| 5145.6                  | <u>Parent/Guardian Notifications</u>                              |
| 5145.6-E(1)             | <u>Parent/Guardian Notifications</u>                              |
| 5145.7                  | Sexual Harassment                                                 |
| 5145.7                  | <u>Sexual Harassment</u>                                          |
| 5145.71                 | <u>Title IX Sexual Harassment Complaint Procedures</u>            |
| 5145.71-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>            |
| 5145.9                  | Hate-Motivated Behavior                                           |
| 5146                    | <u>Married/Pregnant/Parenting Students</u>                        |
| 6142.1                  | <u>Sexual Health And HIV/AIDS Prevention Instruction</u>          |
| 6142.1                  | <u>Sexual Health And HIV/AIDS Prevention Instruction</u>          |
| 6142.8                  | <u>Comprehensive Health Education</u>                             |
| 6142.8                  | <u>Comprehensive Health Education</u>                             |

**Cross References**

6143

6143

6144

6145

6145

6145.2

6145.2

6153

6153

6159.4

6161.1

6161.1

6161.1-E(1)

6161.11

6163.1

6163.4

6163.4-E(1)

6164.2

6173.1

6173.1

7110

**Description**Courses Of StudyCourses Of StudyControversial IssuesExtracurricular And Cocurricular ActivitiesExtracurricular And Cocurricular ActivitiesAthletic CompetitionAthletic CompetitionSchool-Sponsored TripsSchool-Sponsored TripsBehavioral Interventions For Special Education StudentsSelection And Evaluation Of Instructional MaterialsSelection And Evaluation Of Instructional MaterialsSelection And Evaluation Of Instructional MaterialsSupplementary Instructional MaterialsLibrary Media CentersStudent Use Of TechnologyStudent Use Of TechnologyGuidance/Counseling ServicesEducation For Foster YouthEducation For Foster YouthFacilities Master Plan

**Policy 5145.6: Parent/Guardian Notifications**

**Status:** ADOPTED

**Original Adopted Date:** 03/01/2007 | **Last Revised Date:** 06/01/2025 | **Last Reviewed Date:** 06/01/2025

The Governing Board desires to promote effective communication from the district and/or school to families to keep families informed regarding educational programs, school operations, and the legal rights of students and parents/guardians. The Superintendent or designee shall send parents/guardians all notifications required by law and any other notifications the Superintendent or designee believes will promote familial understanding and involvement.

Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the district for written communication with parents/guardians. (Education Code 48981)

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless the student's parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is not required. Any signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Whenever a student enrolls in a district school during the school year, the student's parents/guardians shall be given all required parental notifications at that time.

Notifications shall be presented in an understandable and uniform format.

When necessary, the district shall provide notifications to qualified individuals with disabilities in alternative formats, such as braille, large font, or audio recordings, to enable such individuals to effectively participate in any program, service, or activity, as required by law.

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the district's printed notifications for any reason, the employee shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State            | Description                                  |
|------------------|----------------------------------------------|
| 17 CCR 2950-2951 | Hearing tests                                |
| 17 CCR 6000-6075 | School attendance immunization requirements  |
| 22 CCR 101218.1  | Child care licensing; parent/guardian rights |
| 24 CCR 11B-703   | Bathroom signage                             |
| 5 CCR 11303      | Reclassification of English learners         |

| <b>State</b>           | <b>Description</b>                                                                                 |
|------------------------|----------------------------------------------------------------------------------------------------|
| 5 CCR 11511.5          | <u>English language proficiency assessment; test results</u>                                       |
| 5 CCR 11523            | <u>Notice of proficiency examinations</u>                                                          |
| 5 CCR 17782            | <u>Notice of Action; application for services</u>                                                  |
| 5 CCR 17783            | <u>Notice of Action; recipient of services</u>                                                     |
| 5 CCR 18066            | <u>Child care policies regarding excused and unexcused absences</u>                                |
| 5 CCR 18094-18095      | <u>Notice of Action; child care services</u>                                                       |
| 5 CCR 18114            | <u>Notice of delinquent fees; child care services</u>                                              |
| 5 CCR 18118-18119      | <u>Notice of Action; child care services</u>                                                       |
| 5 CCR 3052             | <u>Behavioral intervention</u>                                                                     |
| 5 CCR 4622             | <u>Uniform complaint procedures</u>                                                                |
| 5 CCR 4631             | <u>Uniform complaint procedures; notification of decision and right to appeal</u>                  |
| 5 CCR 4917             | <u>Notification of sexual harassment policy</u>                                                    |
| 5 CCR 852              | <u>Exemptions from state assessments</u>                                                           |
| 5 CCR 863              | <u>Reports of state assessment results</u>                                                         |
| Civ. Code 1798.29      | <u>District records; breach of security</u>                                                        |
| Ed. Code 17288         | <u>Building standards for university campuses</u>                                                  |
| Ed. Code 17612         | <u>Notification of pesticide use</u>                                                               |
| Ed. Code 221.5         | <u>Equal opportunity</u>                                                                           |
| Ed. Code 231.5         | <u>Sexual harassment policy</u>                                                                    |
| Ed. Code 231.6         | <u>Poster of sexual harassment policy</u>                                                          |
| Ed. Code 234.1         | <u>Student protections relating to discrimination, harassment, intimidation, and bullying</u>      |
| Ed. Code 234.7         | <u>Student protections relating to immigration and citizenship status</u>                          |
| Ed. Code 262.3         | <u>Appeals for discrimination complaints; information regarding availability of civil remedies</u> |
| Ed. Code 310           | <u>Language acquisition programs</u>                                                               |
| Ed. Code 313           | <u>Reclassification of English learners; parental consultation</u>                                 |
| Ed. Code 313.2         | <u>Long-term English learner; notification</u>                                                     |
| Ed. Code 32221.5       | <u>Insurance for athletic team members</u>                                                         |
| Ed. Code 32255-32255.6 | <u>Student's right to refrain from harmful or destructive use of animals</u>                       |
| Ed. Code 32390         | <u>Voluntary program for fingerprinting students</u>                                               |
| Ed. Code 33479-33479.9 | <u>The Eric Parades Sudden Cardiac Arrest Prevention Act</u>                                       |
| Ed. Code 35160.5       | <u>Extracurricular and co-curricular activities</u>                                                |
| Ed. Code 35178.4       | <u>Notice of accreditation status</u>                                                              |
| Ed. Code 35182.5       | <u>Advertising in the classroom</u>                                                                |
| Ed. Code 35183         | <u>School dress code; uniforms</u>                                                                 |
| Ed. Code 35186         | <u>Complaints concerning deficiencies in instructional materials and facilities</u>                |
| Ed. Code 35211         | <u>Driver training; district insurance, parent/guardian liability</u>                              |
| Ed. Code 35256         | <u>School Accountability Report Card</u>                                                           |
| Ed. Code 35258         | <u>School Accountability Report Card</u>                                                           |
| Ed. Code 35291         | <u>Rules for student discipline</u>                                                                |



| <b>State</b>           | <b>Description</b>                                                                   |
|------------------------|--------------------------------------------------------------------------------------|
| Ed. Code 35292.5       | All-gender restroom signage                                                          |
| Ed. Code 35292.6       | School maintenance                                                                   |
| Ed. Code 37616         | Consultation regarding year-round schedule                                           |
| Ed. Code 39831.5       | School bus rider rules and information                                               |
| Ed. Code 41329         | School closures and consolidation                                                    |
| Ed. Code 440           | English language proficiency assessment; instruction in English language development |
| Ed. Code 44050         | Employee code of conduct; interaction with students                                  |
| Ed. Code 44808.5       | Permission to leave school grounds                                                   |
| Ed. Code 46010.1       | Notice regarding excuse to obtain confidential medical services                      |
| Ed. Code 46014         | Regulations regarding absences for religious purposes                                |
| Ed. Code 46015         | Accommodations for pregnant and parenting pupils                                     |
| Ed. Code 46160-46162   | Alternative schedule for junior high and high school; public hearing with notice     |
| Ed. Code 46600-46611   | Interdistrict attendance agreements                                                  |
| Ed. Code 48000         | Minimum age of admission                                                             |
| Ed. Code 48070.5       | Promotion and retention of students                                                  |
| Ed. Code 48204         | Residency requirements                                                               |
| Ed. Code 48205         | Absence for personal reasons                                                         |
| Ed. Code 48206.3       | Students with temporary disabilities; individual instruction; definitions            |
| Ed. Code 48207-48208   | Students with temporary disabilities in hospitals                                    |
| Ed. Code 48213         | Prior notice of exclusion from attendance                                            |
| Ed. Code 48216         | Immunization and exclusion from attendance                                           |
| Ed. Code 48260.5       | Notice regarding truancy                                                             |
| Ed. Code 48262         | Need for parent conference regarding truancy                                         |
| Ed. Code 48263         | Referral to school attendance review board or probation department                   |
| Ed. Code 48301         | Interdistrict transfers                                                              |
| Ed. Code 48412         | Certificate of proficiency                                                           |
| Ed. Code 48432.3       | Voluntary enrollment in continuation education                                       |
| Ed. Code 48432.5       | Involuntary transfers of students                                                    |
| Ed. Code 48850-48859   | Students in foster care and students experiencing homelessness                       |
| Ed. Code 48850-48859   | Education of foster youth and homeless students                                      |
| Ed. Code 48900.1       | Parental attendance required after suspension                                        |
| Ed. Code 48904         | Liability of parent/guardian for willful student misconduct                          |
| Ed. Code 48904-48904.3 | Withholding grades, diplomas, or transcripts                                         |
| Ed. Code 48906         | Notification of release of student to peace officer                                  |
| Ed. Code 48911         | Notification in case of suspension                                                   |
| Ed. Code 48911.1       | Assignment to supervised suspension classroom                                        |
| Ed. Code 48912         | Closed sessions; consideration of suspension                                         |
| Ed. Code 48915.1       | Expelled students; enrollment in another district                                    |
| Ed. Code 48916         | Readmission procedures                                                               |

| <b>State</b>         | <b>Description</b>                                                               |
|----------------------|----------------------------------------------------------------------------------|
| Ed. Code 48918       | <u>Rules governing expulsion procedures</u>                                      |
| Ed. Code 48929       | <u>Transfer of student convicted of violent felony or misdemeanor</u>            |
| Ed. Code 48980       | <u>Parent/Guardian notifications</u>                                             |
| Ed. Code 48980.3     | <u>Notification of pesticide use</u>                                             |
| Ed. Code 48980.4     | <u>Notice regarding full human papillomavirus (HPV) immunization</u>             |
| Ed. Code 48980.5     | <u>Availability of apprenticeship programs</u>                                   |
| Ed. Code 48980.6     | <u>Dual enrollment and International Baccalaureate options notification</u>      |
| Ed. Code 48981       | <u>Time and means of notification</u>                                            |
| Ed. Code 48982       | <u>Parent signature acknowledging receipt of notice</u>                          |
| Ed. Code 48983       | <u>Contents of notice</u>                                                        |
| Ed. Code 48984       | <u>Activities prohibited unless notice given</u>                                 |
| Ed. Code 48985       | <u>Notices to parents in language other than English</u>                         |
| Ed. Code 48985.5     | <u>Synthetic drug use</u>                                                        |
| Ed. Code 48985.5     | <u>Synthetic drugs</u>                                                           |
| Ed. Code 48986       | <u>Safe storage of firearms</u>                                                  |
| Ed. Code 48987       | <u>Child abuse information</u>                                                   |
| Ed. Code 49013       | <u>Use of uniform complaint procedures for complaints regarding student fees</u> |
| Ed. Code 49063       | <u>Notification of parental rights</u>                                           |
| Ed. Code 49067       | <u>Student evaluation; student in danger of failing course</u>                   |
| Ed. Code 49068       | <u>Transfer of permanent enrollment and scholarship record</u>                   |
| Ed. Code 49069.7     | <u>Absolute right to access</u>                                                  |
| Ed. Code 49070       | <u>Challenging content of student record</u>                                     |
| Ed. Code 49073       | <u>Release of directory information</u>                                          |
| Ed. Code 49073.6     | <u>Student records; social media</u>                                             |
| Ed. Code 49076       | <u>Access to student records</u>                                                 |
| Ed. Code 49077       | <u>Access to information concerning a student in compliance with court order</u> |
| Ed. Code 49392       | <u>Threats of homicide at school</u>                                             |
| Ed. Code 49403       | <u>Cooperation in control of communicable disease and immunizations</u>          |
| Ed. Code 49423       | <u>Administration of prescribed medication for student</u>                       |
| Ed. Code 49451       | <u>Physical examinations; parent's refusal to consent</u>                        |
| Ed. Code 49452.5     | <u>Screening for scoliosis</u>                                                   |
| Ed. Code 49452.6     | <u>Type 1 diabetes informational materials</u>                                   |
| Ed. Code 49452.7     | <u>Information on type 2 diabetes</u>                                            |
| Ed. Code 49452.8     | <u>Oral health assessment</u>                                                    |
| Ed. Code 49455.5     | <u>Eye examination for purpose of eyeglasses</u>                                 |
| Ed. Code 49456       | <u>Results of vision or hearing test</u>                                         |
| Ed. Code 49471-49472 | <u>Insurance</u>                                                                 |
| Ed. Code 49475       | <u>Student athletes; concussions and head injuries</u>                           |
| Ed. Code 49476       | <u>Student athletes; opioid fact sheet</u>                                       |
| Ed. Code 49480       | <u>Continuing medication regimen for nonepisodic conditions</u>                  |

| <b>State</b>             | <b>Description</b>                                                                             |
|--------------------------|------------------------------------------------------------------------------------------------|
| Ed. Code 49510-49520     | Duffy-Moscone Family Nutrition Education and Services Act of 1970                              |
| Ed. Code 51225.1         | <u>Exemption from district graduation requirements</u>                                         |
| Ed. Code 51225.2         | <u>Course credits</u>                                                                          |
| Ed. Code 51225.25        | Students participating in a newcomer program                                                   |
| Ed. Code 51225.3         | High school graduation requirements                                                            |
| Ed. Code 51225.31        | <u>Graduation from high school: exemption for eligible students with special needs</u>         |
| Ed. Code 51225.8         | Completion and submission of FAFSA and CADAA                                                   |
| Ed. Code 51229           | <u>Course of study for grades 7-12</u>                                                         |
| Ed. Code 51513           | <u>Personal beliefs: privacy</u>                                                               |
| Ed. Code 51749.5         | Independent study                                                                              |
| Ed. Code 51938           | <u>HIV/AIDS and sexual health instruction</u>                                                  |
| Ed. Code 52062           | <u>Local control and accountability plans and the statewide system of support</u>              |
| Ed. Code 52164           | Language census                                                                                |
| Ed. Code 52164.1         | <u>Census-taking methods; determination of primary language; assessment of language skills</u> |
| Ed. Code 52164.3         | Reassessment of English learners; notification of results                                      |
| Ed. Code 52242           | <u>Advanced placement examination fees</u>                                                     |
| Ed. Code 54444.2         | <u>Migrant education programs; parent involvement</u>                                          |
| Ed. Code 56301           | <u>Child-find system: policies regarding written notification rights</u>                       |
| Ed. Code 56321           | <u>Special education: proposed assessment plan</u>                                             |
| Ed. Code 56321.5-56321.6 | <u>Notice of parent rights pertaining to special education</u>                                 |
| Ed. Code 56329           | <u>Written notice of right to findings; independent assessment</u>                             |
| Ed. Code 56341.1         | <u>Development of individualized education program; right to audio record meeting</u>          |
| Ed. Code 56341.5         | Individualized education program team meetings                                                 |
| Ed. Code 56343.5         | Individualized education program meetings                                                      |
| Ed. Code 56366.45        | <u>Change in status of a nonpublic, nonsectarian school or agency</u>                          |
| Ed. Code 56521.1         | <u>Behavioral intervention</u>                                                                 |
| Ed. Code 58501           | Alternative schools; notice required prior to establishment                                    |
| Ed. Code 60615           | Exemption from state assessment                                                                |
| Ed. Code 60641           | <u>California Assessment of Student Performance and Progress</u>                               |
| Ed. Code 60900.5         | <u>Use of CalPADS data</u>                                                                     |
| Ed. Code 69432.9         | Submission of grade point average to Cal Grant program                                         |
| Ed. Code 8212            | <u>Complaints related to preschool health and safety issues</u>                                |
| Ed. Code 8483            | <u>Before/after school program: enrollment priorities</u>                                      |
| Ed. Code 8489            | Expulsion and suspension procedures in childcare and development services programs             |
| Ed. Code 8489.1          | <u>Expulsion and suspension procedures in childcare and development services programs</u>      |
| H&S Code 104420          | <u>Tobacco use prevention</u>                                                                  |
| H&S Code 104855          | <u>Availability of topical fluoride treatment</u>                                              |

| <b>State</b>           | <b>Description</b>                                                                                        |
|------------------------|-----------------------------------------------------------------------------------------------------------|
| H&S Code 116277        | Lead testing of potable water at schools and requirements to remedy                                       |
| H&S Code 120365-120375 | Immunizations                                                                                             |
| H&S Code 120440        | <u>Sharing immunization information</u>                                                                   |
| H&S Code 124100-124105 | <u>Health screening and immunizations</u>                                                                 |
| H&S Code 1596.8555     | Administration of child day care licensing; posting license                                               |
| H&S Code 1596.857      | <u>Right to enter child care facility</u>                                                                 |
| H&S Code 1597.16       | <u>Licensed child care centers; lead testing</u>                                                          |
| H&S Code 1797.196      | Automated external defibrillator locations                                                                |
| Pen. Code 626.81       | <u>Notice of permission granted to sex offender to volunteer on campus</u>                                |
| Pen. Code 627.5        | <u>Hearing request following denial or revocation of registration</u>                                     |
| W&I Code 10228         | Child care providers; posting of rates, discounts, and scholarships                                       |
| <b>Federal</b>         | <b>Description</b>                                                                                        |
| 20 USC 1232g           | <u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>                                          |
| 20 USC 1232h           | Privacy rights                                                                                            |
| 20 USC 1415            | <u>Procedural safeguards</u>                                                                              |
| 20 USC 6311            | State plan                                                                                                |
| 20 USC 6312            | <u>Local educational agency plan</u>                                                                      |
| 20 USC 6318            | <u>Parent and family engagement</u>                                                                       |
| 20 USC 7704            | Impact Aid; policies and procedures related to children residing on Indian lands                          |
| 20 USC 7908            | Armed forces recruiter access to students                                                                 |
| 34 CFR 104.32          | <u>District responsibility to provide free appropriate public education</u>                               |
| 34 CFR 104.36          | <u>Procedural safeguards</u>                                                                              |
| 34 CFR 104.8           | Nondiscrimination                                                                                         |
| 34 CFR 106.9           | <u>Severability</u>                                                                                       |
| 34 CFR 200.48          | Teacher qualifications                                                                                    |
| 34 CFR 222.94          | Impact Aid; district responsibilities                                                                     |
| 34 CFR 300.300         | <u>Parent consent for special education evaluation</u>                                                    |
| 34 CFR 300.322         | Parent participation in IEP team meetings                                                                 |
| 34 CFR 300.502         | <u>Independent educational evaluation of student with disability</u>                                      |
| 34 CFR 300.503         | <u>Prior written notice regarding identification, evaluation, or placement of student with disability</u> |
| 34 CFR 300.504         | <u>Procedural safeguards notice for students with disabilities</u>                                        |
| 34 CFR 300.508         | Due process complaint                                                                                     |
| 34 CFR 300.530         | Discipline procedures                                                                                     |
| 34 CFR 99.30           | <u>Disclosure of personally identifiable information</u>                                                  |
| 34 CFR 99.34           | <u>Student records; disclosure to other educational agencies</u>                                          |
| 34 CFR 99.37           | <u>Disclosure of directory information</u>                                                                |
| 34 CFR 99.7            | <u>Student records; annual notification</u>                                                               |
| 40 CFR 763.84          | Asbestos inspections, response actions and post-response actions                                          |

|                                            |                                                                                                                                                                                     |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Federal</b>                             | <b>Description</b>                                                                                                                                                                  |
| 40 CFR 763.93                              | Asbestos management plans                                                                                                                                                           |
| 42 USC 11431-11435                         | McKinney-Vento Homeless Assistance Act                                                                                                                                              |
| 42 USC 1758                                | Child nutrition programs                                                                                                                                                            |
| 7 CFR 245.5                                | Eligibility criteria for free and reduced-price meals                                                                                                                               |
| 7 CFR 245.6a                               | Verification of eligibility for free and reduced-price meals                                                                                                                        |
| <b>Management Resources</b>                | <b>Description</b>                                                                                                                                                                  |
| California Attorney General                | <u>Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, December 2024</u> |
| U.S. Department of Agriculture Publication | <u>Civil Rights Compliance and Enforcement -- Nutrition Programs and Services, ENS Instruction 113-1, 2005</u>                                                                      |
| Website                                    | CSBA District and County Office of Education Legal Services                                                                                                                         |
| Website                                    | U.S. Department of Agriculture, Food and Nutrition Service                                                                                                                          |
| <b>Cross References</b>                    | <b>Description</b>                                                                                                                                                                  |
| 0410                                       | <u>Nondiscrimination in District Programs And Activities</u>                                                                                                                        |
| 0450                                       | <u>Comprehensive Safety Plan</u>                                                                                                                                                    |
| 0450                                       | <u>Comprehensive Safety Plan</u>                                                                                                                                                    |
| 0460                                       | <u>Local Control And Accountability Plan</u>                                                                                                                                        |
| 0460                                       | <u>Local Control And Accountability Plan</u>                                                                                                                                        |
| 0510                                       | <u>School Accountability Report Card</u>                                                                                                                                            |
| 0510                                       | <u>School Accountability Report Card</u>                                                                                                                                            |
| 1240                                       | <u>Volunteer Assistance</u>                                                                                                                                                         |
| 1240                                       | <u>Volunteer Assistance</u>                                                                                                                                                         |
| 1312.3                                     | <u>Uniform Complaint Procedures</u>                                                                                                                                                 |
| 1312.3                                     | <u>Uniform Complaint Procedures</u>                                                                                                                                                 |
| 1312.3-E(1)                                | <u>Uniform Complaint Procedures</u>                                                                                                                                                 |
| 1312.3-E(2)                                | <u>Uniform Complaint Procedures</u>                                                                                                                                                 |
| 3231                                       | <u>Impact Aid</u>                                                                                                                                                                   |
| 3260                                       | <u>Fees And Charges</u>                                                                                                                                                             |
| 3260                                       | <u>Fees And Charges</u>                                                                                                                                                             |
| 3312                                       | <u>Contracts</u>                                                                                                                                                                    |
| 3513.3                                     | <u>Tobacco-Free Schools</u>                                                                                                                                                         |
| 3513.3                                     | <u>Tobacco-Free Schools</u>                                                                                                                                                         |
| 3514                                       | <u>Environmental Safety</u>                                                                                                                                                         |
| 3514                                       | <u>Environmental Safety</u>                                                                                                                                                         |
| 3514.2                                     | <u>Integrated Pest Management</u>                                                                                                                                                   |
| 3515.5                                     | <u>Sex Offender Notification</u>                                                                                                                                                    |
| 3515.5                                     | <u>Sex Offender Notification</u>                                                                                                                                                    |
| 3517                                       | <u>Facilities Inspection</u>                                                                                                                                                        |
| 3517-E(1)                                  | <u>Facilities Inspection</u>                                                                                                                                                        |

| <b>Cross References</b> | <b>Description</b>                            |
|-------------------------|-----------------------------------------------|
| 3543                    | <u>Transportation Safety And Emergencies</u>  |
| 3550                    | <u>Food Service/Child Nutrition Program</u>   |
| 3550                    | <u>Food Service/Child Nutrition Program</u>   |
| 3551                    | <u>Food Service Operations/Cafeteria Fund</u> |
| 3551                    | <u>Food Service Operations/Cafeteria Fund</u> |
| 3553                    | <u>Free And Reduced Price Meals</u>           |
| 3553                    | <u>Free And Reduced Price Meals</u>           |
| 3555                    | <u>Nutrition Program Compliance</u>           |
| 3555-E(1)               | <u>Nutrition Program Compliance</u>           |
| 3580                    | <u>District Records</u>                       |
| 3580                    | <u>District Records</u>                       |
| 4112.2                  | <u>Certification</u>                          |
| 4112.2                  | <u>Certification</u>                          |
| 4219.21                 | <u>Professional Standards</u>                 |
| 4219.21-E(1)            | <u>Professional Standards</u>                 |
| 4222                    | <u>Teacher Aides/Paraprofessionals</u>        |
| 4222                    | <u>Teacher Aides/Paraprofessionals</u>        |
| 4319.21                 | <u>Professional Standards</u>                 |
| 4319.21-E(1)            | <u>Professional Standards</u>                 |
| 5000                    | <u>Concepts And Roles</u>                     |
| 5020                    | <u>Parent Rights And Responsibilities</u>     |
| 5020                    | <u>Parent Rights And Responsibilities</u>     |
| 5022                    | <u>Student And Family Privacy Rights</u>      |
| 5022                    | <u>Student And Family Privacy Rights</u>      |
| 5030                    | <u>Student Wellness</u>                       |
| 5111                    | <u>Admission</u>                              |
| 5111                    | <u>Admission</u>                              |
| 5111.1                  | <u>District Residency</u>                     |
| 5111.1                  | <u>District Residency</u>                     |
| 5112.2                  | <u>Exclusions From Attendance</u>             |
| 5112.5                  | <u>Open/Closed Campus</u>                     |
| 5113                    | <u>Absences And Excuses</u>                   |
| 5113                    | <u>Absences And Excuses</u>                   |
| 5113.1                  | <u>Chronic Absence And Truancy</u>            |
| 5113.1                  | <u>Chronic Absence And Truancy</u>            |
| 5116.1                  | <u>Intradistrict Open Enrollment</u>          |
| 5116.1                  | <u>Intradistrict Open Enrollment</u>          |
| 5116.2                  | <u>Involuntary Student Transfers</u>          |
| 5117                    | <u>Interdistrict Attendance</u>               |
| 5117                    | <u>Interdistrict Attendance</u>               |

**Cross References****Description**

|             |                                                                          |
|-------------|--------------------------------------------------------------------------|
| 5119        | <u>Students Expelled From Other Districts</u>                            |
| 5123        | <u>Promotion/Acceleration/Retention</u>                                  |
| 5123        | <u>Promotion/Acceleration/Retention</u>                                  |
| 5125        | <u>Student Records</u>                                                   |
| 5125        | <u>Student Records</u>                                                   |
| 5125.1      | <u>Release Of Directory Information</u>                                  |
| 5125.1      | <u>Release Of Directory Information</u>                                  |
| 5125.1-E(1) | <u>Release Of Directory Information</u>                                  |
| 5125.2      | <u>Withholding Grades, Diploma Or Transcripts</u>                        |
| 5125.3      | <u>Challenging Student Records</u>                                       |
| 5131.6      | <u>Alcohol And Other Drugs</u>                                           |
| 5131.6      | <u>Alcohol And Other Drugs</u>                                           |
| 5131.61     | <u>Drug Testing</u>                                                      |
| 5132        | <u>Dress And Grooming</u>                                                |
| 5132        | <u>Dress And Grooming</u>                                                |
| 5141.21     | <u>Administering Medication And Monitoring Health Conditions</u>         |
| 5141.21     | <u>Administering Medication And Monitoring Health Conditions</u>         |
| 5141.3      | <u>Health Examinations</u>                                               |
| 5141.3      | <u>Health Examinations</u>                                               |
| 5141.31     | <u>Immunizations</u>                                                     |
| 5141.31     | <u>Immunizations</u>                                                     |
| 5141.32     | <u>Health Screening For School Entry</u>                                 |
| 5141.6      | <u>School Health Services</u>                                            |
| 5141.6      | <u>School Health Services</u>                                            |
| 5142.1      | <u>Identification And Reporting Of Missing Children</u>                  |
| 5143        | <u>Insurance</u>                                                         |
| 5143        | <u>Insurance</u>                                                         |
| 5144        | <u>Discipline</u>                                                        |
| 5144        | <u>Discipline</u>                                                        |
| 5144.1      | <u>Suspension And Expulsion/Due Process</u>                              |
| 5144.1      | <u>Suspension And Expulsion/Due Process</u>                              |
| 5144.2      | <u>Suspension And Expulsion/Due Process (Students With Disabilities)</u> |
| 5144.4      | <u>Required Parental Attendance</u>                                      |
| 5144.4      | <u>Required Parental Attendance</u>                                      |
| 5145.12     | <u>Search And Seizure</u>                                                |
| 5145.12     | <u>Search And Seizure</u>                                                |
| 5145.3      | <u>Nondiscrimination/Harassment</u>                                      |
| 5145.3      | <u>Nondiscrimination/Harassment</u>                                      |
| 5145.7      | <u>Sexual Harassment</u>                                                 |
| 5145.7      | <u>Sexual Harassment</u>                                                 |

| <b>Cross References</b> | <b>Description</b>                                                              |
|-------------------------|---------------------------------------------------------------------------------|
| 5145.8                  | <u>Refusal To Harm Or Destroy Animals</u>                                       |
| 5146                    | <u>Married/Pregnant/Parenting Students</u>                                      |
| 5148                    | <u>Child Care And Development</u>                                               |
| 5148                    | <u>Child Care And Development</u>                                               |
| 5148.2                  | <u>Before/After School Programs</u>                                             |
| 5148.2                  | <u>Before/After School Programs</u>                                             |
| 5148.3                  | <u>Preschool/Early Childhood Education</u>                                      |
| 5148.3                  | <u>Preschool/Early Childhood Education</u>                                      |
| 6020                    | <u>Parent Involvement</u>                                                       |
| 6020                    | <u>Parent Involvement</u>                                                       |
| 6111                    | <u>School Calendar</u>                                                          |
| 6112                    | <u>School Day</u>                                                               |
| 6112                    | <u>School Day</u>                                                               |
| 6117                    | <u>Year-Round Schedules</u>                                                     |
| 6141.4                  | <u>International Baccalaureate Program</u>                                      |
| 6142.1                  | <u>Sexual Health And HIV/AIDS Prevention Instruction</u>                        |
| 6142.1                  | <u>Sexual Health And HIV/AIDS Prevention Instruction</u>                        |
| 6142.2                  | <u>World Language Instruction</u>                                               |
| 6142.2                  | <u>World Language Instruction</u>                                               |
| 6142.8                  | <u>Comprehensive Health Education</u>                                           |
| 6142.8                  | <u>Comprehensive Health Education</u>                                           |
| 6143                    | <u>Courses Of Study</u>                                                         |
| 6143                    | <u>Courses Of Study</u>                                                         |
| 6145.2                  | <u>Athletic Competition</u>                                                     |
| 6145.2                  | <u>Athletic Competition</u>                                                     |
| 6146.1                  | <u>High School Graduation Requirements</u>                                      |
| 6146.11                 | <u>Alternative Credits Toward Graduation</u>                                    |
| 6146.11                 | <u>Alternative Credits Toward Graduation</u>                                    |
| 6146.2                  | <u>Certificate Of Proficiency/High School Equivalency</u>                       |
| 6146.2                  | <u>Certificate Of Proficiency/High School Equivalency</u>                       |
| 6146.2-E(1)             | <u>Certificate Of Proficiency/High School Equivalency</u>                       |
| 6154                    | <u>Homework/Makeup Work</u>                                                     |
| 6158                    | <u>Independent Study</u>                                                        |
| 6158                    | <u>Independent Study</u>                                                        |
| 6159                    | <u>Individualized Education Program</u>                                         |
| 6159                    | <u>Individualized Education Program</u>                                         |
| 6159.1                  | <u>Procedural Safeguards And Complaints For Special Education</u>               |
| 6159.1                  | <u>Procedural Safeguards And Complaints For Special Education</u>               |
| 6159.2                  | <u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u> |
| 6159.2                  | <u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u> |



**Cross References**

6159.4

6162.51

6162.51

6162.8

6162.8

6164.2

6164.4

6164.4

6164.6

6164.6

6170.1

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6173-E(1)

6173-E(2)

6173.1

6173.1

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**Description**Behavioral Interventions For Special Education StudentsState Academic Achievement TestsState Academic Achievement TestsResearchResearchGuidance/Counseling ServicesIdentification And Evaluation Of Individuals For Special EducationIdentification And Evaluation Of Individuals For Special EducationIdentification And Education Under Section 504Identification And Education Under Section 504Transitional KindergartenEducation For Homeless ChildrenEducation For Homeless ChildrenEducation For Homeless ChildrenEducation For Homeless ChildrenEducation For Foster YouthEducation For Foster YouthEducation For Juvenile Court School StudentsEducation For American Indian StudentsMigrant Education ProgramMigrant Education ProgramCareer Technical EducationCareer Technical EducationAlternative Schools/Programs Of ChoiceAlternative Schools/Programs Of ChoiceHome And Hospital InstructionContinuation EducationContinuation EducationEvaluation Of The Instructional ProgramBoard Policies

**Exhibit 5145.6-E(1)- Parent/Guardian Notifications**

Status: ADOPTED

Original Adopted Date: 03/01/2018 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

Cautionary Notice: Government Code 17581.5 releases districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2024 (AB 107, Ch. 22, Statutes of 2024) extends the suspension of these requirements through the 2024-25 fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to parents/guardians. Other notices may exist and be identified in the future.

**I. Annually**

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 222.5; 46015  
Board Policy/Administrative Regulation #: See BP 5146  
Subject: Rights and options for pregnant and parenting students

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 234.7  
Board Policy/Administrative Regulation #: See BP 0410  
Subject: Right to a free public education regardless of immigration status or religious beliefs

When to Notify: Beginning of each school year or upon enrollment  
Education or Other Legal Code: Education Code 310  
Board Policy/Administrative Regulation #: See BP 6142.2, AR 6174  
Subject: Information on the district's language acquisition program

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3  
Board Policy/Administrative Regulation #: See AR 3514.2  
Subject: Use of pesticide products, active ingredients, internet address to access information, and, if district uses certain pesticides, integrated pest management plan

When to Notify: Annually by February 1  
Education or Other Legal Code: Education Code 35256, 35258  
Board Policy/Administrative Regulation #: See BP 0510  
Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 35291, 48980  
Board Policy/Administrative Regulation #: See AR 5144, AR 5144.1  
Subject: District and site discipline rules

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 44050  
Board Policy/Administrative Regulation #: See BP 4119.21, BP 4219.21, BP 4319.21  
Subject: Code of conduct addressing employee interactions with students

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 46010.1  
Board Policy/Administrative Regulation #: See AR 5113  
Subject: Absence for confidential medical services

When to Notify: Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school  
Education or Other Legal Code: Education Code 48929, 48980

Board Policy/Administrative Regulation #: See BP 5116.2  
Subject: District policy authorizing transfer

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980  
Board Policy/Administrative Regulation #: See BP 6111  
Subject: Schedule of minimum days and student-free staff development days

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917; 34 CFR 106.8  
Board Policy/Administrative Regulation #: See AR 5145.7  
Subject: Copy of sexual harassment policy as related to students; contact information for Title IX coordinator

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 32255-32255.6  
Board Policy/Administrative Regulation #: See AR 5145.8  
Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301  
Board Policy/Administrative Regulation #: See BP 5111.1, AR 5116.1, AR 5117  
Subject: All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process

When to Notify: Beginning of each school year, if Governing Board allows such absence  
Education or Other Legal Code: Education Code 48980, 46014  
Board Policy/Administrative Regulation #: See AR 5113  
Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 48205  
Board Policy/Administrative Regulation #: See AR 5113, BP 6154  
Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208  
Board Policy/Administrative Regulation #: See AR 6183  
Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49403  
Board Policy/Administrative Regulation #: See BP 5141.31  
Subject: School immunization program

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49423, 49480  
Board Policy/Administrative Regulation #: See AR 5141.21  
Subject: Administration of prescribed medication

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49471, 49472  
Board Policy/Administrative Regulation #: See BP 5143  
Subject: Availability of insurance

When to Notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE)

course to satisfy graduation requirement

Education or Other Legal Code: Education Code 48980, 51225.3

Board Policy/Administrative Regulation #: See AR 6146.1

Subject: How district established graduation requirements do or do not satisfy college entrance A-G course criteria; district's CTE courses that satisfy A-G course criteria

When to Notify: Beginning of each school year in grades 11-12

Education or Other Legal Code: Education Code 48980.5

Board Policy/Administrative Regulation #: To be included in BP 6178

Subject: Information on local apprenticeship and pre-apprenticeship programs

When to Notify: At the beginning of each school year in grades 7-12

Education or Other Legal Code: Education Code 48980.6

Board Policy/Administrative Regulation #: To be included in BP 6141.4

Subject: Any dual enrollment or International Baccalaureate courses offered by the district

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48985.5

Board Policy/Administrative Regulation #: See BP 5131.6

Subject: The dangers of using synthetic drugs not prescribed by a physician, possibility that such drugs can be found in counterfeit pills, and the risk of social media being used to market synthetic drugs, such as fentanyl

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48986, 49392

Board Policy/Administrative Regulation #: See AR 0450

Subject: Information and laws related to the safe storage of firearms and California's child access prevention laws

When to Notify: Annually (not otherwise specified)

Education or Other Legal Code: Education Code 49013; 5 CCR 4622

Board Policy/Administrative Regulation #: See AR 1312.3, BP 0460, BP 3260

Subject: Uniform complaint procedures, available appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063

Board Policy/Administrative Regulation #: See AR 5125, AR 5125.3

Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7

Board Policy/Administrative Regulation #: See AR 5125

Subject: Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria for defining school officials and to determine legitimate educational interest, categories defined as directory information, disclosures, right to file complaint with U.S. Department of Education, course prospectus availability

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37

Board Policy/Administrative Regulation #: See AR 5125.1

Subject: Release of directory information

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49069.5, 51225.1, 51225.25

Board Policy/Administrative Regulation #: See AR 6173, AR 6173.1, AR 6173.3, AR 6175

Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, and newcomer students

When to Notify: Two or more times during the school year

Education or Other Legal Code: Education Code 49428

Board Policy/Administrative Regulation #: See BP 5141.5

Subject: How to access mental health services at school and/or in the community

When to Notify: Beginning of each school year in schools serving students in grades 6-12  
Education or Other Legal Code: Education Code 49428.5  
Board Policy/Administrative Regulation #: See BP 5141.5  
Subject: Distribution of digitized mental health poster online

When to Notify: Annually or upon enrollment in elementary school  
Education or Other Legal Code: Education Code 49452.6  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Availability of type 1 diabetes informational materials developed by the California Department of Education

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 49520, 48980, 42 USC 1758, 7 CFR 245.5  
Board Policy/Administrative Regulation #: See AR 3553  
Subject: Eligibility and application process for free and reduced price meals

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 51513, 20 USC 1232h  
Board Policy/Administrative Regulation #: See AR 5022, BP 6162.8  
Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures

When to Notify: When developing the local control and accountability plan and during the annual update of the local control and accountability plan (LCAP)  
Education or Other Legal Code: Education Code 52062  
Board Policy/Administrative Regulation #: See BP 0460  
Subject: Opportunity to submit written comments regarding specific actions and expenditures in proposed plan or annual update

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 56301  
Board Policy/Administrative Regulation #: See BP 6164.4  
Subject: Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 58501, 48980  
Board Policy/Administrative Regulation #: See AR 6181  
Subject: Alternative schools

When/Whom to Notify: Annually (not otherwise specified)  
Education or Other Legal Code: Education Code 60615, 5 CCR 852  
Board Policy/Administrative Regulation #: See AR 6162.51  
Subject: Student's participation in state assessments; option to request exemption from testing

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 60900.5  
Board Policy/Administrative Regulation #: Not currently in CSBA policy  
Subject: Use of CalPADS data as specified in Education Code 60900.5

When to Notify: Beginning of each school year  
Education or Other Legal Code: Health and Safety Code 104855  
Board Policy/Administrative Regulation #: See AR 5141.6  
Subject: Availability of dental fluoride treatment; opportunity to accept or deny treatment

When to Notify: Beginning of each school year, if district receives Title I funds  
Education or Other Legal Code: 20 USC 6312; 34 CFR 200.48  
Board Policy/Administrative Regulation #: See BP 4112.2, AR 4222  
Subject: Right to request information re: professional qualifications of child's teacher and paraprofessional

When to Notify: Beginning of each school year

Education or Other Legal Code: 34 CFR 104.8, 106.8  
Board Policy/Administrative Regulation #: See BP 0410, BP 6178  
Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals

Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93  
Board Policy/Administrative Regulation #: See AR 3514  
Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When to Notify: Beginning of each school year  
Education or Other Legal Code: USDA FNS Instructions 113-1  
Board Policy/Administrative Regulation #: See BP 3555  
Subject: Information related to the district's food service programs

When to Notify: Beginning of each school year  
Education or Other Legal Code: USDA SP-46-2016  
Board Policy/Administrative Regulation #: See AR 3551  
Subject: District policy on meal payments

## **II. At Specific Times During the Student's Academic Career**

When to Notify: Beginning in grade 7, at least once prior to course selection and career counseling  
Education or Other Legal Code: Education Code 221.5, 48980  
Board Policy/Administrative Regulation #: See BP 6164.2  
Subject: Course selection and career counseling

When to Notify: Upon a student's enrollment  
Education or Other Legal Code: Education Code 310  
Board Policy/Administrative Regulation #: See BP 6142.2, AR 6174  
Subject: Information on the district's language acquisition programs

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program  
Education or Other Legal Code: Education Code 32390, 48980  
Board Policy/Administrative Regulation #: See AR 5142.1  
Subject: Fingerprinting program

When/Whom to Notify: When participating in driver training courses under the jurisdiction of the district  
Education or Other Legal Code: Education Code 35211  
Board Policy/Administrative Regulation #: None  
Subject: Civil liability, insurance coverage

When to Notify: Upon registration in K-6, if students have not previously been transported  
Education or Other Legal Code: Education Code 39831.5  
Board Policy/Administrative Regulation #: See AR 3543  
Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

When to Notify: Beginning of each school year for high school students, if high school is open campus  
Education or Other Legal Code: Education Code 44808.5, 48980  
Board Policy/Administrative Regulation #: See BP 5112.5  
Subject: Open campus

When to Notify: When admitted or advancing to sixth grade  
Education or Other Legal Code: Education Code 48980.4  
Board Policy/Administrative Regulation #: Not currently in CSBA policy  
Subject: A statement regarding the state's public policy, advising that the student adhere to current immunization guidelines regarding full human papillomavirus (HPV) immunization before admission or advancement to the eighth grade level

When to Notify: Prior to providing an eye examination  
Education or Other Legal Code: Education Code 49455.5  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Upcoming eye examinations at school site, including form on which parent/guardian may indicate lack of consent

When to Notify: When a parent/guardian request for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures  
Education or Other Legal Code: Education Code 49468.2  
Board Policy/Administrative Regulation #: See AR 5141.21  
Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When to Notify: Upon a student's enrollment  
Education or Other Legal Code: Education Code 49063  
Board Policy/Administrative Regulation #: See AR 5125, AR 5125.3  
Subject: Specified rights related to student records

When to Notify: When students enter grade 7  
Education or Other Legal Code: Education Code 49452.7  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Specified information on type 2 diabetes

When to Notify: In transitional kindergarten, kindergarten, or in first grade if not previously enrolled in public school  
Education or Other Legal Code: Education Code 49452.8  
Board Policy/Administrative Regulation #: See AR 5141.32  
Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

When to Notify: Before grade 12  
Education or Other Legal Code: Education Code 51225.8  
Board Policy/Administrative Regulation #: See AR 6143  
Subject: Completion and submission of FAFSA and CADAA

When to Notify: Beginning of each school year for students in grades 9-12  
Education or Other Legal Code: Education Code 51229, 48980  
Board Policy/Administrative Regulation #: See AR 6143, BP 6178  
Subject: UC and CSU College admission requirements, UC and CSU websites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors to assist with selection of courses that meet college admission requirements and/or enroll in CTE courses, direction to the CaliforniaColleges.edu platform to access resources that help students and their families learn about college admission requirements

When to Notify: Beginning of each school year for students in grades 9-12  
Education or Other Legal Code: Education Code 51229, 48980  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: Disclosure that student data may be shared with the California College Guidance Initiative to provide students and their families with direct access to online tools and resources for college and career planning

When to Notify: Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year  
Education or Other Legal Code: Education Code 51938, 48980  
Board Policy/Administrative Regulation #: See AR 6142.1  
Subject: Sexual health and HIV prevention education; right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse

When to Notify: Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year  
Education or Other Legal Code: Education Code 60641, 5 CCR 863  
Board Policy/Administrative Regulation #: See AR 6162.51  
Subject: Results of tests; test purpose, individual score and intended use

When/Whom to Notify: By October 15 for students in grade 12  
Education or Other Legal Code: Education Code 69432.9  
Board Policy/Administrative Regulation #: See AR 5121, AR 5125  
Subject: Forwarding of student's grade point average to Cal Grant program; timeline to opt out

When to Notify: Upon enrollment in a California State Preschool program  
Education or Other Legal Code: Education Code 8489.1  
Board Policy/Administrative Regulation #: See AR 5148.3  
Subject: Limitations on disenrollment, including expulsion and suspension and how to file an appeal in the event of expulsion or suspension

When to Notify: When child is enrolled or reenrolled in a licensed child care center or preschool  
Education or Other Legal Code: Health and Safety Code 1596.7996  
Board Policy/Administrative Regulation #: See AR 5148  
Subject: Information on risks and effects of lead exposure, blood lead testing

When to Notify: When child is enrolled in kindergarten  
Education or Other Legal Code: Health and Safety Code 124100, 124105  
Board Policy/Administrative Regulation #: See AR 5141.32  
Subject: Health screening examination

When to Notify: To students in grades 11-12, early enough to enable registration for fall test  
Education or Other Legal Code: 5 CCR 11523  
Board Policy/Administrative Regulation #: See AR 6146.2  
Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: To secondary students, if district receives Title I funds  
Education or Other Legal Code: 20 USC 7908  
Board Policy/Administrative Regulation #: See AR 5125.1  
Subject: Request that district not release student's name, address, and phone number to military recruiters without prior written consent

### III. When Special Circumstances Occur

When to Notify: In the event of a breach of security of district records  
Education or Other Legal Code: Civil Code 1798.29  
Board Policy/Administrative Regulation #: See BP 3580  
Subject: Types of records affected, date of breach, description of incident, contact information for credit reporting agencies

When to Notify: Upon receipt of a complaint alleging discrimination  
Education or Other Legal Code: Education Code 262.3  
Board Policy/Administrative Regulation #: See AR 1312.3  
Subject: Civil law remedies available to complainants

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient  
Education or Other Legal Code: Education Code 313, 5 CCR 11303  
Board Policy/Administrative Regulation #: See AR 6174  
Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives Title I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year  
Education or Other Legal Code: Education Code 313.2, 440, 20 USC 6312  
Board Policy/Administrative Regulation #: See AR 6174  
Subject: Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program

When to Notify: For districts under financial distress, as defined, upon an affirmative action by the Board to implement a school closure or consolidation



Education or Other Legal Code: Education Code 41329  
Board Policy/Administrative Regulation #: Not currently in CSBA policy  
Subject: The date of the closure or consolidation, student's new school assignment, district resources to support student transition, contacts for additional information.

When to Notify: Prior to implementing alternative schedule  
Education or Other Legal Code: Education Code 46162  
Board Policy/Administrative Regulation #: See BP 6112  
Subject: Public hearing on alternative schedule in secondary grades

When to Notify: When a student experiencing homelessness or a foster youth applies for enrollment in before/after school program  
Education or Other Legal Code: Education Code 8483  
Board Policy/Administrative Regulation #: See AR 5178.2  
Subject: Right to priority enrollment how to request priority enrollment

When to Notify: When certification status of a nonpublic, nonsectarian school or agency attended by a district student changes, within 14 days of becoming aware of the change  
Education or Other Legal Code: Education Code 56366.45  
Board Policy/Administrative Regulation #: Not currently in CSBA policy  
Subject: A change in certification status of nonpublic, nonsectarian school or agency

When to Notify: When a child in a California State Preschool program exhibits persistent and serious challenging behaviors  
Education or Other Legal Code: Education Code 8489.1  
Board Policy/Administrative Regulation #: See AR 5148.3  
Subject: Description of the child's behaviors and program plan for maintaining the child's safe participation in program and expulsion/unenrollment process

When to Notify: At least 24 hours before the effective date of suspending or expelling a child from a California State Preschool program  
Education or Other Legal Code: Education Code 8489.1  
Board Policy/Administrative Regulation #: See AR 5148.3  
Subject: "Notice of Action, Recipient of Services," as described in 5 CCR 17783

When to Notify: Before high school student attends specialized secondary program on a university campus  
Education or Other Legal Code: Education Code 17288  
Board Policy/Administrative Regulation #: None  
Subject: University campus buildings may not meet Education Code requirements for structural safety

When to Notify: At least 72 hours before use of pesticide product not included in annual list  
Education or Other Legal Code: Education Code 17612  
Board Policy/Administrative Regulation #: See AR 3514.2  
Subject: Intended use of pesticide product

When to Notify: To members of athletic teams  
Education or Other Legal Code: Education Code 32221.5  
Board Policy/Administrative Regulation #: See AR 5143  
Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: Annually to parents/guardians of student athletes before participation in competition  
Education or Other Legal Code: Education Code 33479.3  
Board Policy/Administrative Regulation #: See AR 6145.2  
Subject: Information on sudden cardiac arrest

When to Notify: If school has lost its WASC accreditation status  
Education or Other Legal Code: Education Code 35178.4  
Board Policy/Administrative Regulation #: See BP 6190  
Subject: Loss of status, potential consequences

When/Whom to Notify: When district has contracted for electronic products or services that disseminate

advertising

Education or Other Legal Code: Education Code 35182.5

Board Policy/Administrative Regulation #: See BP 3312

Subject: Advertising will be used in the classroom or learning center

When to Notify: At least six months before implementing a schoolwide uniform policy

Education or Other Legal Code: Education Code 35183

Board Policy/Administrative Regulation #: See AR 5132

Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule

Education or Other Legal Code: Education Code 37616

Board Policy/Administrative Regulation #: See BP 6117

Subject: Public hearing on year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days

Education or Other Legal Code: Education Code 46601

Board Policy/Administrative Regulation #: See AR 5117

Subject: Appeal process

When to Notify: Before early entry to transitional kindergarten or kindergarten, if early entry offered

Education or Other Legal Code: Education Code 48000

Board Policy/Administrative Regulation #: See AR 5111, AR 6170.1

Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention

Education or Other Legal Code: Education Code 48070.5

Board Policy/Administrative Regulation #: See AR 5123

Subject: Student at risk of retention

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to safety or health

Education or Other Legal Code: Education Code 48213

Board Policy/Administrative Regulation #: See AR 5112.2

Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization

Education or Other Legal Code: Education Code 48216, 17 CCR 6040

Board Policy/Administrative Regulation #: See AR 5141.31

Subject: Need to submit evidence of immunization or exemption within 10 school days; referral to medical care

When to Notify: When a student is classified as truant

Education or Other Legal Code: Education Code 48260.5 Board Policy/Administrative Regulation #: See AR 5113.1

Subject: Truancy, parental obligation, availability of alternative programs, right to a conference, availability of mental health and supportive services

When to Notify: When a truant is referred to a SARB or probation department

Education or Other Legal Code: Education Code 48263

Board Policy/Administrative Regulation #: See AR 5113.1

Subject: Name and address of SARB or probation department and reason for referral

When/Whom to Notify: When student requests to voluntarily transfer to continuation school

Education or Other Legal Code: Education Code 48432.3

Board Policy/Administrative Regulation #: See AR 6184

Subject: Copy of district policy and regulation on continuation education

When to Notify: Prior to involuntary transfer to continuation school

Education or Other Legal Code: Education Code 48432.5

Board Policy/Administrative Regulation #: See AR 6184

Subject: Right to require meeting prior to involuntary transfer to continuation school

**When/Whom to Notify:** To person holding educational rights, prior to recommending placement of foster youth outside school of origin

**Education or Other Legal Code:** Education Code 48853.5

**Board Policy/Administrative Regulation #:** See AR 6173.1

**Subject:** Basis for the placement recommendation

**When to Notify:** When a foster youth or an Indian child receives a suspension, expulsion, manifestation determination, or involuntary transfer

**Education or Other Legal Code:** Education Code 48853.5

**Board Policy/Administrative Regulation #:** See AR 6173.1, AR 6173.4

**Subject:** Suspension notice, expulsion notice, manifestation determination notice, involuntary transfer notice, and other documents and related information to a foster youth's educational rights holder, attorney, and county social worker and an Indian child's tribal social worker and, if applicable, the child's county social worker

**When to Notify:** When student is removed from class and teacher requires parental attendance at school

**Education or Other Legal Code:** Education Code 48900.1

**Board Policy/Administrative Regulation #:** See AR 5144.1

**Subject:** Parental attendance required; timeline for attendance

**When to Notify:** Prior to withholding grades, diplomas, or transcripts

**Education or Other Legal Code:** Education Code 48904

**Board Policy/Administrative Regulation #:** See AR 5125.2

**Subject:** Damaged school property

**When to Notify:** When withholding grades, diplomas or transcripts from transferring student

**Education or Other Legal Code:** Education Code 48904.3

**Board Policy/Administrative Regulation #:** See AR 5125.2

**Subject:** Next school will continue withholding grades, diplomas or transcripts

**When to Notify:** When student is released to peace officer

**Education or Other Legal Code:** Education Code 48906

**Board Policy/Administrative Regulation #:** See BP 5145.11

**Subject:** Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse

**When to Notify:** At time of suspension

**Education or Other Legal Code:** Education Code 48911

**Board Policy/Administrative Regulation #:** See BP 5144.1, AR 5144.1

**Subject:** Notice of suspension

**When to Notify:** When original period of suspension is extended

**Education or Other Legal Code:** Education Code 48911

**Board Policy/Administrative Regulation #:** See AR 5144.1

**Subject:** Extension of suspension

**When to Notify:** At the time a student is assigned to a supervised suspension classroom

**Education or Other Legal Code:** Education Code 48911.1

**Board Policy/Administrative Regulation #:** See AR 5144.1

**Subject:** The student's assignment to a supervised suspension classroom

**When to Notify:** Before holding a closed session re: suspension

**Education or Other Legal Code:** Education Code 48912

**Board Policy/Administrative Regulation #:** See AR 5144.1

**Subject:** Intent to hold a closed session re: suspension

**When to Notify:** When a student expelled from another district for certain acts seeks admission

**Education or Other Legal Code:** Education Code 48915.1, 48918

**Board Policy/Administrative Regulation #:** See BP 5119

**Subject:** Hearing re: possible danger presented by expelled student

**When to Notify:** When readmission is denied

Education or Other Legal Code: Education Code 48916  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs  
Education or Other Legal Code: Education Code 48916  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Readmission procedures

When to Notify: At least 10 calendar days before expulsion hearing  
Education or Other Legal Code: Education Code 48918  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs  
Education or Other Legal Code: Education Code 48918  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Decision to expel; right to appeal to County Board of Education; obligation to inform new district of status

When to Notify: Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school  
Education or Other Legal Code: Education Code 48929, 48980  
Board Policy/Administrative Regulation #: See BP 5116.2  
Subject: Right to request a meeting with principal or designee

When to Notify: One month before the scheduled minimum day  
Education or Other Legal Code: Education Code 48980  
Board Policy/Administrative Regulation #: See BP 6111  
Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents/guardians request guidelines for filing complaint of child abuse at a school site  
Education or Other Legal Code: Education Code 48987  
Board Policy/Administrative Regulation #: See AR 5141.4  
Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course  
Education or Other Legal Code: Education Code 49067  
Board Policy/Administrative Regulation #: See AR 5121  
Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school into the district  
Education or Other Legal Code: Education Code 49068  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: Right to receive copy of student's record and a hearing to challenge content of student's records

When/Whom to Notify: When parent/guardian's challenge of student record is denied and parent/guardian appeals  
Education or Other Legal Code: Education Code 49070  
Board Policy/Administrative Regulation #: See AR 5125.3  
Subject: If Governing Board sustains allegations, the correction of destruction of record; if denied, right to submit written objection

When/Whom to Notify: When district is considering program to gather safety-related information from students' social media activity  
Education or Other Legal Code: Education Code 49073.6  
Board Policy/Administrative Regulation #: See BP 5125  
Subject: Opportunity for input on proposed program

When/Whom to Notify: When district adopts program to gather information from students' social media activity, and annually thereafter  
Education or Other Legal Code: Education Code 49073.6  
Board Policy/Administrative Regulation #: AR 5125

Subject: Information is being gathered, access to records, process for removal or corrections, destruction of records

When to Notify: Within 24 hours of release of information to a judge or probation officer

Education or Other Legal Code: Education Code 49076

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena

Education or Other Legal Code: Education Code 49077

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis

Education or Other Legal Code: Education Code 49452.5

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects

Education or Other Legal Code: Education Code 49456; 17 CCR 2951

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Vision or hearing test results

When to Notify: Annually to parents/guardians of student athletes

Education or Other Legal Code: Education Code 49475

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Information on concussions and head injuries

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition

Education or Other Legal Code: Education Code 49476

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Opioid fact sheet

When/Whom to Notify: Within 30 days of foster youth, student experiencing homelessness, former juvenile court school student, child of military family, or migrant student being transferred after second year of high school, or enrollment of newcomer student in grades 11-12

Education or Other Legal Code: Education Code 51225.1, 51225.25

Board Policy/Administrative Regulation #: See BP 6146.1, AR 6173, AR 6173.1, AR 6173.3, AR 6175

Subject: Exemption from local graduation requirements, effect on college admission, option for fifth year of high school, transfer opportunities through California Community Colleges

When to Notify: When satisfactory educational progress in one or more independent study courses is not being made by student under 18

Education or Other Legal Code: Education Code 51749.5

Board Policy/Administrative Regulation #: See BP 6158

Subject: Findings from evaluation to determine if it is in student's best interest to remain in independent study or whether student should be referred to an alternative program.

When to Notify: Before any test/survey questioning personal beliefs

Education or Other Legal Code: Education Code 51513

Board Policy/Administrative Regulation #: See AR 5022

Subject: Permission for test, survey questioning personal beliefs

When to Notify: At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Instruction in HIV prevention or sexual health by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency

Education or Other Legal Code: Education Code 52164.1, 52164.3, 5 CCR 11511.5

Board Policy/Administrative Regulation #: See AR 6174

Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established

Education or Other Legal Code: Education Code 54444.2

Board Policy/Administrative Regulation #: See BP 6175, AR 6175

Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: Health and Safety Code 1596.857, 22 CCR 101218.1

Board Policy/Administrative Regulation #: See AR 5148

Subject: Parent/guardian right to enter and inspect facility and other rights as specified

When to Notify: When a licensed child care center has a building constructed before January 1, 2010 and has drinking water tested for lead

Education or Other Legal Code: Health and Safety Code 1597.16

Board Policy/Administrative Regulation #: See AR 5148

Subject: The requirement to test the facility, and the results of the test

When to Notify: When an automated external defibrillator (AED) is placed in a school serving students in grades 6-12, at least annually notify students

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: See AR 6145.2 Athletic Competition

Subject: The location of all AED units on campus

When/Whom to Notify: When district receives Tobacco-Use Prevention Education Funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: See AR 3513.3

Subject: The district's tobacco-free schools policy and enforcement procedures

When to Notify: When sharing student immunization information with an immunization system

Education or Other Legal Code: Health and Safety Code 120440

Board Policy/Administrative Regulation #: See AR 5125, BP 5141.31, AR 5141.32

Subject: Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share

When/Whom to Notify: At least 14 days prior to sex offender coming on campus as volunteer

Education or Other Legal Code: Penal Code 626.81

Board Policy/Administrative Regulation #: See AR 1240, BP 1250

Subject: Dates and times permission granted; obtaining information from law enforcement

When to Notify: When hearing is requested by person asked to leave school premises

Education or Other Legal Code: Penal Code 627.5

Board Policy/Administrative Regulation #: See AR 3515.2

Subject: Notice of hearing

When/Whom to Notify: When responding to complaint re: discrimination, special education, or noncompliance with law

Education or Other Legal Code: 5 CCR 4631

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Findings, disposition of complaint, any corrective actions, appeal rights and procedures

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: 5 CCR 18066

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies regarding excused and unexcused absences

When to Notify: Within 30 days of application for subsidized child care or preschool services  
Education or Other Legal Code: 5 CCR 17782, 18094, 18118  
Board Policy/Administrative Regulation #: See AR 5148, AR 5148.3  
Subject: Policies re: Approval or denial of services

When to Notify: At least 14 days before change in service or other intended action, upon recertification or update of application for child care or preschool services  
Education or Other Legal Code: 5 CCR 17783, 18095, 18119  
Board Policy/Administrative Regulation #: See AR 5148, AR 5148.3  
Subject: Policies re: Any change in service, such as in fees, amount of service, termination of service

When to Notify: Upon child's enrollment in child care program  
Education or Other Legal Code: 5 CCR 18114  
Board Policy/Administrative Regulation #: See AR 5148  
Subject: Policies re: Policy on fee collection

When to Notify: When payment of child care fees is seven days late  
Education or Other Legal Code: 5 CCR 18114  
Board Policy/Administrative Regulation #: See AR 5148  
Subject: Policies re: Notice of delinquent fees

When to Notify: When district substantively changes policy on student privacy rights  
Education or Other Legal Code: 20 USC 1232h  
Board Policy/Administrative Regulation #: See AR 5022  
Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught  
Education or Other Legal Code: 20 USC 6312  
Board Policy/Administrative Regulation #: See BP 4112.2  
Subject: Timely notice to parent/guardian of child's assignment

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners  
Education or Other Legal Code: 20 USC 6312  
Board Policy/Administrative Regulation #: See AR 6174  
Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy  
Education or Other Legal Code: 20 USC 6318  
Board Policy/Administrative Regulation #: See AR 6020  
Subject: Notice of policy

When to Notify: When district receives Impact Aid funds for students residing on Indian lands, to parents/guardians of Indian children  
Education or Other Legal Code: 20 USC 7704; 34 CFR 222.94  
Board Policy/Administrative Regulation #: See AR 3231  
Subject: Relevant applications, evaluations, program plans, information about district's general educational program; opportunity to submit comments

When to Notify: When household is selected for verification of eligibility for free or reduced-price meals  
Education or Other Legal Code: 42 USC 1758, 7 CFR 245.6a  
Board Policy/Administrative Regulation #: See AR 3553  
Subject: Need to submit verification information; any subsequent change in benefits; appeals

When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30  
Education or Other Legal Code: 34 CFR 99.34

Board Policy/Administrative Regulation #: See AR 5125  
Subject: Right to receive records and an opportunity for hearing upon request

When to Notify: When student complains of sexual harassment  
Education or Other Legal Code: 34 CFR 106.44, 106.45  
Board Policy/Administrative Regulation #: See AR 5145.7  
Subject: Right to file formal complaint, availability of supportive measures, notice of process, reason for dismissal of complaint if applicable

When to Notify: When district receives federal funding assistance for nutrition program  
Education or Other Legal Code: USDA FNS Instruction 113-1  
Board Policy/Administrative Regulation #: See BP 3555  
Subject: Rights and responsibilities, nondiscrimination policy, complaint procedures

#### **IV. Special Education Notices**

When to Notify: Prior to a student with disabilities beginning tenth grade  
Education or Other Legal Code: Education Code 51225.31  
Board Policy/Administrative Regulation #: See BP 6146.1  
Subject: Exemption from local graduation requirements

When to Notify: Prior to conducting initial evaluation  
Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329, 20 USC 1415 (d), 34 CFR 300.502, 300.503  
Board Policy/Administrative Regulation #: See BP 6159.1, AR 6159.1, AR 6164.4  
Subject: Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards

When/Whom to Notify: Before functional behavioral assessment begins  
Education or Other Legal Code: Education Code 56321  
Board Policy/Administrative Regulation #: See AR 6159  
Subject: Notification and consent

When to Notify: 24 hours before IEP when district intending to record  
Education or Other Legal Code: Education Code 56341.1  
Board Policy/Administrative Regulation #: See AR 6159  
Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting  
Education or Other Legal Code: Education Code 56341.5, 34 CFR 300.322  
Board Policy/Administrative Regulation #: See AR 6159  
Subject: Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent/guardian orally requests review of IEP  
Education or Other Legal Code: Education Code 56343.5  
Board Policy/Administrative Regulation #: See AR 6159  
Subject: Need for written request

When to Notify: Within one school day of emergency intervention or serious property damage  
Education or Other Legal Code: Education Code 56521.1  
Board Policy/Administrative Regulation #: See AR 6159.4  
Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services  
Education or Other Legal Code: 20 USC 1415(c), 34 CFR 300.300, 300.503  
Board Policy/Administrative Regulation #: See AR 6159, AR 6159.1  
Subject: Prior written notice

When/Whom to Notify: Upon filing of state complaint  
Education or Other Legal Code: 20 USC 1415(d), 34 CFR 300.504



Board Policy/Administrative Regulation #: See AR 6159.1  
Subject: Procedural safeguards notice

When/Whom to Notify: When disciplinary measures are taken or a change in placement  
Education or Other Legal Code: 20 USC 1415(k), 34 CFR 300.530  
Board Policy/Administrative Regulation #: See AR 5144.2  
Subject: Decision and procedural safeguards notice

When to Notify: Upon requesting a due process hearing  
Education or Other Legal Code: 20 USC 1415(k), 34 CFR 300.508  
Board Policy/Administrative Regulation #: See AR 6159.1  
Subject: Child's name, address, school, description of problem, proposed resolution

When to Notify: Eligibility for services under Section 504  
Education or Other Legal Code: 34 CFR 104.32, 104.36  
Board Policy/Administrative Regulation #: See AR 6164.6  
Subject: District responsibilities, district actions, procedural safeguards

#### **V. Building, Classroom, and Other Notices to Be Posted**

Where to Post: In each bathroom and locker room at each school site  
Education or Other Legal Code: Education Code 231.6  
Board Policy/Administrative Regulation #: See AR 5145.7  
Subject: Poster that notifies students of the applicable written policy on sexual harassment required by Education Code 231.5

Where to Post: In all district schools and offices, including staff lounges and student government meeting rooms  
Education or Other Legal Code: Education Code 234.1  
Board Policy/Administrative Regulation #: See AR 1312.3  
Subject: Uniform complaint procedures Board policy and administrative regulation

Where to Post: In each classroom used for license exempt California State Preschool Program  
Education or Other Legal Code: Education Code 8212  
Board Policy/Administrative Regulation #: See AR/E 1312.3  
Subject: Health and safety requirements for preschool programs; where to get complaint form

Where to Post : In each classroom in each school  
Education or Other Legal Code: Education Code 35186  
Board Policy/Administrative Regulation #: See AR/E 1312.4  
Subject: Complaints subject to Williams uniform complaint procedures

Where to Post: On or Before July 1, 2026, in a prominent and conspicuous location outside at least one all-gender restroom  
Education or Other Legal Code: Education Code 35292.5  
Board Policy/Administrative Regulation #: See AR 3517, AR 5145.3  
Subject: Signage identifying the bathroom facility as being open to all genders and in conformity with 24 CCR 11B-703, is available during school hours and school functions when students are present, designated point of contact

Where to Post: In any school serving any of grades 3-12, in a prominent and conspicuous location in every restroom required to stock menstrual products,  
Education or Other Legal Code: Education Code 35292.6  
Board Policy/Administrative Regulation #: See AR 3517  
Subject: Requirement to stock and make available free of cost an adequate supply of menstrual products that includes email address and telephone number for a designated individual responsible for maintaining requisite supply of menstrual products

Where to Post: In a licensed child care and development center at a location accessible to parents/guardians  
Education or Other Legal Code: Health and Safety Code 1596.857  
Board Policy/Administrative Regulation #: See AR 5148  
Subject: Parent/guardian right to inspect, prohibition against retaliation, right to file complaint; registered sex offender database available to public; review licensing reports of facility visits and substantiated complaints against

facility

Where to Post: In a prominent, publicly accessible location in the child care facility

Education or Other Legal Code: Health and Safety Code 1596.8555

Board Policy/Administrative Regulation #: See AR 5148

Subject: Child care license

Where to Post: In a prominent location adjacent to child care license at facility

Education or Other Legal Code: Welfare and institutions Code 10228

Board Policy/Administrative Regulation #: See AR 5148

Subject: Rates, discounts, or scholarship policies

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State             | Description                                                                                        |
|-------------------|----------------------------------------------------------------------------------------------------|
| 17 CCR 2950-2951  | Hearing tests                                                                                      |
| 17 CCR 6000-6075  | School attendance immunization requirements                                                        |
| 22 CCR 101218.1   | <u>Child care licensing; parent/guardian rights</u>                                                |
| 24 CCR 11B-703    | Bathroom signage                                                                                   |
| 5 CCR 11303       | <u>Reclassification of English learners</u>                                                        |
| 5 CCR 11511.5     | <u>English language proficiency assessment; test results</u>                                       |
| 5 CCR 11523       | <u>Notice of proficiency examinations</u>                                                          |
| 5 CCR 17782       | <u>Notice of Action; application for services</u>                                                  |
| 5 CCR 17783       | <u>Notice of Action; recipient of services</u>                                                     |
| 5 CCR 18066       | <u>Child care policies regarding excused and unexcused absences</u>                                |
| 5 CCR 18094-18095 | <u>Notice of Action; child care services</u>                                                       |
| 5 CCR 18114       | <u>Notice of delinquent fees; child care services</u>                                              |
| 5 CCR 18118-18119 | <u>Notice of Action; child care services</u>                                                       |
| 5 CCR 3052        | Behavioral intervention                                                                            |
| 5 CCR 4622        | <u>Uniform complaint procedures</u>                                                                |
| 5 CCR 4631        | <u>Uniform complaint procedures; notification of decision and right to appeal</u>                  |
| 5 CCR 4917        | <u>Notification of sexual harassment policy</u>                                                    |
| 5 CCR 852         | <u>Exemptions from state assessments</u>                                                           |
| 5 CCR 863         | <u>Reports of state assessment results</u>                                                         |
| Civ. Code 1798.29 | District records; breach of security                                                               |
| Ed. Code 17288    | <u>Building standards for university campuses</u>                                                  |
| Ed. Code 17612    | <u>Notification of pesticide use</u>                                                               |
| Ed. Code 221.5    | <u>Equal opportunity</u>                                                                           |
| Ed. Code 231.5    | <u>Sexual harassment policy</u>                                                                    |
| Ed. Code 231.6    | Poster of sexual harassment policy                                                                 |
| Ed. Code 234.1    | <u>Student protections relating to discrimination, harassment, intimidation, and bullying</u>      |
| Ed. Code 234.7    | <u>Student protections relating to immigration and citizenship status</u>                          |
| Ed. Code 262.3    | <u>Appeals for discrimination complaints; information regarding availability of civil remedies</u> |
| Ed. Code 310      | <u>Language acquisition programs</u>                                                               |

| <b>State</b>           | <b>Description</b>                                                                          |
|------------------------|---------------------------------------------------------------------------------------------|
| Ed. Code 313           | <u>Reclassification of English learners; parental consultation</u>                          |
| Ed. Code 313.2         | <u>Long-term English learner; notification</u>                                              |
| Ed. Code 32221.5       | <u>Insurance for athletic team members</u>                                                  |
| Ed. Code 32255-32255.6 | <u>Student's right to refrain from harmful or destructive use of animals</u>                |
| Ed. Code 32390         | <u>Voluntary program for fingerprinting students</u>                                        |
| Ed. Code 33479-33479.9 | <u>The Eric Parades Sudden Cardiac Arrest Prevention Act</u>                                |
| Ed. Code 35160.5       | <u>Extracurricular and cocurricular activities</u>                                          |
| Ed. Code 35178.4       | <u>Notice of accreditation status</u>                                                       |
| Ed. Code 35182.5       | <u>Advertising in the classroom</u>                                                         |
| Ed. Code 35183         | <u>School dress code; uniforms</u>                                                          |
| Ed. Code 35186         | <u>Complaints concerning deficiencies in instructional materials and facilities</u>         |
| Ed. Code 35211         | <u>Driver training; district insurance; parent/guardian liability</u>                       |
| Ed. Code 35256         | <u>School Accountability Report Card</u>                                                    |
| Ed. Code 35258         | <u>School Accountability Report Card</u>                                                    |
| Ed. Code 35291         | <u>Rules for student discipline</u>                                                         |
| Ed. Code 35292.5       | <u>All-gender restroom signage</u>                                                          |
| Ed. Code 35292.6       | <u>School maintenance</u>                                                                   |
| Ed. Code 37616         | <u>Consultation regarding year-round schedule</u>                                           |
| Ed. Code 39831.5       | <u>School bus rider rules and information</u>                                               |
| Ed. Code 41329         | <u>School closures and consolidation</u>                                                    |
| Ed. Code 440           | <u>English language proficiency assessment; instruction in English language development</u> |
| Ed. Code 44050         | <u>Employee code of conduct; interaction with students</u>                                  |
| Ed. Code 44808.5       | <u>Permission to leave school grounds</u>                                                   |
| Ed. Code 46010.1       | <u>Notice regarding excuse to obtain confidential medical services</u>                      |
| Ed. Code 46014         | <u>Regulations regarding absences for religious purposes</u>                                |
| Ed. Code 46015         | <u>Accommodations for pregnant and parenting pupils</u>                                     |
| Ed. Code 46160-46162   | <u>Alternative schedule for junior high and high school; public hearing with notice</u>     |
| Ed. Code 46600-46611   | <u>Interdistrict attendance agreements</u>                                                  |
| Ed. Code 48000         | <u>Minimum age of admission</u>                                                             |
| Ed. Code 48070.5       | <u>Promotion and retention of students</u>                                                  |
| Ed. Code 48204         | <u>Residency requirements</u>                                                               |
| Ed. Code 48205         | <u>Absence for personal reasons</u>                                                         |
| Ed. Code 48206.3       | <u>Students with temporary disabilities; individual instruction; definitions</u>            |
| Ed. Code 48207-48208   | <u>Students with temporary disabilities in hospitals</u>                                    |
| Ed. Code 48213         | <u>Prior notice of exclusion from attendance</u>                                            |
| Ed. Code 48216         | <u>Immunization and exclusion from attendance</u>                                           |
| Ed. Code 48260.5       | <u>Notice regarding truancy</u>                                                             |
| Ed. Code 48262         | <u>Need for parent conference regarding truancy</u>                                         |
| Ed. Code 48263         | <u>Referral to school attendance review board or probation department</u>                   |

| <b>State</b>           | <b>Description</b>                                                               |
|------------------------|----------------------------------------------------------------------------------|
| Ed. Code 48301         | <u>Interdistrict transfers</u>                                                   |
| Ed. Code 48412         | <u>Certificate of proficiency</u>                                                |
| Ed. Code 48432.3       | <u>Voluntary enrollment in continuation education</u>                            |
| Ed. Code 48432.5       | <u>Involuntary transfers of students</u>                                         |
| Ed. Code 48850-48859   | <u>Students in foster care and students experiencing homelessness</u>            |
| Ed. Code 48850-48859   | <u>Education of foster youth and homeless students</u>                           |
| Ed. Code 48900.1       | <u>Parental attendance required after suspension</u>                             |
| Ed. Code 48904         | <u>Liability of parent/guardian for willful student misconduct</u>               |
| Ed. Code 48904-48904.3 | <u>Withholding grades, diplomas, or transcripts</u>                              |
| Ed. Code 48906         | <u>Notification of release of student to peace officer</u>                       |
| Ed. Code 48911         | <u>Notification in case of suspension</u>                                        |
| Ed. Code 48911.1       | <u>Assignment to supervised suspension classroom</u>                             |
| Ed. Code 48912         | <u>Closed sessions: consideration of suspension</u>                              |
| Ed. Code 48915.1       | <u>Expelled students; enrollment in another district</u>                         |
| Ed. Code 48916         | <u>Readmission procedures</u>                                                    |
| Ed. Code 48918         | <u>Rules governing expulsion procedures</u>                                      |
| Ed. Code 48929         | <u>Transfer of student convicted of violent felony or misdemeanor</u>            |
| Ed. Code 48980         | <u>Parent/Guardian notifications</u>                                             |
| Ed. Code 48980.3       | <u>Notification of pesticide use</u>                                             |
| Ed. Code 48980.4       | <u>Notice regarding full human papillomavirus (HPV) immunization</u>             |
| Ed. Code 48980.5       | <u>Availability of apprenticeship programs</u>                                   |
| Ed. Code 48980.6       | <u>Dual enrollment and International Baccalaureate options notification</u>      |
| Ed. Code 48981         | <u>Time and means of notification</u>                                            |
| Ed. Code 48982         | <u>Parent signature acknowledging receipt of notice</u>                          |
| Ed. Code 48983         | <u>Contents of notice</u>                                                        |
| Ed. Code 48984         | <u>Activities prohibited unless notice given</u>                                 |
| Ed. Code 48985         | <u>Notices to parents in language other than English</u>                         |
| Ed. Code 48985.5       | <u>Synthetic drug use</u>                                                        |
| Ed. Code 48985.5       | <u>Synthetic drugs</u>                                                           |
| Ed. Code 48986         | <u>Safe storage of firearms</u>                                                  |
| Ed. Code 48987         | <u>Child abuse information</u>                                                   |
| Ed. Code 49013         | <u>Use of uniform complaint procedures for complaints regarding student fees</u> |
| Ed. Code 49063         | <u>Notification of parental rights</u>                                           |
| Ed. Code 49067         | <u>Student evaluation: student in danger of failing course</u>                   |
| Ed. Code 49068         | <u>Transfer of permanent enrollment and scholarship record</u>                   |
| Ed. Code 49069.7       | <u>Absolute right to access</u>                                                  |
| Ed. Code 49070         | <u>Challenging content of student record</u>                                     |
| Ed. Code 49073         | <u>Release of directory information</u>                                          |
| Ed. Code 49073.6       | <u>Student records; social media</u>                                             |
| Ed. Code 49076         | <u>Access to student records</u>                                                 |

| <b>State</b>             | <b>Description</b>                                                                             |
|--------------------------|------------------------------------------------------------------------------------------------|
| Ed. Code 49077           | <u>Access to information concerning a student in compliance with court order</u>               |
| Ed. Code 49392           | <u>Threats of homicide at school</u>                                                           |
| Ed. Code 49403           | <u>Cooperation in control of communicable disease and immunizations</u>                        |
| Ed. Code 49423           | <u>Administration of prescribed medication for student</u>                                     |
| Ed. Code 49451           | <u>Physical examinations: parent's refusal to consent</u>                                      |
| Ed. Code 49452.5         | <u>Screening for scoliosis</u>                                                                 |
| Ed. Code 49452.6         | <u>Type 1 diabetes informational materials</u>                                                 |
| Ed. Code 49452.7         | <u>Information on type 2 diabetes</u>                                                          |
| Ed. Code 49452.8         | <u>Oral health assessment</u>                                                                  |
| Ed. Code 49455.5         | <u>Eye examination for purpose of eyeglasses</u>                                               |
| Ed. Code 49456           | <u>Results of vision or hearing test</u>                                                       |
| Ed. Code 49471-49472     | <u>Insurance</u>                                                                               |
| Ed. Code 49475           | <u>Student athletes: concussions and head injuries</u>                                         |
| Ed. Code 49476           | <u>Student athletes: opioid fact sheet</u>                                                     |
| Ed. Code 49480           | <u>Continuing medication regimen for nonepisodic conditions</u>                                |
| Ed. Code 49510-49520     | <u>Duffy-Moscone Family Nutrition Education and Services Act of 1970</u>                       |
| Ed. Code 51225.1         | <u>Exemption from district graduation requirements</u>                                         |
| Ed. Code 51225.2         | <u>Course credits</u>                                                                          |
| Ed. Code 51225.25        | <u>Students participating in a newcomer program</u>                                            |
| Ed. Code 51225.3         | <u>High school graduation requirements</u>                                                     |
| Ed. Code 51225.31        | <u>Graduation from high school; exemption for eligible students with special needs</u>         |
| Ed. Code 51225.8         | <u>Completion and submission of FAFSA and CADAA</u>                                            |
| Ed. Code 51229           | <u>Course of study for grades 7-12</u>                                                         |
| Ed. Code 51513           | <u>Personal beliefs; privacy</u>                                                               |
| Ed. Code 51749.5         | <u>Independent study</u>                                                                       |
| Ed. Code 51938           | <u>HIV/AIDS and sexual health instruction</u>                                                  |
| Ed. Code 52062           | <u>Local control and accountability plans and the statewide system of support</u>              |
| Ed. Code 52164           | <u>Language census</u>                                                                         |
| Ed. Code 52164.1         | <u>Census-taking methods; determination of primary language; assessment of language skills</u> |
| Ed. Code 52164.3         | <u>Reassessment of English learners; notification of results</u>                               |
| Ed. Code 52242           | <u>Advanced placement examination fees</u>                                                     |
| Ed. Code 54444.2         | <u>Migrant education programs; parent involvement</u>                                          |
| Ed. Code 56301           | <u>Child-find system; policies regarding written notification rights</u>                       |
| Ed. Code 56321           | <u>Special education: proposed assessment plan</u>                                             |
| Ed. Code 56321.5-56321.6 | <u>Notice of parent rights pertaining to special education</u>                                 |
| Ed. Code 56329           | <u>Written notice of right to findings: independent assessment</u>                             |
| Ed. Code 56341.1         | <u>Development of individualized education program; right to audio record meeting</u>          |
| Ed. Code 56341.5         | <u>Individualized education program team meetings</u>                                          |

| <b>State</b>           | <b>Description</b>                                                                        |
|------------------------|-------------------------------------------------------------------------------------------|
| Ed. Code 56343.5       | <u>Individualized education program meetings</u>                                          |
| Ed. Code 56366.45      | <u>Change in status of a nonpublic, nonsectarian school or agency</u>                     |
| Ed. Code 56521.1       | <u>Behavioral intervention</u>                                                            |
| Ed. Code 58501         | <u>Alternative schools; notice required prior to establishment</u>                        |
| Ed. Code 60615         | <u>Exemption from state assessment</u>                                                    |
| Ed. Code 60641         | <u>California Assessment of Student Performance and Progress</u>                          |
| Ed. Code 60900.5       | <u>Use of CalPADS data</u>                                                                |
| Ed. Code 69432.9       | <u>Submission of grade point average to Cal Grant program</u>                             |
| Ed. Code 8212          | <u>Complaints related to preschool health and safety issues</u>                           |
| Ed. Code 8483          | <u>Before/after school program; enrollment priorities</u>                                 |
| Ed. Code 8489          | <u>Expulsion and suspension procedures in childcare and development services programs</u> |
| Ed. Code 8489.1        | <u>Expulsion and suspension procedures in childcare and development services programs</u> |
| H&S Code 104420        | <u>Tobacco use prevention</u>                                                             |
| H&S Code 104855        | <u>Availability of topical fluoride treatment</u>                                         |
| H&S Code 116277        | <u>Lead testing of potable water at schools and requirements to remedy</u>                |
| H&S Code 120365-120375 | <u>Immunizations</u>                                                                      |
| H&S Code 120440        | <u>Sharing immunization information</u>                                                   |
| H&S Code 124100-124105 | <u>Health screening and immunizations</u>                                                 |
| H&S Code 1596.8555     | <u>Administration of child day care licensing; posting license</u>                        |
| H&S Code 1596.857      | <u>Right to enter child care facility</u>                                                 |
| H&S Code 1597.16       | <u>Licensed child care centers; lead testing</u>                                          |
| H&S Code 1797.176      | <u>Automated external defibrillator locations</u>                                         |
| Pen. Code 626.81       | <u>Notice of permission granted to sex offender to volunteer on campus</u>                |
| Pen. Code 627.5        | <u>Hearing request following denial or revocation of registration</u>                     |
| W&I Code 10228         | <u>Child care providers; posting of rates, discounts, and scholarships</u>                |
| <b>Federal</b>         | <b>Description</b>                                                                        |
| 20 USC 1232g           | <u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>                          |
| 20 USC 1232h           | <u>Privacy rights</u>                                                                     |
| 20 USC 1415            | <u>Procedural safeguards</u>                                                              |
| 20 USC 6311            | <u>State plan</u>                                                                         |
| 20 USC 6312            | <u>Local educational agency plan</u>                                                      |
| 20 USC 6318            | <u>Parent and family engagement</u>                                                       |
| 20 USC 7704            | <u>Impact Aid; policies and procedures related to children residing on Indian lands</u>   |
| 20 USC 7908            | <u>Armed forces recruiter access to students</u>                                          |
| 34 CFR 104.32          | <u>District responsibility to provide free appropriate public education</u>               |
| 34 CFR 104.36          | <u>Procedural safeguards</u>                                                              |
| 34 CFR 104.8           | <u>Nondiscrimination</u>                                                                  |
| 34 CFR 106.9           | <u>Severability</u>                                                                       |

| <b>Federal</b>                             | <b>Description</b>                                                                                                                                                                  |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 34 CFR 200.48                              | <u>Teacher qualifications</u>                                                                                                                                                       |
| 34 CFR 222.94                              | <u>Impact Aid; district responsibilities</u>                                                                                                                                        |
| 34 CFR 300.300                             | <u>Parent consent for special education evaluation</u>                                                                                                                              |
| 34 CFR 300.322                             | <u>Parent participation in IEP team meetings</u>                                                                                                                                    |
| 34 CFR 300.502                             | <u>Independent educational evaluation of student with disability</u>                                                                                                                |
| 34 CFR 300.503                             | <u>Prior written notice regarding identification, evaluation, or placement of student with disability</u>                                                                           |
| 34 CFR 300.504                             | <u>Procedural safeguards notice for students with disabilities</u>                                                                                                                  |
| 34 CFR 300.508                             | <u>Due process complaint</u>                                                                                                                                                        |
| 34 CFR 300.530                             | <u>Discipline procedures</u>                                                                                                                                                        |
| 34 CFR 99.30                               | <u>Disclosure of personally identifiable information</u>                                                                                                                            |
| 34 CFR 99.34                               | <u>Student records; disclosure to other educational agencies</u>                                                                                                                    |
| 34 CFR 99.37                               | <u>Disclosure of directory information</u>                                                                                                                                          |
| 34 CFR 99.7                                | <u>Student records; annual notification</u>                                                                                                                                         |
| 40 CFR 763.84                              | <u>Asbestos inspections, response actions and post-response actions</u>                                                                                                             |
| 40 CFR 763.93                              | <u>Asbestos management plans</u>                                                                                                                                                    |
| 42 USC 11431-11435                         | <u>McKinney-Vento Homeless Assistance Act</u>                                                                                                                                       |
| 42 USC 1758                                | <u>Child nutrition programs</u>                                                                                                                                                     |
| 7 CFR 245.5                                | <u>Eligibility criteria for free and reduced-price meals</u>                                                                                                                        |
| 7 CFR 245.6a                               | <u>Verification of eligibility for free and reduced-price meals</u>                                                                                                                 |
| <b>Management Resources</b>                | <b>Description</b>                                                                                                                                                                  |
| California Attorney General                | <u>Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, December 2024</u> |
| U.S. Department of Agriculture Publication | <u>Civil Rights Compliance and Enforcement -- Nutrition Programs and Services, FNS Instruction 113-1, 2005</u>                                                                      |
| Website                                    | <u>CSBA District and County Office of Education Legal Services</u>                                                                                                                  |
| Website                                    | <u>U.S. Department of Agriculture: Food and Nutrition Service</u>                                                                                                                   |
| <b>Cross References</b>                    | <b>Description</b>                                                                                                                                                                  |
| 0410                                       | <u>Nondiscrimination in District Programs And Activities</u>                                                                                                                        |
| 0450                                       | <u>Comprehensive Safety Plan</u>                                                                                                                                                    |
| 0450                                       | <u>Comprehensive Safety Plan</u>                                                                                                                                                    |
| 0460                                       | <u>Local Control And Accountability Plan</u>                                                                                                                                        |
| 0460                                       | <u>Local Control And Accountability Plan</u>                                                                                                                                        |
| 0510                                       | <u>School Accountability Report Card</u>                                                                                                                                            |
| 0510                                       | <u>School Accountability Report Card</u>                                                                                                                                            |
| 1240                                       | <u>Volunteer Assistance</u>                                                                                                                                                         |
| 1240                                       | <u>Volunteer Assistance</u>                                                                                                                                                         |
| 1312.3                                     | <u>Uniform Complaint Procedures</u>                                                                                                                                                 |
| 1312.3                                     | <u>Uniform Complaint Procedures</u>                                                                                                                                                 |

**Cross References****Description**

|              |                                               |
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| 1312.3-E(1)  | <u>Uniform Complaint Procedures</u>           |
| 1312.3-E(2)  | <u>Uniform Complaint Procedures</u>           |
| 3231         | <u>Impact Aid</u>                             |
| 3260         | <u>Fees And Charges</u>                       |
| 3260         | <u>Fees And Charges</u>                       |
| 3312         | <u>Contracts</u>                              |
| 3513.3       | <u>Tobacco-Free Schools</u>                   |
| 3513.3       | <u>Tobacco-Free Schools</u>                   |
| 3514         | <u>Environmental Safety</u>                   |
| 3514         | <u>Environmental Safety</u>                   |
| 3514.2       | <u>Integrated Pest Management</u>             |
| 3515.5       | <u>Sex Offender Notification</u>              |
| 3515.5       | <u>Sex Offender Notification</u>              |
| 3517         | <u>Facilities Inspection</u>                  |
| 3517-E(1)    | <u>Facilities Inspection</u>                  |
| 3543         | <u>Transportation Safety And Emergencies</u>  |
| 3550         | <u>Food Service/Child Nutrition Program</u>   |
| 3550         | <u>Food Service/Child Nutrition Program</u>   |
| 3551         | <u>Food Service Operations/Cafeteria Fund</u> |
| 3551         | <u>Food Service Operations/Cafeteria Fund</u> |
| 3553         | <u>Free And Reduced Price Meals</u>           |
| 3553         | <u>Free And Reduced Price Meals</u>           |
| 3555         | <u>Nutrition Program Compliance</u>           |
| 3555-E(1)    | <u>Nutrition Program Compliance</u>           |
| 3580         | <u>District Records</u>                       |
| 3580         | <u>District Records</u>                       |
| 4112.2       | <u>Certification</u>                          |
| 4112.2       | <u>Certification</u>                          |
| 4219.21      | <u>Professional Standards</u>                 |
| 4219.21-E(1) | <u>Professional Standards</u>                 |
| 4222         | <u>Teacher Aides/Paraprofessionals</u>        |
| 4222         | <u>Teacher Aides/Paraprofessionals</u>        |
| 4319.21      | <u>Professional Standards</u>                 |
| 4319.21-E(1) | <u>Professional Standards</u>                 |
| 5000         | <u>Concepts And Roles</u>                     |
| 5020         | <u>Parent Rights And Responsibilities</u>     |
| 5020         | <u>Parent Rights And Responsibilities</u>     |
| 5022         | <u>Student And Family Privacy Rights</u>      |
| 5022         | <u>Student And Family Privacy Rights</u>      |
| 5030         | <u>Student Wellness</u>                       |



| <b>Cross References</b> | <b>Description</b>                                               |
|-------------------------|------------------------------------------------------------------|
| 5111                    | <u>Admission</u>                                                 |
| 5111                    | <u>Admission</u>                                                 |
| 5111.1                  | <u>District Residency</u>                                        |
| 5111.1                  | <u>District Residency</u>                                        |
| 5112.2                  | <u>Exclusions From Attendance</u>                                |
| 5112.5                  | <u>Open/Closed Campus</u>                                        |
| 5113                    | <u>Absences And Excuses</u>                                      |
| 5113                    | <u>Absences And Excuses</u>                                      |
| 5113.1                  | <u>Chronic Absence And Truancy</u>                               |
| 5113.1                  | <u>Chronic Absence And Truancy</u>                               |
| 5116.1                  | <u>Intradistrict Open Enrollment</u>                             |
| 5116.1                  | <u>Intradistrict Open Enrollment</u>                             |
| 5116.2                  | <u>Involuntary Student Transfers</u>                             |
| 5117                    | <u>Interdistrict Attendance</u>                                  |
| 5117                    | <u>Interdistrict Attendance</u>                                  |
| 5119                    | <u>Students Expelled From Other Districts</u>                    |
| 5123                    | <u>Promotion/Acceleration/Retention</u>                          |
| 5123                    | <u>Promotion/Acceleration/Retention</u>                          |
| 5125                    | <u>Student Records</u>                                           |
| 5125                    | <u>Student Records</u>                                           |
| 5125.1                  | <u>Release Of Directory Information</u>                          |
| 5125.1                  | <u>Release Of Directory Information</u>                          |
| 5125.1-E(1)             | <u>Release Of Directory Information</u>                          |
| 5125.2                  | <u>Withholding Grades, Diploma Or Transcripts</u>                |
| 5125.3                  | <u>Challenging Student Records</u>                               |
| 5131.6                  | <u>Alcohol And Other Drugs</u>                                   |
| 5131.6                  | <u>Alcohol And Other Drugs</u>                                   |
| 5131.61                 | <u>Drug Testing</u>                                              |
| 5132                    | <u>Dress And Grooming</u>                                        |
| 5132                    | <u>Dress And Grooming</u>                                        |
| 5141.21                 | <u>Administering Medication And Monitoring Health Conditions</u> |
| 5141.21                 | <u>Administering Medication And Monitoring Health Conditions</u> |
| 5141.3                  | <u>Health Examinations</u>                                       |
| 5141.3                  | <u>Health Examinations</u>                                       |
| 5141.31                 | <u>Immunizations</u>                                             |
| 5141.31                 | <u>Immunizations</u>                                             |
| 5141.32                 | <u>Health Screening For School Entry</u>                         |
| 5141.6                  | <u>School Health Services</u>                                    |
| 5141.6                  | <u>School Health Services</u>                                    |
| 5142.1                  | <u>Identification And Reporting Of Missing Children</u>          |

**Cross References****Description**

|         |                                                                          |
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| 5143    | <u>Insurance</u>                                                         |
| 5143    | Insurance                                                                |
| 5144    | <u>Discipline</u>                                                        |
| 5144    | Discipline                                                               |
| 5144.1  | Suspension And Expulsion/Due Process                                     |
| 5144.1  | <u>Suspension And Expulsion/Due Process</u>                              |
| 5144.2  | <u>Suspension And Expulsion/Due Process (Students With Disabilities)</u> |
| 5144.4  | Required Parental Attendance                                             |
| 5144.4  | <u>Required Parental Attendance</u>                                      |
| 5145.12 | Search And Seizure                                                       |
| 5145.12 | <u>Search And Seizure</u>                                                |
| 5145.3  | <u>Nondiscrimination/Harassment</u>                                      |
| 5145.3  | Nondiscrimination/Harassment                                             |
| 5145.7  | <u>Sexual Harassment</u>                                                 |
| 5145.7  | Sexual Harassment                                                        |
| 5145.8  | <u>Refusal To Harm Or Destroy Animals</u>                                |
| 5146    | <u>Married/Pregnant/Parenting Students</u>                               |
| 5148    | Child Care And Development                                               |
| 5148    | <u>Child Care And Development</u>                                        |
| 5148.2  | <u>Before/After School Programs</u>                                      |
| 5148.2  | Before/After School Programs                                             |
| 5148.3  | <u>Preschool/Early Childhood Education</u>                               |
| 5148.3  | Preschool/Early Childhood Education                                      |
| 6020    | <u>Parent Involvement</u>                                                |
| 6020    | Parent Involvement                                                       |
| 6111    | School Calendar                                                          |
| 6112    | <u>School Day</u>                                                        |
| 6112    | School Day                                                               |
| 6117    | <u>Year-Round Schedules</u>                                              |
| 6141.4  | <u>International Baccalaureate Program</u>                               |
| 6142.1  | Sexual Health And HIV/AIDS Prevention Instruction                        |
| 6142.1  | <u>Sexual Health And HIV/AIDS Prevention Instruction</u>                 |
| 6142.2  | <u>World Language Instruction</u>                                        |
| 6142.2  | World Language Instruction                                               |
| 6142.8  | <u>Comprehensive Health Education</u>                                    |
| 6142.8  | Comprehensive Health Education                                           |
| 6143    | Courses Of Study                                                         |
| 6143    | <u>Courses Of Study</u>                                                  |
| 6145.2  | Athletic Competition                                                     |
| 6145.2  | <u>Athletic Competition</u>                                              |

**Cross References**

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**Description**

High School Graduation Requirements  
Alternative Credits Toward Graduation  
Alternative Credits Toward Graduation  
Certificate Of Proficiency/High School Equivalency  
Certificate Of Proficiency/High School Equivalency  
Certificate Of Proficiency/High School Equivalency  
Homework/Makeup Work  
Independent Study  
Independent Study  
Individualized Education Program  
Individualized Education Program  
Procedural Safeguards And Complaints For Special Education  
Procedural Safeguards And Complaints For Special Education  
Nonpublic, Nonsectarian School And Agency Services For Special Education  
Nonpublic, Nonsectarian School And Agency Services For Special Education  
Behavioral Interventions For Special Education Students  
State Academic Achievement Tests  
State Academic Achievement Tests  
Research  
Research  
Guidance/Counseling Services  
Identification And Evaluation Of Individuals For Special Education  
Identification And Evaluation Of Individuals For Special Education  
Identification And Education Under Section 504  
Identification And Education Under Section 504  
Transitional Kindergarten  
Education For Homeless Children  
Education For Homeless Children  
Education For Homeless Children  
Education For Homeless Children  
Education For Foster Youth  
Education For Foster Youth  
Education For Juvenile Court School Students  
Education For American Indian Students  
Migrant Education Program  
Migrant Education Program  
Career Technical Education  
Career Technical Education  
Alternative Schools/Programs Of Choice  
Alternative Schools/Programs Of Choice

**Cross References**

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6190

9310

**Description**Home And Hospital InstructionContinuation EducationContinuation EducationEvaluation Of The Instructional ProgramBoard Policies

**Policy 5145.7: Sexual Harassment**

Status: ADOPTED

Original Adopted Date: 03/01/2012 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Governing Board is committed to maintaining a welcoming, safe, and supportive school environment that is free from discrimination and harassment. The Board prohibits at district or at district-sponsored or district-related activities, sexual harassment, as defined in the accompanying administrative regulation, targeted at any student.

Additionally, the Board prohibits retaliatory behavior or action against any person who reports, files a complaint, testifies about, assists with, or otherwise supports a complainant in alleging sexual harassment, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1, 221.8; 34 CFR 106.71)

The district strongly encourages students who feel that they are being or have experienced sexual harassment on district grounds or at a district-sponsored or district-related activity, or off-campus when the conduct has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee.

Any employee who receives a report or observes an incident of sexual harassment by or against a student in a district education program or activity shall report the incident to the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure that the complaint alleging sexual harassment is addressed through Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures or Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures, as applicable. Additionally, the Title IX Coordinator shall ensure that any implementation of Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures concurrently meets the requirements of Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures.

The Title IX Coordinator shall offer and coordinate supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The Superintendent or designee shall inform students and parents/guardians of this policy in the manner specified in the accompanying administrative regulation.

The Superintendent or designee shall ensure that all district staff are trained regarding this policy, and that employees required to receive training related to their duties under Title IX receive training as specified in Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment. (Government Code 12950.1; 2 CCR 11023, 11024; 34 CFR 106.45)

**Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to the harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

### Disciplinary Actions

Upon completion of an investigation of sexual harassment, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon completion of an investigation of sexual harassment, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

### Record-Keeping

The Superintendent or designee shall maintain records in accordance with law, including in accordance with Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures, and district policies and regulations, of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State              | Description                                                                                                           |
|--------------------|-----------------------------------------------------------------------------------------------------------------------|
| 5 CCR 432          | <u>Student records</u>                                                                                                |
| 5 CCR 4600-4670    | Uniform complaint procedures                                                                                          |
| 5 CCR 4900-4965    | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance    |
| Civ. Code 1714.1   | <u>Liability of parent/guardian for act of willful misconduct by a minor</u>                                          |
| Civ. Code 51.9     | <u>Liability for sexual harassment: business, service and professional relationships</u>                              |
| Ed. Code 200-262.4 | Prohibition of discrimination                                                                                         |
| Ed. Code 220.1     | Prohibition of retaliation related to educational equity                                                              |
| Ed. Code 220.3     | No requirement to disclose information related to student's sexual orientation, gender identity, or gender expression |

| State                                         | Description                                                                                                                                                                        |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ed. Code 220.5                                | <a href="#">Prohibition of policies requiring disclosure of information related to student's sexual orientation, gender identity, or gender expression</a>                         |
| Ed. Code 35292.5                              | <a href="#">School restrooms; all-gender restrooms</a>                                                                                                                             |
| Ed. Code 48900                                | <a href="#">Grounds for suspension or expulsion</a>                                                                                                                                |
| Ed. Code 48900.2                              | <a href="#">Additional grounds for suspension or expulsion; sexual harassment</a>                                                                                                  |
| Ed. Code 48904                                | <a href="#">Liability of parent/guardian for willful student misconduct</a>                                                                                                        |
| Ed. Code 48980                                | <a href="#">Parent/Guardian notifications</a>                                                                                                                                      |
| Ed. Code 48985                                | <a href="#">Notices to parents in language other than English</a>                                                                                                                  |
| Ed. Code 49060-49079                          | <a href="#">Student records</a>                                                                                                                                                    |
| Gov. Code 11135                               | <a href="#">Prohibition of discrimination</a>                                                                                                                                      |
| Gov. Code 12950.1                             | <a href="#">Sexual harassment training</a>                                                                                                                                         |
| Federal                                       | Description                                                                                                                                                                        |
| 20 USC 1092                                   | <a href="#">Definition of sexual assault</a>                                                                                                                                       |
| 20 USC 1221                                   | <a href="#">Application of laws</a>                                                                                                                                                |
| 20 USC 1232g                                  | <a href="#">Family Educational Rights and Privacy Act (FERPA) of 1974</a>                                                                                                          |
| 20 USC 1681-1688                              | <a href="#">Title IX of the Education Amendments of 1972; discrimination based on sex</a>                                                                                          |
| 34 CFR 106.1-106.82                           | <a href="#">Nondiscrimination on the basis of sex in education programs or activities</a>                                                                                          |
| 34 CFR 99.1-99.67                             | <a href="#">Family Educational Rights and Privacy</a>                                                                                                                              |
| 34 USC 12291                                  | <a href="#">Definition of dating violence, domestic violence, and stalking</a>                                                                                                     |
| 42 USC 1983                                   | <a href="#">Civil action for deprivation of rights</a>                                                                                                                             |
| 42 USC 2000d-2000d-7                          | <a href="#">Title VI, Civil Rights Act of 1964</a>                                                                                                                                 |
| 42 USC 2000e-2000e-17                         | <a href="#">Title VII, Civil Rights Act of 1964, as amended</a>                                                                                                                    |
| Management Resources                          | Description                                                                                                                                                                        |
| Court Decision                                | <a href="#">Tennessee v. Cardona (2024) 737 F.Supp.3d 510</a>                                                                                                                      |
| Court Decision                                | <a href="#">Davis v. Monroe County Board of Education (1999) 526 U.S. 629</a>                                                                                                      |
| Court Decision                                | <a href="#">Doe v. Petaluma City School District (1995, 9th Cir.) 54 F.3d 1447</a>                                                                                                 |
| Court Decision                                | <a href="#">Gebser v. Lago Vista Independent School District (1998) 524 U.S. 274</a>                                                                                               |
| Court Decision                                | <a href="#">Oona, by Kate S. v. McCaffrey (1998, 9th Cir.) 143 F.3d 473</a>                                                                                                        |
| Court Decision                                | <a href="#">Reese v. Jefferson School District (2001, 9th Cir.) 208 F.3d 736</a>                                                                                                   |
| Court Decision                                | <a href="#">Donovan v. Poway Unified School District (2008) 167 Cal.App.4th 567</a>                                                                                                |
| Court Decision                                | <a href="#">Flores v. Morgan Hill Unified School District (2003, 9th Cir.) 324 F.3d 1130</a>                                                                                       |
| CSBA Publication                              | <a href="#">Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011</a>                                                                                      |
| Federal Register                              | <a href="#">Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579</a> |
| U.S. DOE, Office for Civil Rights Publication | <a href="#">Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</a>                                                    |
| Website                                       | <a href="#">CSBA District and County Office of Education Legal Services</a>                                                                                                        |
| Website                                       | <a href="#">California Department of Education</a>                                                                                                                                 |
| Website                                       | <a href="#">CSBA</a>                                                                                                                                                               |

**Management Resources**

Website

**Description**U.S. Department of Education, Office for Civil Rights**Cross References**

0410

Nondiscrimination In District Programs And Activities

0450

Comprehensive Safety Plan

0450

Comprehensive Safety Plan

1114

District-Sponsored Social Media

1114

District-Sponsored Social Media

1312.1

Complaints Concerning District Employees

1312.1

Complaints Concerning District Employees

1312.3

Uniform Complaint Procedures

1312.3

Uniform Complaint Procedures

1312.3-E(1)

Uniform Complaint Procedures

1312.3-E(2)

Uniform Complaint Procedures

1313

Civility

3515.4

Recovery For Property Loss Or Damage

3515.4

Recovery For Property Loss Or Damage

3530

Risk Management/Insurance

3530

Risk Management/Insurance

3580

District Records

3580

District Records

4117.7

Employment Status Reports

4118

Dismissal/Suspension/Disciplinary Action

4118

Dismissal/Suspension/Disciplinary Action

4119.11

Sexual Harassment

4119.11

Sexual Harassment

4119.12

Title IX Sexual Harassment Complaint Procedures

4119.12-E(1)

Title IX Sexual Harassment Complaint Procedures

4131

Staff Development

4218

Dismissal/Suspension/Disciplinary Action

4218

Dismissal/Suspension/Disciplinary Action

4219.11

Sexual Harassment

4219.11

Sexual Harassment

4219.12

Title IX Sexual Harassment Complaint Procedures

4219.12-E(1)

Title IX Sexual Harassment Complaint Procedures

4219.21

Professional Standards

4219.21-E(1)

Professional Standards

4231

Staff Development

4317.7

Employment Status Reports

4319.11

Sexual Harassment



| Cross References | Description                                                              |
|------------------|--------------------------------------------------------------------------|
| 4319.11          | <u>Sexual Harassment</u>                                                 |
| 4319.12          | Title IX Sexual Harassment Complaint Procedures                          |
| 4319.12-E(1)     | <u>Title IX Sexual Harassment Complaint Procedures</u>                   |
| 4319.21          | <u>Professional Standards</u>                                            |
| 4319.21-E(1)     | <u>Professional Standards</u>                                            |
| 5125             | Student Records                                                          |
| 5125             | Student Records                                                          |
| 5131             | <u>Conduct</u>                                                           |
| 5131.2           | Bullying                                                                 |
| 5131.2           | Bullying                                                                 |
| 5131.5           | <u>Vandalism And Graffiti</u>                                            |
| 5132             | <u>Dress And Grooming</u>                                                |
| 5132             | Dress And Grooming                                                       |
| 5137             | <u>Positive School Climate</u>                                           |
| 5138             | <u>Conflict Resolution/Peer Mediation</u>                                |
| 5141.4           | Child Abuse Prevention And Reporting                                     |
| 5141.4           | <u>Child Abuse Prevention And Reporting</u>                              |
| 5141.52          | <u>Suicide Prevention</u>                                                |
| 5141.52          | Suicide Prevention                                                       |
| 5144             | Discipline                                                               |
| 5144             | <u>Discipline</u>                                                        |
| 5144.1           | Suspension And Expulsion/Due Process                                     |
| 5144.1           | Suspension And Expulsion/Due Process                                     |
| 5144.2           | <u>Suspension And Expulsion/Due Process (Students With Disabilities)</u> |
| 5145.2           | <u>Freedom Of Speech/Expression</u>                                      |
| 5145.2           | Freedom Of Speech/Expression                                             |
| 5145.3           | <u>Nondiscrimination/Harassment</u>                                      |
| 5145.3           | Nondiscrimination/Harassment                                             |
| 5145.6           | Parent/Guardian Notifications                                            |
| 5145.6-E(1)      | <u>Parent/Guardian Notifications</u>                                     |
| 5145.71          | <u>Title IX Sexual Harassment Complaint Procedures</u>                   |
| 5145.71-E(1)     | <u>Title IX Sexual Harassment Complaint Procedures</u>                   |
| 5145.9           | Hate-Motivated Behavior                                                  |
| 6142.1           | <u>Sexual Health And HIV/AIDS Prevention Instruction</u>                 |
| 6142.1           | <u>Sexual Health And HIV/AIDS Prevention Instruction</u>                 |
| 6142.8           | Comprehensive Health Education                                           |
| 6142.8           | Comprehensive Health Education                                           |
| 6145             | <u>Extracurricular And Cocurricular Activities</u>                       |
| 6145             | Extracurricular And Cocurricular Activities                              |
| 6145.2           | <u>Athletic Competition</u>                                              |

**Cross References**

6145.2

6163.4

6163.4-E(1)

**Description**

Athletic Competition

Student Use Of TechnologyStudent Use Of Technology

**Regulation 5145.7: Sexual Harassment**

Status: ADOPTED

Original Adopted Date: 10/01/2014 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

**Definitions**

**Sexual harassment** is a form of sex discrimination and means sexual harassment and other harassment on the basis of one, or a combination of two or more protected characteristics, which include, but may not be limited to, sex; gender; gender identity; gender expression; sexual orientation; sex stereotypes; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status. (Education Code 200, 210.2, 220, 221.51, 230, 260; Government Code 11135; 20 USC 1681-1688)

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 made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

Any prohibited conduct that occurs off campus or outside of district-related or district-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX, 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 student'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 student 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

**Title IX Coordinator/Compliance Officer**

The district designates the following individual as the responsible employee to coordinate its efforts to comply with Title IX. The individual shall also serve as the Compliance Officer specified in Administrative Regulation 1312.3 - Uniform Complaint Procedures and Administrative Regulation 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle student complaints alleging unlawful discrimination, as permitted by law. The Title IX Coordinator may be contacted at:

\_\_\_\_\_  
(title or position)  
\_\_\_\_\_  
(address)  
\_\_\_\_\_

(telephone number)

(email)

### **Notifications**

The Superintendent or designee shall notify students and parents/guardians that the district does not discriminate on the basis of sex as required by Title IX 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 students and parents/guardians of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

The Superintendent or designee shall ensure that a copy of the district's sexual harassment policy and regulation:

1. Is included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
2. Is displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
3. Is summarized on a poster, which shall be prominently and conspicuously displayed in each bathroom and locker room at each school

The poster may be displayed in public areas that are accessible to and frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment; the name, phone number, and email address of an appropriate school employee to contact to report sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school. (Education Code 231.6)

4. Is posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students (Education Code 234.6; 34 CFR 106.8)
5. Is provided as part of any orientation program conducted for new and continuing students at the time the student is enrolled or at the beginning of each quarter, semester, or summer session (Education Code 231.5)
6. Appears 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)

### **Reports and Complaints**

A student or a student's parent(s)/guardian(s) who believes that the student has been subjected to sexual harassment in a district program or activity or who has witnessed sexual harassment is strongly encouraged to report the incident to the district's Title IX Coordinator, a teacher, the principal, or any other available school employee. Within one workday of receiving such a report, the principal or other school employee shall forward the report to the district's Title IX Coordinator. Any school employee who observes an incident of sexual harassment shall, within one workday, report the observation to the Title IX Coordinator as specified in the accompanying Board policy. The report shall be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable district complaint procedures.

All complaints alleging sexual harassment against students in the school setting shall be investigated and resolved in accordance with law and district procedures. The district's 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 Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to Board Policy and Administrative Regulation 1312.3 - Uniform Complaint Procedures.

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

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| <b>State</b>         | <b>Description</b>                                                                                                                         |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 5 CCR 432            | <u>Student records</u>                                                                                                                     |
| 5 CCR 4600-4670      | Uniform complaint procedures                                                                                                               |
| 5 CCR 4900-4965      | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance                         |
| Civ. Code 1714.1     | <u>Liability of parent/guardian for act of willful misconduct by a minor</u>                                                               |
| Civ. Code 51.9       | <u>Liability for sexual harassment; business, service and professional relationships</u>                                                   |
| Ed. Code 200-262.4   | Prohibition of discrimination                                                                                                              |
| Ed. Code 220.1       | Prohibition of retaliation related to educational equity                                                                                   |
| Ed. Code 220.3       | No requirement to disclose information related to student's sexual orientation, gender identity, or gender expression                      |
| Ed. Code 220.5       | Prohibition of policies requiring disclosure of information related to student's sexual orientation, gender identity, or gender expression |
| Ed. Code 35292.5     | School restrooms; all-gender restrooms                                                                                                     |
| Ed. Code 48900       | <u>Grounds for suspension or expulsion</u>                                                                                                 |
| Ed. Code 48900.2     | <u>Additional grounds for suspension or expulsion: sexual harassment</u>                                                                   |
| Ed. Code 48904       | <u>Liability of parent/guardian for willful student misconduct</u>                                                                         |
| Ed. Code 48980       | Parent/Guardian notifications                                                                                                              |
| Ed. Code 48985       | <u>Notices to parents in language other than English</u>                                                                                   |
| Ed. Code 49060-49079 | <u>Student records</u>                                                                                                                     |
| Gov. Code 11135      | Prohibition of discrimination                                                                                                              |
| Gov. Code 12950.1    | <u>Sexual harassment training</u>                                                                                                          |
| <b>Federal</b>       | <b>Description</b>                                                                                                                         |
| 20 USC 1092          | <u>Definition of sexual assault</u>                                                                                                        |
| 20 USC 1221          | <u>Application of laws</u>                                                                                                                 |
| 20 USC 1232g         | Family Educational Rights and Privacy Act (FERPA) of 1974                                                                                  |
| 20 USC 1681-1688     | Title IX of the Education Amendments of 1972; discrimination based on sex                                                                  |
| 34 CFR 106.1-106.82  | <u>Nondiscrimination on the basis of sex in education programs or activities</u>                                                           |
| 34 CFR 99.1-99.67    | Family Educational Rights and Privacy                                                                                                      |
| 34 USC 12291         | <u>Definition of dating violence, domestic violence, and stalking</u>                                                                      |
| 42 USC 1983          | <u>Civil action for deprivation of rights</u>                                                                                              |

**Federal**

42 USC 2000d-2000d-7

42 USC 2000e-2000e-17

**Description**

Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended

**Management Resources**

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

CSBA Publication

Federal Register

U.S. DOE, Office for Civil Rights Publication

Website

Website

Website

Website

**Description**Tennessee v. Cardona (2024) 737 F.Supp.3d 510Davis v. Monroe County Board of Education (1999) 526 U.S. 629Doe v. Petaluma City School District (1995, 9th Cir.) 54 F.3d 1447Gebser v. Lago Vista Independent School District (1998) 524 U.S. 274Dona by Kate S. v. McCaffrey (1998, 9th Cir.) 143 F.3d 473Reese v. Jefferson School District (2001, 9th Cir.) 208 F.3d 736Donovan v. Poway Unified School District (2008) 167 Cal.App.4th 567Flores v. Morgan Hill Unified School District (2003, 9th Cir.) 324 F.3d 1130Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025CSBA District and County Office of Education Legal ServicesCalifornia Department of EducationCSBAU.S. Department of Education, Office for Civil Rights**Cross References**

0410

0450

0450

1114

1114

1312.1

1312.1

1312.3

1312.3

1312.3-E(1)

1312.3-E(2)

1313

3515.4

3515.4

3530

3530

3580

**Description**

Nondiscrimination in District Programs And Activities

Comprehensive Safety PlanComprehensive Safety Plan

District-Sponsored Social Media

District-Sponsored Social Media

Complaints Concerning District Employees

Complaints Concerning District EmployeesUniform Complaint ProceduresUniform Complaint ProceduresUniform Complaint ProceduresUniform Complaint Procedures

Civility

Recovery For Property Loss Or DamageRecovery For Property Loss Or Damage

Risk Management/Insurance

Risk Management/Insurance

District Records

**Cross References**

3580

4117.7

4118

4118

4119.11

4119.11

4119.12

4119.12-E(1)

4131

4218

4218

4219.11

4219.11

4219.12

4219.12-E(1)

4219.21

4219.21-E(1)

4231

4317.7

4319.11

4319.11

4319.12

4319.12-E(1)

4319.21

4319.21-E(1)

5125

5125

5131

5131.2

5131.2

5131.5

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5141.4

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5141.52

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5144

**Description**District RecordsEmployment Status ReportsDismissal/Suspension/Disciplinary ActionDismissal/Suspension/Disciplinary ActionSexual HarassmentSexual HarassmentTitle IX Sexual Harassment Complaint ProceduresTitle IX Sexual Harassment Complaint ProceduresStaff DevelopmentDismissal/Suspension/Disciplinary ActionDismissal/Suspension/Disciplinary ActionSexual HarassmentSexual HarassmentTitle IX Sexual Harassment Complaint ProceduresTitle IX Sexual Harassment Complaint ProceduresProfessional StandardsProfessional StandardsStaff DevelopmentEmployment Status ReportsSexual HarassmentSexual HarassmentTitle IX Sexual Harassment Complaint ProceduresTitle IX Sexual Harassment Complaint ProceduresProfessional StandardsProfessional StandardsStudent RecordsStudent RecordsConductBullyingBullyingVandalism And GraffitiDress And GroomingDress And GroomingPositive School ClimateConflict Resolution/Peer MediationChild Abuse Prevention And ReportingChild Abuse Prevention And ReportingSuicide PreventionSuicide PreventionDiscipline

| <b>Cross References</b> | <b>Description</b>                                                       |
|-------------------------|--------------------------------------------------------------------------|
| 5144                    | <u>Discipline</u>                                                        |
| 5144.1                  | <u>Suspension And Expulsion/Due Process</u>                              |
| 5144.1                  | <u>Suspension And Expulsion/Due Process</u>                              |
| 5144.2                  | <u>Suspension And Expulsion/Due Process (Students With Disabilities)</u> |
| 5145.2                  | <u>Freedom Of Speech/Expression</u>                                      |
| 5145.2                  | <u>Freedom Of Speech/Expression</u>                                      |
| 5145.3                  | <u>Nondiscrimination/Harassment</u>                                      |
| 5145.3                  | <u>Nondiscrimination/Harassment</u>                                      |
| 5145.6                  | <u>Parent/Guardian Notifications</u>                                     |
| 5145.6-E(1)             | <u>Parent/Guardian Notifications</u>                                     |
| 5145.71                 | <u>Title IX Sexual Harassment Complaint Procedures</u>                   |
| 5145.71-E(1)            | <u>Title IX Sexual Harassment Complaint Procedures</u>                   |
| 5145.9                  | <u>Hate-Motivated Behavior</u>                                           |
| 6142.1                  | <u>Sexual Health And HIV/AIDS Prevention Instruction</u>                 |
| 6142.1                  | <u>Sexual Health And HIV/AIDS Prevention Instruction</u>                 |
| 6142.8                  | <u>Comprehensive Health Education</u>                                    |
| 6142.8                  | <u>Comprehensive Health Education</u>                                    |
| 6145                    | <u>Extracurricular And Cocurricular Activities</u>                       |
| 6145                    | <u>Extracurricular And Cocurricular Activities</u>                       |
| 6145.2                  | <u>Athletic Competition</u>                                              |
| 6145.2                  | <u>Athletic Competition</u>                                              |
| 6163.4                  | <u>Student Use Of Technology</u>                                         |
| 6163.4-E(1)             | <u>Student Use Of Technology</u>                                         |



**Regulation 5145.71: Title IX Sexual Harassment Complaint Procedures**

Status: ADOPTED

Original Adopted Date: 07/01/2020 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a student, while in an education program or activity in which a district school exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student'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 student 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

For a complaint governed by Title IX based on conduct that occurred, in whole or in part, between August 1, 2024 and January 9, 2025, or prior to August 14, 2020, the Title IX Coordinator shall consult with district legal counsel to determine which procedures to use.

All other complaints alleging sexual harassment brought by or on behalf of students shall be investigated and resolved in accordance with Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures. The determination over which process shall be used to investigate and resolve a complaint shall be made by the district's Title IX Coordinator.

The Title IX Coordinator shall ensure that all requirements and timelines for Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures are concurrently met while implementing the Title IX procedure.

**Basic Requirements**

When implementing Title IX grievance procedures, the district shall: (34 CFR 106.45)

1. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent and by following a grievance process in accordance with 34 CFR 106.45 before the imposition of any disciplinary sanctions or other actions that are not supportive measures, as defined in 34 CFR 106.30, against a respondent

Remedies following a determination of responsibility for sexual harassment shall be designed to restore or preserve equal access to the district's education program or activity, and shall be provided in accordance with "Remedies," below.

2. Require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provide that credibility determination may not be based on a person's status as complainant, respondent, or witness
3. Ensure that the Title IX Coordinator, investigator, decisionmaker, or any person that facilitates an informal resolution process, does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and that such individuals receive training in accordance with 34 CFR 106.45
4. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process
5. Include reasonably prompt timeframes for the conclusion of the grievance process, including reasonably prompt timeframes for filing and resolving appeals, and informal resolution processes if appropriate and offered by the district

The district's procedures shall also include a process that allows for the temporary delay of the grievance procedures or the limited extension of timeframes for good cause with written notice to the complainant and

the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

6. Describe the range of, or list, the possible disciplinary sanctions and remedies that the district may implement following any determination of responsibility
7. State whether the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard or the clear and convincing evidence standard, and apply the same standard of evidence to formal complaints against students and employees and to all formal complaints of sexual harassment
8. Include the procedures and permissible bases for the complainant and respondent to appeal
9. Describe the range of supportive measures available to complainants and respondents
10. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege

Additionally, the district shall not disclose the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act statute or regulations, as required by law, or to carry out the purposes of Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising under Title IX. (34 CFR 106.30, 106.71)

#### **Reporting Allegations/Filing a Formal Complaint**

A student who is the alleged victim of sexual harassment or the student's parent/guardian may submit a report of sexual harassment to the district's Title IX Coordinator using the contact information listed in Administrative Regulation 5145.7 - Sexual Harassment, or to any other available school employee, who shall forward the report to the Title IX Coordinator within one workday of receiving the report.

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the right to file a formal complaint and the process for filing a formal complaint. (34 CFR 106.44)

A formal complaint shall include the complainant's physical or digital signature, or another indication that the complainant is the person filing the complaint, and be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

If the district has actual knowledge of sexual harassment or allegations of sexual harassment but the alleged victim does not file a formal complaint, the Title IX Coordinator may file a formal complaint and, in situations when an imminent safety threat exists, shall file a formal complaint. In such cases, the Title IX Coordinator shall provide the alleged victim notices as required by the Title IX regulations at specific points in the complaint process.

#### **Supportive Measures**

Upon receipt of a report of Title IX sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or even if no formal complaint has been filed. Such measures shall be nondisciplinary, nonpunitive, and designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment or to deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus. (34 CFR 106.30, 106.44)

The district shall maintain as confidential any supportive measures provided to the complainant or respondent, to the

extent that maintaining such confidentiality would not impair the district's ability to provide the supportive measures. (34 CFR 106.30)

#### **Emergency Removal from School**

If a student is the respondent, the district may remove the student from the district's education program or activity on an emergency basis, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal. Any such removal may not constitute discipline for student record purposes or Board Policy 5144 - Discipline. Additionally, this authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

#### **Dismissal of Complaint**

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30. Additionally, the Title IX Coordinator shall dismiss a formal complaint in which the alleged conduct did not occur in the district's education program or activity or did not occur against a person in the United States. In addition, the Title IX Coordinator may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer enrolled or employed by the district, or sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination with regard to the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties, and shall inform them of their right to appeal the dismissal in accordance with the appeal procedures described in the section "Appeals" below. (34 CFR 106.45)

If a complaint is dismissed, the conduct may still be addressed pursuant to Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures, as applicable.

#### **Informal Resolution Process**

When a formal complaint of sexual harassment is filed the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. (34 CFR 106.45)

The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint, including that the district shall not require such waiver as a condition of enrollment or employment or continuing enrollment or employment. (34 CFR 106.45)

As part of an informal resolution, the parties may agree upon discipline such as suspension or expulsion without the need for an investigation.

The district may facilitate an informal resolution process provided that the district: (34 CFR 106.45)

1. Provides the parties with written notice disclosing the allegations; the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; the right to withdraw from the informal process and resume the formal complaint process at any time prior to agreeing to a resolution; and any consequences resulting from the informal resolution process, including that records will be maintained or could be shared
2. Obtains the parties' voluntary, written consent to the informal resolution process
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student

#### **Written Notice**

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: (34 CFR 106.45)

1. The district's complaint process, including any informal resolution process
2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident if known

Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview. If, during the course of the investigation, new Title IX allegations arise about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process
4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence
5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process

The above notice may also include the name of the investigator, facilitator of an informal process, and decisionmaker and inform the parties that, if at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator.

#### **Consolidation of Complaints**

When the allegations of sexual harassment arise out of the same facts or circumstances, the district may consolidate formal complaints alleging sexual harassment against more than one respondent; by more than one complainant against one or more respondents; or by one party against another party. (34 CFR 106.45)

#### **Investigation Procedures**

During the investigation process, the district's designated investigator shall: (34 CFR 106.45)

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence
3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney
4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate
6. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint including evidence that the district does not intend to rely on in reaching a determination regarding responsibility and inculpatory and

exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to conclusion of the investigation

7. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report
8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

#### **Written Decision**

The Superintendent shall designate an employee as the decisionmaker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator or a person involved in the investigation. (34 CFR 106.45)

After the investigative report has been sent to the parties but before reaching a determination regarding responsibility, the decisionmaker shall afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The decisionmaker shall issue, and simultaneously provide to both parties, a written decision as to the scope of the respondent's responsibility for the alleged conduct, if any. (34 CFR 106.45)

The written decision shall be issued within 60 calendar days of the receipt of the complaint.

The district may extend the timeline for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. (34 CFR 106.45)

In making this determination, the decisionmaker shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment. The same standard of evidence shall be used for formal complaints against students as for complaints against employees. (34 CFR 106.45)

The written decision shall include the following: (34 CFR 106.45)

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30
2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the district includes hearings as part of the grievance process
3. Findings of fact supporting the determination
4. Conclusions regarding the application of the district's code of conduct or policies to the facts
5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's educational program or activity will be provided by the district to the

complainant

6. The district's procedures and permissible bases for the complainant and respondent to appeal

### Appeals

Either party may appeal the written decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decisionmaker(s) affected the outcome.

If an appeal is filed, the district shall: (34 CFR 106.45)

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties
2. Ensure that the decisionmaker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decisionmaker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator
3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome
4. Issue a written decision describing the result of the appeal and the rationale for the result
5. Provide the written decision simultaneously to both parties

An appeal shall be filed in writing within 10 calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

### Remedies

When a determination of responsibility for sexual harassment has been made against the respondent, the district shall provide remedies to the complainant as appropriate. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45)

### Corrective/Disciplinary Actions

The district may impose disciplinary sanctions or other actions after the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44, 106.45)

For students in grades 4-12, discipline for sexual harassment may include suspension and/or expulsion in accordance with Board Policy and Administrative Regulation 5144.1 - Suspension/Expulsion and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities). (Education Code 48900.2, 48915)

Other actions that may be taken with a student who is determined to be responsible for sexual harassment include, but are not limited to:

1. Transfer from a class or school as permitted by law
2. Conference with parent/guardian
3. Educating the student regarding the impact of the student's conduct on others
4. Positive behavior support
5. Referral of the student to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

### Record-Keeping

The Superintendent or designee shall maintain, for a period of seven years: (34 CFR 106.45)

1. A record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolution and the results therefrom
2. A record of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, including the district's basis for its conclusion that its response was not deliberately indifferent, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances
3. All materials used to train the Title IX Coordinator, Investigator(s), decisionmaker(s), and any person who facilitates an informal resolution process

The district shall make such training materials publicly available on its website, or if the district does not maintain a website, available upon request by members of the public.

For complaints containing allegations of childhood sexual assault, the Superintendent or designee shall also indefinitely maintain the following: (Code of Civil Procedure 340.1)

1. A record of the allegation(s)
2. A record of the investigation procedures followed
3. A record of the written determination
4. A record of the corrective action implemented, if any
5. A record of any appeals and the outcome of the same
6. All training materials addressing the prohibition and investigation of childhood sexual assault

Additionally, the Superintendent or designee shall indefinitely maintain a record of insurance which evidences the district's coverage for acts of sexual assault.

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State           | Description                  |
|-----------------|------------------------------|
| 5 CCR 4600-4670 | Uniform complaint procedures |

| <b>State</b>                                  | <b>Description</b>                                                                                                                                                        |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 CCR 4900-4965                               | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance                                                        |
| Civ. Code 1714.1                              | <u>Liability of parent/guardian for act of willful misconduct by a minor</u>                                                                                              |
| Civ. Code 51.9                                | <u>Liability for sexual harassment: business, service and professional relationships</u>                                                                                  |
| Ed. Code 200-262.4                            | Prohibition of discrimination                                                                                                                                             |
| Ed. Code 48900                                | <u>Grounds for suspension or expulsion</u>                                                                                                                                |
| Ed. Code 48900.2                              | <u>Additional grounds for suspension or expulsion: sexual harassment</u>                                                                                                  |
| Ed. Code 48985                                | Notices to parents in language other than English                                                                                                                         |
| Gov. Code 12950.1                             | <u>Sexual harassment training</u>                                                                                                                                         |
| <b>Federal</b>                                | <b>Description</b>                                                                                                                                                        |
| 20 USC 1092                                   | Definition of sexual assault                                                                                                                                              |
| 20 USC 1221                                   | Application of laws                                                                                                                                                       |
| 20 USC 1232g                                  | <u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>                                                                                                          |
| 20 USC 1681-1688                              | Title IX of the Education Amendments of 1972; discrimination based on sex                                                                                                 |
| 34 CFR 106.1-106.82                           | <u>Nondiscrimination on the basis of sex in education programs or activities</u>                                                                                          |
| 34 CFR 99.1-99.67                             | Family Educational Rights and Privacy                                                                                                                                     |
| 34 USC 12291                                  | <u>Definition of dating violence, domestic violence, and stalking</u>                                                                                                     |
| 42 USC 1983                                   | <u>Civil action for deprivation of rights</u>                                                                                                                             |
| 42 USC 2000d-2000d-7                          | Title VI, Civil Rights Act of 1964                                                                                                                                        |
| 42 USC 2000e-2000e-17                         | Title VII, Civil Rights Act of 1964, as amended                                                                                                                           |
| <b>Management Resources</b>                   | <b>Description</b>                                                                                                                                                        |
| Court Decision                                | Tennessee v. Cardona (2024) 737 F.Supp.3d 510                                                                                                                             |
| Court Decision                                | <u>Gebser v. Lago Vista Independent School District (1998) 524 U.S. 274</u>                                                                                               |
| Court Decision                                | <u>Oona by Kate S. v. McCaffrey (1998, 9th Cir.) 143 F.3d 473</u>                                                                                                         |
| Court Decision                                | <u>Reese v. Jefferson School District (2001, 9th Cir.) 208 F.3d 736</u>                                                                                                   |
| Court Decision                                | <u>Davis v. Monroe County Board of Education (1999) 526 U.S. 629</u>                                                                                                      |
| Court Decision                                | Doe v. Petaluma City School District (1995, 9th Cir.) 54 F.3d 1447                                                                                                        |
| Court Decision                                | <u>Donovan v. Poway Unified School District (2008) 167 Cal.App.4th 567</u>                                                                                                |
| Court Decision                                | <u>Flores v. Morgan Hill Unified School District (2003, 9th Cir.) 324 F.3d 1130</u>                                                                                       |
| Federal Register                              | <u>Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579</u> |
| U.S. DOE, Office for Civil Rights Publication | <u>Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</u>                                                    |
| U.S. DOJ, FBI Publication                     | National Incident-Based Reporting System                                                                                                                                  |
| Website                                       | <u>U.S. Department of Justice, Federal Bureau of Investigation</u>                                                                                                        |
| Website                                       | <u>CSBA District and County Office of Education Legal Services</u>                                                                                                        |
| Website                                       | California Department of Education                                                                                                                                        |
| Website                                       | <u>CSBA</u>                                                                                                                                                               |
| Website                                       | <u>U.S. Department of Education, Office for Civil Rights</u>                                                                                                              |



**Cross References****Description**

|              |                                                              |
|--------------|--------------------------------------------------------------|
| 0410         | <u>Nondiscrimination In District Programs And Activities</u> |
| 1312.3       | <u>Uniform Complaint Procedures</u>                          |
| 1312.3       | <u>Uniform Complaint Procedures</u>                          |
| 1312.3-E(1)  | <u>Uniform Complaint Procedures</u>                          |
| 1312.3-E(2)  | <u>Uniform Complaint Procedures</u>                          |
| 1313         | <u>Civility</u>                                              |
| 3552         | <u>Summer Meal Program</u>                                   |
| 3552         | <u>Summer Meal Program</u>                                   |
| 3580         | <u>District Records</u>                                      |
| 3580         | <u>District Records</u>                                      |
| 4030         | <u>Nondiscrimination In Employment</u>                       |
| 4030         | <u>Nondiscrimination In Employment</u>                       |
| 4117.7       | <u>Employment Status Reports</u>                             |
| 4118         | <u>Dismissal/Suspension/Disciplinary Action</u>              |
| 4118         | <u>Dismissal/Suspension/Disciplinary Action</u>              |
| 4119.11      | <u>Sexual Harassment</u>                                     |
| 4119.11      | <u>Sexual Harassment</u>                                     |
| 4119.12      | <u>Title IX Sexual Harassment Complaint Procedures</u>       |
| 4119.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>       |
| 4131         | <u>Staff Development</u>                                     |
| 4218         | <u>Dismissal/Suspension/Disciplinary Action</u>              |
| 4218         | <u>Dismissal/Suspension/Disciplinary Action</u>              |
| 4219.11      | <u>Sexual Harassment</u>                                     |
| 4219.11      | <u>Sexual Harassment</u>                                     |
| 4219.12      | <u>Title IX Sexual Harassment Complaint Procedures</u>       |
| 4219.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>       |
| 4317.7       | <u>Employment Status Reports</u>                             |
| 4319.11      | <u>Sexual Harassment</u>                                     |
| 4319.11      | <u>Sexual Harassment</u>                                     |
| 4319.12      | <u>Title IX Sexual Harassment Complaint Procedures</u>       |
| 4319.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u>       |
| 5030         | <u>Student Wellness</u>                                      |
| 5141.4       | <u>Child Abuse Prevention And Reporting</u>                  |
| 5141.4       | <u>Child Abuse Prevention And Reporting</u>                  |
| 5141.52      | <u>Suicide Prevention</u>                                    |
| 5141.52      | <u>Suicide Prevention</u>                                    |
| 5144         | <u>Discipline</u>                                            |
| 5144         | <u>Discipline</u>                                            |
| 5144.1       | <u>Suspension And Expulsion/Due Process</u>                  |
| 5144.1       | <u>Suspension And Expulsion/Due Process</u>                  |

**Cross References**

5145.3

5145.3

5145.7

5145.7

5145.9

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6159

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6164.5

6164.5

6164.6

6164.6

**Description**Nondiscrimination/HarassmentNondiscrimination/HarassmentSexual HarassmentSexual HarassmentHate-Motivated BehaviorExtracurricular And Cocurricular ActivitiesExtracurricular And Cocurricular ActivitiesIndividualized Education ProgramIndividualized Education ProgramStudent Success TeamsStudent Success TeamsIdentification And Education Under Section 504Identification And Education Under Section 504

**Exhibit 5145.71-E(1): Title IX Sexual Harassment Complaint Procedures**

Status: ADOPTED

Original Adopted Date: 10/01/2020 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

**NOTICE OF TITLE IX SEXUAL HARASSMENT POLICY**

The district shall not discriminate on the basis of sex in any education program or activity that it operates. The prohibition against discrimination on the basis of sex is required by federal law (20 USC 1681-1688; 34 CFR Part 106) and extends to admission and employment. The district also prohibits retaliation against any student for filing a complaint or exercising any right granted under Title IX.

The district shall take prompt and equitable action to address any potential Title IX violations that are brought to its attention. Any inquiries about the application of Title IX, this notice, and who is protected by Title IX may be referred to the district's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The following employee serves as the district's Title IX Coordinator and is responsible for addressing concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment:

(name and/or title/position)

(address)

(telephone number)

(email address)

Any individual may report sex discrimination, including sexual harassment, to the Title IX Coordinator or any other school employee at any time, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon receiving an allegation of sexual harassment, the Title IX Coordinator shall promptly notify the parties, in writing, of the applicable district complaint procedure.

To view an electronic copy of the district's policies and administrative regulations on sexual harassment, including the grievance process that complies with 34 CFR 106.45, please see Board Policy/Administrative Regulation 5145.7 - Sexual Harassment and Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures on the district's website at (insert website link)

To inspect or obtain a copy of the district's sexual harassment policies and administrative regulations, please contact: (insert location/phone/email of contact person)

Materials used to train the Title IX Coordinator, investigator(s), decisionmakers, and any person(s) who facilitates an informal resolution process are also publicly available on the district's website or at the district office upon request.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State              | Description                                                                                                        |
|--------------------|--------------------------------------------------------------------------------------------------------------------|
| 5 CCR 4600-4670    | Uniform complaint procedures                                                                                       |
| 5 CCR 4900-4965    | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance |
| Civ. Code 1714.1   | Liability of parent/guardian for act of willful misconduct by a minor                                              |
| Civ. Code 51.9     | Liability for sexual harassment, business, service, and professional relationships                                 |
| Ed. Code 200-262.4 | Prohibition of discrimination                                                                                      |
| Ed. Code 48900     | Grounds for suspension or expulsion                                                                                |

**State**

Ed. Code 48900.2  
Ed. Code 48985  
Gov. Code 12950.1

**Description**

Additional grounds for suspension or expulsion; sexual harassment  
Notices to parents in language other than English  
Sexual harassment training

**Federal**

20 USC 1092  
20 USC 1221  
20 USC 1232g  
20 USC 1681-1688  
34 CFR 106.1-106.82  
34 CFR 99.1-99.67  
34 USC 12291  
42 USC 1983  
42 USC 2000d-2000d-7  
42 USC 2000e-2000e-17

**Description**

Definition of sexual assault  
Application of laws  
Family Educational Rights and Privacy Act (FERPA) of 1974  
Title IX of the Education Amendments of 1972; discrimination based on sex  
Nondiscrimination on the basis of sex in education programs or activities  
Family Educational Rights and Privacy  
Definition of dating violence, domestic violence, and stalking  
Civil action for deprivation of rights  
Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended

**Management Resources**

Court Decision  
Court Decision  
Court Decision  
Court Decision  
Court Decision  
Court Decision  
Court Decision  
Court Decision

**Description**

Tennessee v. Cardona (2024) 737 F.Supp.3d 510  
Gabser v. Lago Vista Independent School District (1998) 524 U.S. 274  
Ona by Kate S. v. McCaffrey (1998, 9th Cir.) 143 F.3d 473  
Reese v. Jefferson School District (2001, 9th Cir.) 208 F.3d 736  
Davis v. Monroe County Board of Education (1999) 526 U.S. 629  
Doe v. Petaluma City School District (1995, 9th Cir.) 54 F.3d 1447  
Donovan v. Poway Unified School District (2008) 167 Cal.App.4th 567  
Flores v. Morgan Hill Unified School District (2003, 9th Cir.) 324 F.3d 1130

**Federal Register**

Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579

**U.S. DOE, Office for Civil Rights Publication**

Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025

**U.S. DOJ, FBI Publication**

National Incident-Based Reporting System

**Website**

U.S. Department of Justice, Federal Bureau of Investigation

**Website**

CSBA District and County Office of Education Legal Services

**Website**

California Department of Education

**Website**

CSBA

**Website**

U.S. Department of Education, Office for Civil Rights

**Cross References**

0410  
1312.3  
1312.3  
1312.3-E(1)

**Description**

Nondiscrimination In District Programs And Activities  
Uniform Complaint Procedures  
Uniform Complaint Procedures  
Uniform Complaint Procedures

**Cross References****Description**

|              |                                                        |
|--------------|--------------------------------------------------------|
| 1312.3-E(2)  | <u>Uniform Complaint Procedures</u>                    |
| 1313         | <u>Civility</u>                                        |
| 3552         | <u>Summer Meal Program</u>                             |
| 3552         | <u>Summer Meal Program</u>                             |
| 3580         | <u>District Records</u>                                |
| 3580         | <u>District Records</u>                                |
| 4030         | <u>Nondiscrimination In Employment</u>                 |
| 4030         | <u>Nondiscrimination In Employment</u>                 |
| 4117.7       | <u>Employment Status Reports</u>                       |
| 4118         | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4118         | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4119.11      | <u>Sexual Harassment</u>                               |
| 4119.11      | <u>Sexual Harassment</u>                               |
| 4119.12      | <u>Title IX Sexual Harassment Complaint Procedures</u> |
| 4119.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u> |
| 4131         | <u>Staff Development</u>                               |
| 4218         | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4218         | <u>Dismissal/Suspension/Disciplinary Action</u>        |
| 4219.11      | <u>Sexual Harassment</u>                               |
| 4219.11      | <u>Sexual Harassment</u>                               |
| 4219.12      | <u>Title IX Sexual Harassment Complaint Procedures</u> |
| 4219.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u> |
| 4317.7       | <u>Employment Status Reports</u>                       |
| 4319.11      | <u>Sexual Harassment</u>                               |
| 4319.11      | <u>Sexual Harassment</u>                               |
| 4319.12      | <u>Title IX Sexual Harassment Complaint Procedures</u> |
| 4319.12-E(1) | <u>Title IX Sexual Harassment Complaint Procedures</u> |
| 5030         | <u>Student Wellness</u>                                |
| 5141.4       | <u>Child Abuse Prevention And Reporting</u>            |
| 5141.4       | <u>Child Abuse Prevention And Reporting</u>            |
| 5141.52      | <u>Suicide Prevention</u>                              |
| 5141.52      | <u>Suicide Prevention</u>                              |
| 5144         | <u>Discipline</u>                                      |
| 5144         | <u>Discipline</u>                                      |
| 5144.1       | <u>Suspension And Expulsion/Due Process</u>            |
| 5144.1       | <u>Suspension And Expulsion/Due Process</u>            |
| 5145.3       | <u>Nondiscrimination/Harassment</u>                    |
| 5145.3       | <u>Nondiscrimination/Harassment</u>                    |
| 5145.7       | <u>Sexual Harassment</u>                               |
| 5145.7       | <u>Sexual Harassment</u>                               |

**Cross References**

5145.9

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6164.5

6164.5

6164.6

6164.6

**Description**Hate-Motivated BehaviorExtracurricular And Cocurricular ActivitiesExtracurricular And Cocurricular ActivitiesIndividualized Education ProgramIndividualized Education ProgramStudent Success TeamsStudent Success TeamsIdentification And Education Under Section 504Identification And Education Under Section 504

**Policy 5146: Married/Pregnant/Parenting Students**

Status: ADOPTED

Original Adopted Date: 12/01/2013 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board recognizes that responsibilities pertaining to marriage, pregnancy, or parenting, including related obligations, conditions, or recovery, may disrupt a student's education and increase the chance of a student dropping out of school. The Board desires to minimize interruption to such students' educational progress by supporting married, pregnant, and parenting students in their continued education, assisting them to attain strong academic and parenting skills, and promoting the healthy development of their child(ren).

The district shall not exclude or deny any student from any educational program or activity, including any class or extracurricular activity, solely on the basis of the student's actual or potential pregnancy, childbirth, false pregnancy, termination of pregnancy, or related conditions or recovery. In addition, the district shall not adopt any rule concerning a student's actual or potential parental, family, or marital status that treats a student differently on the basis of sex. (Education Code 221.51, 230; 5 CCR 4950; 34 CFR 106.40)

In accordance with Board Policy/Exhibit(1) 5145.6 - Parent/Guardian Notifications, the Superintendent or designee shall annually notify parents/guardians at the beginning of the school year of the rights and options available to pregnant and parenting students under the law. In addition, pregnant and parenting students shall be notified of the rights and options available under the law through annual school year welcome packets and through independent study packets. (Education Code 222.5, 48980)

For district-related purposes, a student under 18 years of age who enters into a valid marriage is an emancipated minor who shall have all the rights and privileges of students who are 18 years of age or older, even if the marriage has been dissolved. (Family Code 7002)

Such rights include, but are not limited to, those related to the verification of student absences as specified in Administrative Regulation 5113 - Absences and Excuses, application for a work permit as specified in Administrative Regulation 5113.2 - Work Permits, and access to student records as specified in Administrative Regulation 5125 - Student Records.

**Education and Support Services for Pregnant and Parenting Students**

Pregnant and parenting students shall retain the right to participate in the regular education program or an alternative education program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or the student's child.

Any alternative education program, activity, or course that is offered separately to students who are pregnant or parenting, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary. (Education Code 221.51; 5 CCR 4950)

If required for students with any other temporary disabling condition, the Superintendent or designee may require a student, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or related conditions or recovery, to obtain certification from a physician or nurse practitioner indicating that the student is physically and emotionally able to continue participation in the education program or activity. (Education Code 221.51; 5 CCR 4950; 34 CFR 106.40)

To the extent feasible, the district shall provide educational and related support services, either directly or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:

1. Child care and development services for the children of parenting students on or near school site(s) during the school day and during district-sponsored activities

2. Parenting education and life skills instruction
3. Special school nutrition supplements for pregnant and lactating students pursuant to Education Code 49553, 42 USC 1786, and 7 CFR 246.1-246.28
4. Health care services, including prenatal care
5. Tobacco, alcohol, and/or drug prevention and intervention services
6. Academic and personal counseling
7. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation

As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development.

#### **Absences**

Students who are pregnant or parenting may be excused for absences for medical appointments and other purposes specified in Board Policy/Administrative Regulation 5113 - Absences and Excuses.

A student shall be excused for absences to care for a sick child for whom the student is the custodial parent. A note from a physician shall not be required for such an absence. (Education Code 48205)

#### **Parental Leave**

A student who is pregnant or parenting shall be entitled to parental leave as permitted by law. The period of the leave shall be the greater of eight weeks, or the length of time deemed medically necessary by the student's healthcare provider. Such leave may be taken before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. (Education Code 46015; 34 CFR 106.40)

The student, if 18 years of age or older, or the student's educational rights holder shall notify the district of the student's intent to take parental leave, although failure to do so does not abridge any of the rights provided to the student under this policy. (Education Code 46015)

No student shall be required to take all or part of the parental leave. (Education Code 46015)

When a student takes parental leave, the attendance supervisor shall ensure that absences from the regular school program are excused until the student is able to return to the regular school program or an alternative education program. A student who is pregnant or parenting, or has related conditions, shall not be required to complete academic work or other school requirements during the period of the parental leave. (Education Code 46015)

Following the leave, a student who is pregnant or parenting, or has related conditions, may elect to return to the school and the course of study in which the student was enrolled before taking parental leave or to an alternative education option provided by the district. (Education Code 46015)

Upon return to school, a student who is pregnant or parenting shall have opportunities to make up work missed during the leave, including, but not limited to, makeup work plans and reenrollment in courses. (Education Code 46015)

When necessary to complete high school graduation requirements, the student may remain enrolled in school for a fifth year of instruction, unless the Superintendent or designee makes a finding that the student is reasonably able to complete district graduation requirements in time to graduate by the end of the fourth year of high school. (Education Code 46015)

#### **Accommodations**



When necessary, the district shall provide accommodations to enable a student who is pregnant or parenting to access the educational program.

Additionally, a student who is pregnant, experiences a false pregnancy, or terminates a pregnancy, or who must recover from any of these, shall have access to any services available to other students with temporary medical conditions. (34 CFR 106.40)

The district shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to: (Education Code 222)

1. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk
3. Access to a power source for a breast pump or any other equipment used to express breast milk
4. Access to a place to store expressed breast milk safely
5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child

#### Complaints

Any complaint alleging discrimination on the basis of a student's actual or potential pregnancy, marital, or parental status; district noncompliance with the requirements of Education Code 46015; or district noncompliance with the requirement to provide reasonable accommodations for lactating students shall be investigated and resolved in accordance with Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures.

#### Program Evaluation

The Superintendent or designee shall periodically report to the Board regarding the effectiveness of district strategies to support married, pregnant, and parenting students, which may include data on student participation in district programs and services, academic achievement, attendance, graduation rate, and/or student feedback on district programs and services.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                  | Description                                                         |
|------------------------|---------------------------------------------------------------------|
| 22 CCR 101151-101239.2 | General requirements; licensed child care centers                   |
| 22 CCR 101351-101439.1 | Infant care centers                                                 |
| 5 CCR 4600-4670        | Uniform complaint procedures                                        |
| 5 CCR 4950             | <u>Nondiscrimination; marital and parental status</u>               |
| Ed. Code 221.51        | <u>Nondiscrimination; married, pregnant, and parenting students</u> |
| Ed. Code 222           | <u>Reasonable accommodations; lactating students</u>                |
| Ed. Code 222.5         | <u>Pregnant and parenting students; notification of rights</u>      |
| Ed. Code 230           | <u>Sex discrimination</u>                                           |
| Ed. Code 46015         | <u>Parental leave</u>                                               |
| Ed. Code 48050         | <u>Residents of adjoining states</u>                                |
| Ed. Code 48205         | <u>Excused absences</u>                                             |
| Ed. Code 48206.3       | <u>Temporary disability; definition</u>                             |
| Ed. Code 48220         | <u>Compulsory education requirement</u>                             |

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|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>State</b>                                  | <b>Description</b>                                                                                                                                                        |
| Ed. Code 48410                                | <u>Persons exempted from continuation classes</u>                                                                                                                         |
| Ed. Code 48980                                | <u>Parent/Guardian notifications</u>                                                                                                                                      |
| Ed. Code 49553                                | <u>Nutrition supplements for pregnant/lactating students</u>                                                                                                              |
| Ed. Code 51220.5                              | <u>Parenting skills and education</u>                                                                                                                                     |
| Ed. Code 51745                                | <u>Independent study</u>                                                                                                                                                  |
| Ed. Code 52610.5                              | <u>Enrollment of pregnant and parenting students in adult education</u>                                                                                                   |
| Ed. Code 8200-8490                            | <u>Child Care and Development Services Act</u>                                                                                                                            |
| Fam. Code 7002                                | <u>Description of emancipated minor</u>                                                                                                                                   |
| H&S Code 104460                               | <u>Tobacco prevention services for pregnant and parenting students</u>                                                                                                    |
| <b>Federal</b>                                | <b>Description</b>                                                                                                                                                        |
| 20 USC 1681-1688                              | <u>Title IX of the Education Amendments of 1972; discrimination based on sex</u>                                                                                          |
| 34 CFR 106.1-106.82                           | <u>Discrimination on the basis of sex; effectuating Title IX</u>                                                                                                          |
| 34 CFR 106.40                                 | <u>Marital or parental status</u>                                                                                                                                         |
| 42 USC 1786                                   | <u>Special supplemental nutrition program for women, infants, and children</u>                                                                                            |
| 7 CFR 246.1-246.28                            | <u>Special supplemental nutrition program for women, infants, and children</u>                                                                                            |
| <b>Management Resources</b>                   | <b>Description</b>                                                                                                                                                        |
| Attorney General Opinion                      | <u>87 Ops.Cal.Atty.Gen. 168 (2004)</u>                                                                                                                                    |
| California Women's Law Center Publication     | <u>Pregnant Students and Confidential Medical Services, 2013</u>                                                                                                          |
| Court Decision                                | <u>Tennessee v. Cardona (2024) 737 F.Supp.3d 510</u>                                                                                                                      |
| Court Decision                                | <u>American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307</u>                                                                                        |
| Federal Register                              | <u>Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020. Vol. 85, No. 92, pages 30026-30579</u> |
| U.S. DOE, Office for Civil Rights Publication | <u>Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</u>                                                    |
| Website                                       | <u>CSBA District and County Office of Education Legal Services</u>                                                                                                        |
| Website                                       | <u>California Women's Law Center</u>                                                                                                                                      |
| Website                                       | <u>U.S. Department of Agriculture, Women, Infants, and Children Program</u>                                                                                               |
| Website                                       | <u>U.S. Department of Education</u>                                                                                                                                       |
| Website                                       | <u>California Department of Education</u>                                                                                                                                 |
| <b>Cross References</b>                       | <b>Description</b>                                                                                                                                                        |
| 0410                                          | <u>Nondiscrimination In District Programs And Activities</u>                                                                                                              |
| 1312.3                                        | <u>Uniform Complaint Procedures</u>                                                                                                                                       |
| 1312.3                                        | <u>Uniform Complaint Procedures</u>                                                                                                                                       |
| 1312.3-E(1)                                   | <u>Uniform Complaint Procedures</u>                                                                                                                                       |
| 1312.3-E(2)                                   | <u>Uniform Complaint Procedures</u>                                                                                                                                       |
| 1400                                          | <u>Relations Between Other Governmental Agencies And The Schools</u>                                                                                                      |
| 4131                                          | <u>Staff Development</u>                                                                                                                                                  |
| 5030                                          | <u>Student Wellness</u>                                                                                                                                                   |

**Cross References**

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**Description**Exemptions From AttendanceExemptions From AttendanceAbsences And ExcusesAbsences And ExcusesChronic Absence And TruancyChronic Absence And TruancyAttendance SupervisionDistrict School Attendance Review BoardDistrict School Attendance Review BoardWork PermitsWork PermitsStudent RecordsStudent RecordsAlcohol And Other DrugsAlcohol And Other DrugsTobaccoTobaccoAvailability Of CondomsSchool Health ServicesSchool Health ServicesNondiscrimination/HarassmentNondiscrimination/HarassmentParent/Guardian NotificationsParent/Guardian NotificationsDropout PreventionChild Care And DevelopmentChild Care And DevelopmentSexual Health And HIV/AIDS Prevention InstructionSexual Health And HIV/AIDS Prevention InstructionComprehensive Health EducationComprehensive Health EducationCourses Of StudyCourses Of StudyIndependent StudyIndependent StudyStudent Success TeamsStudent Success TeamsContinuation EducationContinuation Education

**Policy 6142.91: Reading/Language Arts Instruction**

**Status:** ADOPTED

**Original Adopted Date:** 07/01/2005 | **Last Revised Date:** 06/01/2025 | **Last Reviewed Date:** 06/01/2025

The Governing Board recognizes that reading and other language arts constitute the basic foundation for learning in other areas of study. The Board desires to offer a comprehensive, balanced reading/language arts program that ensures all students have the skills necessary to read fluently and for meaning, and develops students' appreciation for literature. The program shall integrate reading, and oral and written language arts activities in order to build effective communication skills, including listening, speaking, and composition.

For each grade level, the Board shall adopt instructional materials that meet or exceed the Common Core State Standards in the following strands:

1. Reading: Foundational skills, text complexity and analysis, and the growth of comprehension
2. Writing: Text types, responding to reading, production and distribution of writings, and research
3. Speaking and listening: Oral language development, comprehension, flexible communication, and collaboration
4. Language: Conventions, effective use, knowledge of language, and vocabulary

The Superintendent or designee shall ensure that the district's program offers sufficient access to standards-aligned textbooks and other instructional materials. The program shall provide instructional materials of varying levels of difficulty, including fiction and nonfiction works, so that students are continually reading at an appropriate level. In addition, technology should be available to support all areas of literacy.

**Screening for Risk of Reading Difficulties**

The Board shall adopt, at a public meeting, one or more screening instruments to assess students in grades kindergarten-2 for risk of reading difficulties. The screening instrument(s) adopted by the Board shall provide assessments for both English-speaking and non-English speaking students, in languages reflecting the primary languages of students in the district, to the extent assessments in those languages are available. (Education Code 53008)

The district shall annually assess each student in grades kindergarten-2 for risk of reading difficulties. In determining when during the school year to screen students, the district shall consider whether students have received sufficient instruction in foundational reading skills to support a valid assessment. The district may provide additional student screenings or diagnostic evaluations, as appropriate. (Education Code 53008)

If a student enrolls for the first time in grades kindergarten-2 after the screening instrument(s) has been administered, the district shall assess the student within 45 calendar days of enrollment, unless either: (Education Code 53008)

1. The student's parent/guardian opts out of the screening in writing
2. The student's parent/guardian provides documentation or the district has documentation that the student has had a similar screening in their prior school for their current grade and the parent/guardian was made aware of the results

Students who do not speak sufficient English to be screened with an English-language instrument shall be screened in their primary language if a screening instrument in their primary language is available. If a screening instrument is not available in at least one language in which a student is proficient, the student shall be screened in accordance with Education Code 53008.

When a student acquires sufficient English language knowledge and fluency to be able to be assessed using the district's screening instrument, or if a screening instrument in their primary language becomes available, the district shall assess that student using the appropriate screening instrument. (Education Code 53008)

A student may be exempted from the screening for risk of reading difficulties if the parent/guardian provides prior written consent and the student meets any of the following criteria: (Education Code 53008)

1. Has a current identification or diagnosis of a reading difficulty, reading disorder, or other disability
2. Is eligible for special education and related services pursuant to the Individuals with Disabilities Education Act (IDEA) or a plan pursuant to Section 504 of the Rehabilitation Act of 1973
3. Is in the process of being assessed for eligibility for special education and related services pursuant to IDEA or a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, and the student is being evaluated with diagnostic assessments that make screening for risk of reading difficulties redundant

The district shall, no later than 15 calendar days before administration of the screening instrument(s), provide parents/guardians of students eligible for screening for risk of reading difficulties with information about the screening, including the date(s) of the screening and instructions for how parents/guardians can opt out of their child's screening. (Education Code 53008)

### Staffing and Professional Development

Teachers are expected to use a variety of instructional strategies to accommodate the needs of beginning readers and the varying abilities of more advanced readers. The program shall provide ongoing diagnosis of students' skills and, as needed, may provide supplementary instruction during the school day and/or outside the regular school session to assist students who are experiencing difficulty learning to read.

The Superintendent or designee shall make available professional development opportunities that are designed to provide instructional staff with knowledge about how students develop language skills, the ability to analyze students' literacy levels, and mastery of a variety of instructional strategies and materials.

Employees administering screening instruments for risk of reading difficulties shall be appropriately trained to administer the instrument. (Education Code 53008)

### Program Evaluation

The Superintendent or designee shall provide the Board with data from state and district reading assessments and program evaluations to enable the Board to monitor program effectiveness.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State                  | Description                                                                         |
|------------------------|-------------------------------------------------------------------------------------|
| 5 CCR 11980-11985.6    | <u>Mathematics and Reading Professional Development Program (AB 466 trainings)</u>  |
| 5 CCR 11991-11991.2    | <u>Reading First achievement index</u>                                              |
| Ed. Code 33530-33548   | <u>Instructional Quality Commission</u>                                             |
| Ed. Code 44755-44757.5 | <u>Teacher Reading Instruction Development Program, K-3</u>                         |
| Ed. Code 51210         | <u>Course of study for grades 1-6</u>                                               |
| Ed. Code 51220         | <u>Course of study for grades 7-12</u>                                              |
| Ed. Code 51225.3       | <u>High school graduation requirements</u>                                          |
| Ed. Code 53008         | <u>Screening for risk of reading difficulties</u>                                   |
| Ed. Code 60119         | <u>Sufficiency of textbooks and instructional materials; hearing and resolution</u> |
| Ed. Code 60200.4       | <u>Fundamental skills</u>                                                           |
| Ed. Code 60207         | <u>Curriculum frameworks</u>                                                        |
| Ed. Code 60350-60352   | <u>Core reading program instructional materials</u>                                 |

|                                                |                                                                                                                                                               |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>State</b>                                   | <b>Description</b>                                                                                                                                            |
| Ed. Code 60605                                 | <u>State-adopted content and performance standards in core curricular areas</u>                                                                               |
| Ed. Code 60605.8                               | <u>Common Core standards</u>                                                                                                                                  |
| Ed. Code 99220-99221                           | <u>California Reading Professional Development Institutes</u>                                                                                                 |
| Ed. Code 99230-99242                           | <u>Mathematics and Reading Professional Development Program (AB 466 trainings)</u>                                                                            |
| <b>Federal</b>                                 | <b>Description</b>                                                                                                                                            |
| 20 USC 6381-6381k                              | <u>Even Start Family Literacy Program</u>                                                                                                                     |
| 20 USC 6383                                    | <u>Improving literacy through school libraries</u>                                                                                                            |
| <b>Management Resources</b>                    | <b>Description</b>                                                                                                                                            |
| California Department of Education Publication | <u>California Comprehensive State Literacy Plan (Draft), rev. May 2025</u>                                                                                    |
| California Department of Education Publication | <u>English Language Arts/English Language Development Framework for California Public Schools: Kindergarten through Grade Twelve, 2014</u>                    |
| California Department of Education Publication | <u>Recommended Literature: Kindergarten Through Grade Twelve</u>                                                                                              |
| California Department of Education Publication | <u>California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. March 2013</u> |
| Website                                        | <u>CSBA District and County Office of Education Legal Services</u>                                                                                            |
| Website                                        | <u>CSBA</u>                                                                                                                                                   |
| Website                                        | <u>California Department of Education</u>                                                                                                                     |
| <b>Cross References</b>                        | <b>Description</b>                                                                                                                                            |
| 0500                                           | <u>Accountability</u>                                                                                                                                         |
| 4131                                           | <u>Staff Development</u>                                                                                                                                      |
| 4222                                           | <u>Teacher Aides/Paraprofessionals</u>                                                                                                                        |
| 4222                                           | <u>Teacher Aides/Paraprofessionals</u>                                                                                                                        |
| 4231                                           | <u>Staff Development</u>                                                                                                                                      |
| 4331                                           | <u>Staff Development</u>                                                                                                                                      |
| 5148.2                                         | <u>Before/After School Programs</u>                                                                                                                           |
| 5148.2                                         | <u>Before/After School Programs</u>                                                                                                                           |
| 6011                                           | <u>Academic Standards</u>                                                                                                                                     |
| 6120                                           | <u>Response To Instruction And Intervention</u>                                                                                                               |
| 6141                                           | <u>Curriculum Development And Evaluation</u>                                                                                                                  |
| 6141                                           | <u>Curriculum Development And Evaluation</u>                                                                                                                  |
| 6141.4                                         | <u>International Baccalaureate Program</u>                                                                                                                    |
| 6142.94                                        | <u>History-Social Science Instruction</u>                                                                                                                     |
| 6143                                           | <u>Courses Of Study</u>                                                                                                                                       |
| 6143                                           | <u>Courses Of Study</u>                                                                                                                                       |
| 6146.1                                         | <u>High School Graduation Requirements</u>                                                                                                                    |
| 6146.4                                         | <u>Differential Graduation And Competency Standards For Students With Disabilities</u>                                                                        |
| 6161.1                                         | <u>Selection And Evaluation Of Instructional Materials</u>                                                                                                    |

**Cross References**

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**Description**Selection And Evaluation Of Instructional MaterialsSelection And Evaluation Of Instructional MaterialsSupplementary Instructional MaterialsStudent AssessmentState Academic Achievement TestsState Academic Achievement TestsLibrary Media CentersGifted And Talented Student ProgramGifted And Talented Student ProgramEducation For English LearnersEducation For English LearnersWeekend/Saturday ClassesSummer Learning ProgramsSupplemental InstructionEvaluation Of The Instructional Program

**Policy 6145.2: Athletic Competition**

Status: **ADOPTED**

Original Adopted Date: 11/01/2011 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board recognizes that the district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The district's athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to attract wide participation.

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship. Athletic events shall be officiated by qualified personnel.

The Board encourages business and community support for district athletic programs, subject to the district's advertising and promotion policy and regulation and other applicable district policies and regulations.

**Nondiscrimination and Equivalent Opportunities in the Athletic Program**

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law, including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname.

Derogatory Native American terms, including Apaches, Big Reds, Braves, Chiefs, Chieftains, Chippowa, Comanches, Indians, Redskins, Savages, Squaw, and Tribe, shall not be used for any school or athletic team name, mascot, or nickname, unless permitted in accordance with Education Code 221.3. Any district school using or in which any such derogatory term is being used, shall complete the implementation of a new school or athletic team name, mascot, or nickname before the start of the 2028-2029 school year.

If a school selects a new school or athletic team name due to this prohibition, then any purchases or replacements of materials or fixtures due required by the implementation of the new name shall be completed before the start of the 2028-2029 school year. (Education Code 221.3)

The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for males and females, and that students are permitted to participate in athletic activities consistent with their gender identity.

Any complaint alleging discrimination in the district's athletic program shall be filed in accordance with the appropriate complaint procedures.

The district shall post on its website the California Department of Education's (CDE) standardized incident form to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events, including information on how to submit a completed incident form. (Education Code 33353)

**California Interscholastic Federation**

Any district school that participates in the California Interscholastic Federation (CIF) shall conduct its athletic activities in accordance with CIF bylaws and rules and any applicable district policy and regulation. The Superintendent or designee shall have responsibility for the district's interscholastic athletic program, while the principal or designee at each participating school shall be responsible for site-level decisions, as appropriate.

The Board shall annually designate a representative to the local CIF league from each school that participates in CIF sports. The Superintendent or designee shall recommend a candidate for the position who demonstrates an understanding of the district's goals for student learning and interscholastic activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the district, and interpersonal communication and leadership skills.

The designated representative(s) shall vote on issues that impact interscholastic athletics at the league and section



levels, perform any other duties required by the CIF league, and report regularly to the Board on league, section, and statewide issues related to athletic programs.

### **Student Eligibility**

Eligibility requirements for student participation in the district's interscholastic athletic program, including requirements pertaining to academic achievement, shall be the same as those set by the district for participation in extracurricular and cocurricular activities.

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by CIF satisfy CIF eligibility requirements.

Students shall not be charged a fee to participate in an athletic program, including, but not limited to, a fee to cover the cost of uniforms, locks, lockers, or athletic equipment.

### **Sportsmanship**

The Board values the quality and integrity of the athletic program and the character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also teach, enforce, advocate, and model the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and abide by the applicable Code of Conduct adopted by CIF.

Students and staff shall be subject to disciplinary action for improper conduct.

### **Health and Safety**

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities.

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic training and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

The Superintendent or designee shall develop a written emergency action plan that describes the location of emergency medical equipment, including automated external defibrillator(s), and procedures to be followed in the event of sudden cardiac arrest or other medical emergency related to the athletic program's activities or events, including concussion and heat illness. The plan shall include a description of the manner and frequency at which the procedures to be followed in the event of medical emergencies will be rehearsed, based on coaches training requirements specified in Education Code 35179.1. The plan shall be posted in accordance with guidelines of the National Federation of State High School Associations. (Education Code 35179.4)

Coaches and/or athletic trainers shall comply with any training required by law and in accordance with the accompanying administrative regulation and Administrative Regulation 4127/4227/4327 - Temporary Athletic Team Coaches.

In the event of a serious injury or a perceived imminent risk to a student's health during or immediately after an athletic activity, the coach or any other district employee who is present shall remove the student athlete from the activity, observe universal precautions in handling blood or other bodily fluid, and/or seek medical treatment for the

student as appropriate.

Whenever a serious injury or illness is suffered by a student athlete, the Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury or illness suffered by the student and any actions taken to treat the student.

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| <b>State</b>             | <b>Description</b>                                                                                                          |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| 5 CCR 350                | <u>Fees not permitted</u>                                                                                                   |
| 5 CCR 4900-4965          | <u>Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance</u>   |
| 5 CCR 4920-4922          | <u>Nondiscrimination in intramural, interscholastic, and club activities</u>                                                |
| 5 CCR 5590-5596          | <u>Duties of temporary athletic team coaches</u>                                                                            |
| Ed. Code 17578           | <u>Cleaning and sterilizing of football equipment</u>                                                                       |
| Ed. Code 17580-17581     | <u>Football equipment</u>                                                                                                   |
| Ed. Code 200-262.4       | <u>Prohibition of discrimination</u>                                                                                        |
| Ed. Code 32220-32224     | <u>Insurance for athletic teams</u>                                                                                         |
| Ed. Code 32221.5         | <u>Insurance for athletic team members</u>                                                                                  |
| Ed. Code 33315           | <u>Uniform complaint procedures</u>                                                                                         |
| Ed. Code 33353-33353.5   | <u>California Interscholastic Federation; implementation of policies, insurance program</u>                                 |
| Ed. Code 33354           | <u>California Department of Education authority over interscholastic athletics</u>                                          |
| Ed. Code 33479-33479.9   | <u>The Eric Parades Sudden Cardiac Arrest Prevention Act</u>                                                                |
| Ed. Code 35160.5         | <u>Intradistrict open enrollment</u>                                                                                        |
| Ed. Code 35179           | <u>Interscholastic athletics; associations or consortia</u>                                                                 |
| Ed. Code 35179.1         | <u>California High School Coaching Education and Training Program</u>                                                       |
| Ed. Code 35179.4         | <u>Emergency action plan</u>                                                                                                |
| Ed. Code 35179.5         | <u>Interscholastic athletics; limitation on full-contact practices</u>                                                      |
| Ed. Code 35179.6         | <u>School-sponsored on-campus event in or around swimming pool</u>                                                          |
| Ed. Code 35179.8         | <u>Development of guidelines, procedures, and safety standards for prevention and management of exertional heat illness</u> |
| Ed. Code 48850           | <u>Academic achievement of students in foster care and homeless children</u>                                                |
| Ed. Code 48900           | <u>Grounds for suspension or expulsion</u>                                                                                  |
| Ed. Code 48930-48938     | <u>Student organizations</u>                                                                                                |
| Ed. Code 49010-49013     | <u>Student fees</u>                                                                                                         |
| Ed. Code 49020-49023     | <u>Athletic programs; legislative intent, equal opportunity</u>                                                             |
| Ed. Code 49030-49034     | <u>Performance enhancing substances</u>                                                                                     |
| Ed. Code 49458           | <u>Health examinations; interscholastic athletic program</u>                                                                |
| Ed. Code 49475           | <u>Health and safety; concussions and head injuries</u>                                                                     |
| Ed. Code 49700-49701     | <u>Education of children of military families</u>                                                                           |
| Ed. Code 51242           | <u>Exemption from physical education for athletic program participants</u>                                                  |
| H&S Code 124238-124238.5 | <u>Nevada Youth Sports Safety Act</u>                                                                                       |

| <b>State</b>                                       | <b>Description</b>                                                                                                                      |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| H&S Code 1797.196                                  | <a href="#">Automated external defibrillators; notification of use and locations</a>                                                    |
| Pen. Code 245.6                                    | <a href="#">Lazing</a>                                                                                                                  |
| <b>Federal</b>                                     | <b>Description</b>                                                                                                                      |
| 20 USC 1681-1688                                   | <a href="#">Title IX of the Education Amendments of 1972; discrimination based on sex</a>                                               |
| 34 CFR 106.31                                      | <a href="#">Nondiscrimination on the basis of sex in education programs or activities</a>                                               |
| 34 CFR 106.33                                      | <a href="#">Nondiscrimination on the basis of sex; comparable facilities</a>                                                            |
| 34 CFR 106.41                                      | <a href="#">Nondiscrimination in athletic programs</a>                                                                                  |
| <b>Management Resources</b>                        | <b>Description</b>                                                                                                                      |
| California Department of Education Publication     | <a href="#">Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 23-02, November 2023</a>                                |
| California Interscholastic Federation Publication  | <a href="#">Code of Conduct for Parents/Guardians</a>                                                                                   |
| California Interscholastic Federation Publication  | <a href="#">Code of Conduct for Coaches</a>                                                                                             |
| California Interscholastic Federation Publication  | <a href="#">Code of Conduct for Student-Athletes</a>                                                                                    |
| California Interscholastic Federation Publication  | <a href="#">Athletic Department Emergency Action Plan: Response Teams</a>                                                               |
| California Interscholastic Federation Publication  | <a href="#">Event Emergency Guidelines, 2013</a>                                                                                        |
| California Interscholastic Federation Publication  | <a href="#">California Interscholastic Federation Constitution and Bylaws</a>                                                           |
| California Interscholastic Federation Publication  | <a href="#">Guidelines for Gender Identity Participation</a>                                                                            |
| California Interscholastic Federation Publication  | <a href="#">Keep Their Heart in the Game: A Sudden Cardiac Arrest Information Sheet for Athletes and Parents/Guardians</a>              |
| California Interscholastic Federation Publication  | <a href="#">Pursuing Victory with Honor, 1999</a>                                                                                       |
| California Interscholastic Federation Publication  | <a href="#">A Guide to Equity in Athletics</a>                                                                                          |
| Centers for Disease Control&Prevention Publication | <a href="#">Acute Concussion Evaluation (ACE) Care Plan, 2006</a>                                                                       |
| Centers for Disease Control&Prevention Publication | <a href="#">Heads Up</a>                                                                                                                |
| Court Decision                                     | <a href="#">Hartzell v. Connell (1984) 35 Cal. 3d 899</a>                                                                               |
| Court Decision                                     | <a href="#">Kahn v. East Side Union High School District (2003) 31 Cal. 4th 990</a>                                                     |
| Court Decision                                     | <a href="#">Mansourian v. Regents of University of California (2010) 602 P.3d 957</a>                                                   |
| Court Decision                                     | <a href="#">McCormick v. School District of Mamaroneck (2004) 370 F.3d 275</a>                                                          |
| U.S. DOE Office for Civil Rights Publication       | <a href="#">Intercollegiate Athletics Policy Clarification: The Three-Part Test - Part Three, Dear Colleague Letter, April 20, 2010</a> |
| Website                                            | <a href="#">Anyone Can Save A Life</a>                                                                                                  |
| Website                                            | <a href="#">CSBA District and County Office of Education Legal Services</a>                                                             |
| Website                                            | <a href="#">California Interscholastic Federation</a>                                                                                   |
| Website                                            | <a href="#">Centers for Disease Control and Prevention, Concussion Resources</a>                                                        |
| Website                                            | <a href="#">National Federation of State High School Associations</a>                                                                   |
| Website                                            | <a href="#">National Operating Committee on Standards for Athletic Equipment</a>                                                        |
| Website                                            | <a href="#">U.S. Anti-Doping Agency</a>                                                                                                 |
| Website                                            | <a href="#">U.S. Department of Education, Office for Civil Rights</a>                                                                   |
| Website                                            | <a href="#">CSBA</a>                                                                                                                    |
| Website                                            | <a href="#">California Department of Education</a>                                                                                      |

| <b>Cross References</b> | <b>Description</b>                                           |
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| 0410                    | <u>Nondiscrimination In District Programs And Activities</u> |
| 0500                    | <u>Accountability</u>                                        |
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| 1113                    | <u>District And School Websites</u>                          |
| 1113-E(1)               | <u>District And School Websites</u>                          |
| 1230                    | <u>School-Connected Organizations</u>                        |
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| 4119.42                 | <u>Exposure Control Plan For Bloodborne Pathogens</u>        |
| 4119.42                 | <u>Exposure Control Plan For Bloodborne Pathogens</u>        |
| 4119.42-E(1)            | <u>Exposure Control Plan For Bloodborne Pathogens</u>        |
| 4119.43                 | <u>Universal Precautions</u>                                 |
| 4119.43                 | <u>Universal Precautions</u>                                 |
| 4127                    | <u>Temporary Athletic Team Coaches</u>                       |

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|              |                                                                  |
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| 4127         | <u>Temporary Athletic Team Coaches</u>                           |
| 4218         | <u>Dismissal/Suspension/Disciplinary Action</u>                  |
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| 4219.42      | <u>Exposure Control Plan For Bloodborne Pathogens</u>            |
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| 4219.42-E(1) | <u>Exposure Control Plan For Bloodborne Pathogens</u>            |
| 4219.43      | <u>Universal Precautions</u>                                     |
| 4219.43      | <u>Universal Precautions</u>                                     |
| 4227         | <u>Temporary Athletic Team Coaches</u>                           |
| 4227         | <u>Temporary Athletic Team Coaches</u>                           |
| 4319.42      | <u>Exposure Control Plan For Bloodborne Pathogens</u>            |
| 4319.42      | <u>Exposure Control Plan For Bloodborne Pathogens</u>            |
| 4319.42-E(1) | <u>Exposure Control Plan For Bloodborne Pathogens</u>            |
| 4319.43      | <u>Universal Precautions</u>                                     |
| 4319.43      | <u>Universal Precautions</u>                                     |
| 4327         | <u>Temporary Athletic Team Coaches</u>                           |
| 4327         | <u>Temporary Athletic Team Coaches</u>                           |
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| 5111.1       | <u>District Residency</u>                                        |
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| 5137         | <u>Positive School Climate</u>                                   |
| 5141         | <u>Health Care And Emergencies</u>                               |
| 5141         | <u>Health Care And Emergencies</u>                               |
| 5141.21      | <u>Administering Medication And Monitoring Health Conditions</u> |
| 5141.21      | <u>Administering Medication And Monitoring Health Conditions</u> |
| 5141.22      | <u>Infectious Diseases</u>                                       |
| 5141.22      | <u>Infectious Diseases</u>                                       |

**Cross References****Description**

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| 5141.3      | Health Examinations                                                      |
| 5141.3      | <u>Health Examinations</u>                                               |
| 5141.4      | Child Abuse Prevention And Reporting                                     |
| 5141.4      | <u>Child Abuse Prevention And Reporting</u>                              |
| 5141.52     | <u>Suicide Prevention</u>                                                |
| 5141.52     | Suicide Prevention                                                       |
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| 6145.6      | International Exchange                                                   |
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| 6146.11     | <u>Alternative Credits Toward Graduation</u>                             |
| 6146.11     | Alternative Credits Toward Graduation                                    |
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| 6164.6      | Identification And Education Under Section 504                           |
| 6164.6      | <u>Identification And Education Under Section 504</u>                    |
| 6173        | <u>Education For Homeless Children</u>                                   |

**Cross References**

6173

6173-E(1)

6173-E(2)

6173.1

6173.1

6173.2

6173.2

7110

**Description**Education For Homeless ChildrenEducation For Homeless ChildrenEducation For Homeless ChildrenEducation For Foster YouthEducation For Foster YouthEducation Of Children Of Military FamiliesEducation Of Children Of Military FamiliesFacilities Master Plan

**Regulation 6145.2: Athletic Competition**

Status: ADOPTED

Original Adopted Date: 05/01/2017 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

**Nondiscrimination and Equivalent Opportunities in the Athletic Program**

No student shall be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics on the basis of any actual or perceived characteristic specified in law and Board Policy 0410 - Nondiscrimination in District Programs and Activities. (Education Code 220, 221.5, 230 5 CCR 4920, 34 CFR 106.41)

The Superintendent or designee may provide single-sex teams when selection for the teams is based on competitive skills. (5 CCR 4921; 34 CFR 106.41)

Each student shall be allowed to participate in any single-sex athletic program or activity consistent with the student's gender identity, irrespective of the gender listed on the student's records, for which the student is otherwise eligible to participate. (Education Code 221.5)

When a school provides only one team in a particular sport for members of one sex, but provides no team in the same sport for members of the other sex, and athletic opportunities in the total program for that sex have been previously limited, members of the excluded sex shall be allowed to try out and compete with the team. The same standards for eligibility shall be applied to every student trying out for the team, regardless of sex, sexual orientation, gender, gender identity, gender expression, or other protected group status. (5 CCR 4921; 34 CFR 106.41)

The Superintendent or designee shall ensure that equivalent opportunities are available to both sexes in athletic programs by considering, among other factors: (5 CCR 4922; 34 CFR 106.41)

1. Whether the offered selection of sports and levels of competition effectively accommodate the interests and abilities of both sexes

The athletic program may be found to effectively accommodate the interests and abilities of both sexes using any one of the following tests: (Education Code 230, 5 CCR 4922)

- a. Whether the interscholastic-level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments
  - b. Where the members of one sex have been and are underrepresented among interscholastic athletes, whether the district can show a history and a continuing practice of program expansion that is demonstrably responsive to the developing interests and abilities of the members of that sex
  - c. Where the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and continuing practice of program expansion as required in item #1b above, whether the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program
2. The provision and maintenance of equipment and supplies
  3. Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices
  4. Travel and per diem allowances
  5. Opportunities to receive coaching and academic tutoring
  6. Assignment and compensation of coaches and tutors



7. Provision of locker rooms, practice facilities, and competitive facilities
8. Provision of medical and training facilities and services
9. Provision of housing and dining facilities and services
10. Publicity
11. Provision of necessary funds

Each school that offers competitive athletics shall, at the end of the school year, post on its school website, or on the district website if the school does not have a website, the following information: (Education Code 221.9)

1. The total enrollment of the school, classified by gender
2. The number of students enrolled at the school who participate in competitive athletics, classified by gender
3. The number of boys' and girls' teams, classified by sport and by competition level

The data reported for items #1-3 above shall reflect the total number of players on a team roster on the official first day of competition. The materials used to compile this information shall be retained by the school for at least three years after the information is posted on the website. (Education Code 221.9)

#### **Concussions and Head Injuries**

The Superintendent or designee shall annually distribute to student athletes and their parents/guardians an information sheet on concussions and head injuries. The student and parent/guardian shall sign and return the information sheet before the student initiates practice or competition. (Education Code 49475)

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the signs and symptoms of, and the appropriate response to, concussions. (Education Code 35179.1, 49032)

If a student athlete is suspected of sustaining a concussion or head injury in an athletic activity, the student shall be immediately removed from the activity for the remainder of the day. The student shall not be permitted to return to the activity until the student is evaluated by a licensed health care provider trained in the management of concussions and receives the health care provider's written clearance to return to the activity. If the health care provider determines that the student sustained a concussion or a head injury, the student shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider. (Education Code 49475)

A middle school or high school football team shall not hold a full-contact practice during the off-season and shall not conduct more than two full-contact practices per week during the preseason and regular season (from 30 days before the commencement of the regular season until the completion of the final interscholastic football game of that season). In addition, the full-contact portion of a practice shall not exceed 90 minutes in any single day. For these purposes, full-contact practice means a practice where drills or live action is conducted that involves collisions at game speed, where players execute tackles and other activity that is typical of an actual tackle football game. (Education Code 35179.5)

#### **Heat Illness**

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the signs and symptoms of, and the appropriate response to, heat illness, including heat cramps, heat syncope, heat exhaustion, and exertional heat stroke. (Education Code 35179.1, 49032)

To assist in the prevention of heat illness, coaches and/or athletic trainers shall gradually increase the intensity and duration of exercise to acclimate student athletes to practice in the heat, provide adequate rest breaks, make water

available during all athletic activities, and alter practice plans in extreme environmental conditions.

#### **Sudden Cardiac Arrest**

The Superintendent or designee shall distribute the California Interscholastic Federation (CIF) information sheet on sudden cardiac arrest to all student athletes who will be participating in a CIF-governed athletic activity and to their parents/guardians. The student and parent/guardian shall sign and return the information sheet prior to the student's participation in the athletic activity. If an athletic activity is not covered by CIF, the student and parent/guardian shall, prior to the student's participation in the athletic activity, sign and return an acknowledgement that they have received and reviewed the sudden cardiac arrest information posted on the California Department of Education's website. (Education Code 33479.2, 33479.3)

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the signs and symptoms of, and the appropriate response to, sudden cardiac arrest. (Education Code 33479.6, 33479.7, 35179.1, 49032)

If a student athlete passes out or faints, or is known to have passed out or fainted, while participating in or immediately following participation in an athletic activity, the student shall be removed from participation at that time. If a student exhibits any other symptoms of sudden cardiac arrest, including seizures during exercise, unexplained shortness of breath, chest pains, dizziness, racing heart rate, or extreme fatigue, the student may be removed from participation by a coach or other employee who observes these symptoms. If any such symptoms are observed, notification shall be given to the student's parent/guardian so that the parent/guardian can determine the treatment, if any, the student should seek. A student who has been removed from participation shall not be permitted to return until the student is evaluated and given written clearance to return to participation by a health care provider. (Education Code 33479.2, 33479.5)

#### **Automated External Defibrillators**

The Superintendent or designee shall acquire at least one automated external defibrillator (AED) for each district school that participates in any interscholastic athletic program and shall make the AED(s) available to coaches, athletic trainers, and/or other authorized persons at athletic activities or events for the purpose of providing emergency care or treatment to students, spectators, and other individuals in attendance at the athletic program's on-campus activities and events. (Education Code 35179.6)

The district shall comply with all requirements of Health and Safety Code 1797.196 pertaining to any AED acquired by the district, including, but not limited to, regular maintenance and testing of the AED, and the provision and posting of information regarding the location of any AED and proper use of the AED. (Education Code 35179.6; Health and Safety Code 1797.196)

#### **Additional Notifications**

Before students participate in practice or competition as part of interscholastic athletic activities, the Superintendent or designee shall, in addition to providing the students and their parents/guardians with the notices described above, send a notice to the students and their parents/guardians which:

1. Contains information about the procedures for filing a discrimination complaint that arises out of an interscholastic athletic activity, including the name of the district's Compliance Officer/Title IX Coordinator
2. Includes a copy of students' Title IX rights pursuant to Education Code 221.8
3. Explains that there is an element of risk associated with all athletic competitions and that the district cannot guarantee that students will not be injured, despite a commitment to every participant's health and welfare
4. Provides information about insurance protection pursuant to Education Code 32221.5

5. Requests parental permission for the student to participate in the program and, if appropriate, to be transported by the district to and from competitions
6. States the district's expectation that students adhere strictly to all safety rules, regulations, and instructions, as well as rules and guidelines related to conduct and sportsmanship
7. Includes a copy of the local CIF league rules
8. Includes information about the CIF bylaw and district policy requiring any student athlete and the student's parent/guardian to sign a statement that the student will not use steroids, unless prescribed by a licensed health care practitioner, and will not use prohibited dietary supplements that include substances banned by the U.S. Anti-Doping Agency
9. Includes the opioid fact sheet published by the Centers for Disease Control and Prevention in accordance with Education Code 49476

The district shall provide this fact sheet annually to each student athlete and shall require the student and the student's parent/guardian to sign a document acknowledging receipt of the fact sheet.

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| <b>State</b>           | <b>Description</b>                                                                                                          |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| 5 CCR 350              | <u>Fees not permitted</u>                                                                                                   |
| 5 CCR 4900-4965        | <u>Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance</u>   |
| 5 CCR 4920-4922        | <u>Nondiscrimination in intramural, interscholastic, and club activities</u>                                                |
| 5 CCR 5590-5596        | <u>Duties of temporary athletic team coaches</u>                                                                            |
| Ed. Code 17578         | <u>Cleaning and sterilizing of football equipment</u>                                                                       |
| Ed. Code 17580-17581   | <u>Football equipment</u>                                                                                                   |
| Ed. Code 200-262.4     | <u>Prohibition of discrimination</u>                                                                                        |
| Ed. Code 32220-32224   | <u>Insurance for athletic teams</u>                                                                                         |
| Ed. Code 32221.5       | <u>Insurance for athletic team members</u>                                                                                  |
| Ed. Code 33315         | <u>Uniform complaint procedures</u>                                                                                         |
| Ed. Code 33353-33353.5 | <u>California Interscholastic Federation: implementation of policies, insurance program</u>                                 |
| Ed. Code 33354         | <u>California Department of Education authority over interscholastic athletics</u>                                          |
| Ed. Code 33479-33479.9 | <u>The Eric Parades Sudden Cardiac Arrest Prevention Act</u>                                                                |
| Ed. Code 35160.5       | <u>Intradistrict open enrollment</u>                                                                                        |
| Ed. Code 35179         | <u>Interscholastic athletics: associations or consortia</u>                                                                 |
| Ed. Code 35179.1       | <u>California High School Coaching Education and Training Program</u>                                                       |
| Ed. Code 35179.4       | <u>Emergency action plan</u>                                                                                                |
| Ed. Code 35179.5       | <u>Interscholastic athletics: limitation on full-contact practices</u>                                                      |
| Ed. Code 35179.6       | <u>School-sponsored on-campus event in or around swimming pool</u>                                                          |
| Ed. Code 35179.8       | <u>Development of guidelines, procedures, and safety standards for prevention and management of exertional heat illness</u> |
| Ed. Code 48850         | <u>Academic achievement of students in foster care and homeless children</u>                                                |
| Ed. Code 48900         | <u>Grounds for suspension or expulsion</u>                                                                                  |
| Ed. Code 48930-48938   | <u>Student organizations</u>                                                                                                |

| <b>State</b>                                       | <b>Description</b>                                                                                                             |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Ed. Code 49010-49013                               | <u>Student fees</u>                                                                                                            |
| Ed. Code 49020-49023                               | <u>Athletic programs; legislative intent; equal opportunity</u>                                                                |
| Ed. Code 49030-49034                               | <u>Performance enhancing substances</u>                                                                                        |
| Ed. Code 49458                                     | <u>Health examinations; interscholastic athletic program</u>                                                                   |
| Ed. Code 49475                                     | <u>Health and safety; concussions and head injuries</u>                                                                        |
| Ed. Code 49700-49701                               | <u>Education of children of military families</u>                                                                              |
| Ed. Code 51242                                     | <u>Exemption from physical education for athletic program participants</u>                                                     |
| H&S Code 124238-124238.5                           | <u>Nevada Youth Sports Safety Act</u>                                                                                          |
| H&S Code 1797.196                                  | <u>Automated external defibrillators; notification of use and locations</u>                                                    |
| Pen. Code 245.6                                    | <u>Hazing</u>                                                                                                                  |
| <b>Federal</b>                                     | <b>Description</b>                                                                                                             |
| 20 USC 1681-1688                                   | <u>Title IX of the Education Amendments of 1972; discrimination based on sex</u>                                               |
| 34 CFR 106.31                                      | <u>Nondiscrimination on the basis of sex in education programs or activities</u>                                               |
| 34 CFR 106.33                                      | <u>Nondiscrimination on the basis of sex; comparable facilities</u>                                                            |
| 34 CFR 106.41                                      | <u>Nondiscrimination in athletic programs</u>                                                                                  |
| <b>Management Resources</b>                        | <b>Description</b>                                                                                                             |
| California Department of Education Publication     | <u>Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 23-02, November 2023</u>                                |
| California Interscholastic Federation Publication  | <u>Code of Conduct for Parents/Guardians</u>                                                                                   |
| California Interscholastic Federation Publication  | <u>Code of Conduct for Coaches</u>                                                                                             |
| California Interscholastic Federation Publication  | <u>Code of Conduct for Student-Athletes</u>                                                                                    |
| California Interscholastic Federation Publication  | <u>Athletic Department Emergency Action Plan: Response Teams</u>                                                               |
| California Interscholastic Federation Publication  | <u>Event Emergency Guidelines, 2013</u>                                                                                        |
| California Interscholastic Federation Publication  | <u>California Interscholastic Federation Constitution and Bylaws</u>                                                           |
| California Interscholastic Federation Publication  | <u>Guidelines for Gender Identity Participation</u>                                                                            |
| California Interscholastic Federation Publication  | <u>Keep Their Heart in the Game: A Sudden Cardiac Arrest Information Sheet for Athletes and Parents/Guardians</u>              |
| California Interscholastic Federation Publication  | <u>Pursuing Victory with Honor, 1999</u>                                                                                       |
| California Interscholastic Federation Publication  | <u>A Guide to Equity in Athletics</u>                                                                                          |
| Centers for Disease Control&Prevention Publication | <u>Acute Concussion Evaluation (ACE) Care Plan, 2006</u>                                                                       |
| Centers for Disease Control&Prevention Publication | <u>Heads Up</u>                                                                                                                |
| Court Decision                                     | <u>Hartzell v. Connell (1984) 35 Cal. 3d 899</u>                                                                               |
| Court Decision                                     | <u>Kahn v. East Side Union High School District (2003) 31 Cal. 4th 990</u>                                                     |
| Court Decision                                     | <u>Mansourian v. Regents of University of California (2010) 602 F. 3d 957</u>                                                  |
| Court Decision                                     | <u>McCormick v. School District of Mamaroneck (2004) 370 F.3d 275</u>                                                          |
| U.S. DOE Office for Civil Rights Publication       | <u>Intercollegiate Athletics Policy Clarification: The Three-Part Test - Part Three, Dear Colleague Letter, April 20, 2010</u> |
| Website                                            | <u>Anyone Can Save A Life</u>                                                                                                  |
| Website                                            | <u>CSBA District and County Office of Education Legal Services</u>                                                             |

**Management Resources**

Website

Website

Website

Website

Website

Website

Website

Website

**Description**California Interscholastic FederationCenters for Disease Control and Prevention, Concussion ResourcesNational Federation of State High School AssociationsNational Operating Committee on Standards for Athletic EquipmentU.S. Anti-Doping AgencyU.S. Department of Education, Office for Civil RightsC58ACalifornia Department of Education**Cross References**

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3541.1-E(1)

3541.1-E(2)

**Description**Nondiscrimination In District Programs And ActivitiesAccountabilityDistrict And School WebsitesDistrict And School WebsitesDistrict And School WebsitesSchool-Connected OrganizationsSchool-Connected OrganizationsEducational FoundationUniform Complaint ProceduresUniform Complaint ProceduresUniform Complaint ProceduresUniform Complaint ProceduresSolicitation Of Funds From And By StudentsSolicitation Of Funds From And By StudentsAdvertising And PromotionJoint Use AgreementsRelations Between Private Industry And The SchoolsFees And ChargesFees And ChargesStudent Activity FundsDrug And Alcohol Free SchoolsEnvironmental SafetyEnvironmental SafetyDisruptionsDisruptionsRisk Management/InsuranceRisk Management/InsuranceTransportation For School-Related TripsTransportation For School-Related TripsTransportation For School-Related Trips

**Cross References**

3580

3580

4118

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4119.42

4119.42

4119.42-E(1)

4119.43

4119.43

4127

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4218

4218

4219.42

4219.42

4219.42-E(1)

4219.43

4219.43

4227

4227

4319.42

4319.42

4319.42-E(1)

4319.43

4319.43

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5111.1

5111.1

5113.11

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5125

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5131.1

5131.1

5131.4

5131.4

**Description**District RecordsDistrict RecordsDismissal/Suspension/Disciplinary ActionDismissal/Suspension/Disciplinary ActionExposure Control Plan For Bloodborne PathogensExposure Control Plan For Bloodborne PathogensExposure Control Plan For Bloodborne PathogensUniversal PrecautionsUniversal PrecautionsTemporary Athletic Team CoachesTemporary Athletic Team CoachesDismissal/Suspension/Disciplinary ActionDismissal/Suspension/Disciplinary ActionExposure Control Plan For Bloodborne PathogensExposure Control Plan For Bloodborne PathogensExposure Control Plan For Bloodborne PathogensUniversal PrecautionsUniversal PrecautionsTemporary Athletic Team CoachesTemporary Athletic Team CoachesExposure Control Plan For Bloodborne PathogensExposure Control Plan For Bloodborne PathogensExposure Control Plan For Bloodborne PathogensUniversal PrecautionsUniversal PrecautionsTemporary Athletic Team CoachesTemporary Athletic Team CoachesStudent WellnessDistrict ResidencyDistrict ResidencyAttendance SupervisionGrades/Evaluation Of Student AchievementGrades/Evaluation Of Student AchievementStudent RecordsStudent RecordsConductBus ConductBus ConductStudent DisturbancesStudent Disturbances

**Cross References**

|             | <b>Description</b>                                                       |
|-------------|--------------------------------------------------------------------------|
| 5131.61     | Drug Testing                                                             |
| 5131.63     | <u>Steroids</u>                                                          |
| 5131.63     | <u>Steroids</u>                                                          |
| 5137        | Positive School Climate                                                  |
| 5141        | <u>Health Care And Emergencies</u>                                       |
| 5141        | <u>Health Care And Emergencies</u>                                       |
| 5141.21     | <u>Administering Medication And Monitoring Health Conditions</u>         |
| 5141.21     | <u>Administering Medication And Monitoring Health Conditions</u>         |
| 5141.22     | <u>Infectious Diseases</u>                                               |
| 5141.22     | <u>Infectious Diseases</u>                                               |
| 5141.3      | <u>Health Examinations</u>                                               |
| 5141.3      | <u>Health Examinations</u>                                               |
| 5141.4      | <u>Child Abuse Prevention And Reporting</u>                              |
| 5141.4      | <u>Child Abuse Prevention And Reporting</u>                              |
| 5141.52     | <u>Suicide Prevention</u>                                                |
| 5141.52     | <u>Suicide Prevention</u>                                                |
| 5141.6      | <u>School Health Services</u>                                            |
| 5141.6      | <u>School Health Services</u>                                            |
| 5141.7      | <u>Sun Safety</u>                                                        |
| 5142        | <u>Safety</u>                                                            |
| 5142        | <u>Safety</u>                                                            |
| 5143        | <u>Insurance</u>                                                         |
| 5143        | <u>Insurance</u>                                                         |
| 5144        | <u>Discipline</u>                                                        |
| 5144        | <u>Discipline</u>                                                        |
| 5144.1      | <u>Suspension And Expulsion/Due Process</u>                              |
| 5144.1      | <u>Suspension And Expulsion/Due Process</u>                              |
| 5144.2      | <u>Suspension And Expulsion/Due Process (Students With Disabilities)</u> |
| 5145.3      | <u>Nondiscrimination/Harassment</u>                                      |
| 5145.3      | <u>Nondiscrimination/Harassment</u>                                      |
| 5145.6      | <u>Parent/Guardian Notifications</u>                                     |
| 5145.6-E(1) | <u>Parent/Guardian Notifications</u>                                     |
| 5145.7      | <u>Sexual Harassment</u>                                                 |
| 5145.7      | <u>Sexual Harassment</u>                                                 |
| 6142.7      | <u>Physical Education And Activity</u>                                   |
| 6142.7      | <u>Physical Education And Activity</u>                                   |
| 6142.8      | <u>Comprehensive Health Education</u>                                    |
| 6142.8      | <u>Comprehensive Health Education</u>                                    |
| 6145        | <u>Extracurricular And Cocurricular Activities</u>                       |
| 6145        | <u>Extracurricular And Cocurricular Activities</u>                       |

**Cross References**

6145.6

6145.6

6146.1

6146.11

6146.11

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6153

6164.6

6164.6

6173

6173

6173-E(1)

6173-E(2)

6173.1

6173.1

6173.2

6173.2

7110

**Description**International ExchangeInternational ExchangeHigh School Graduation RequirementsAlternative Credits Toward GraduationAlternative Credits Toward GraduationSchool-Sponsored TripsSchool-Sponsored TripsIdentification And Education Under Section 504Identification And Education Under Section 504Education For Homeless ChildrenEducation For Homeless ChildrenEducation For Homeless ChildrenEducation For Homeless ChildrenEducation For Foster YouthEducation For Foster YouthEducation Of Children Of Military FamiliesEducation Of Children Of Military FamiliesFacilities Master Plan



**Regulation 6159.4: Behavioral Interventions For Special Education Students**

Status: ADOPTED

Original Adopted Date: 10/01/1996 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

Generally, any student identified as a student with a disability pursuant to the Individuals with Disabilities Education Act, 20 USC 1400-1482, is subject to the same disciplinary measures applicable to all students for violations of the code of conduct, except when the student's behavior is determined to be a manifestation of the student's disability.

However, when the behavior of a student with a disability impedes the student's learning or the learning of others, the student's individualized education program (IEP) team shall consider the use of positive behavioral interventions and supports and other strategies consistent with 20 USC 1414(d) to address the student's behavior. (Education Code 56521.2; 34 CFR 300.324)

If, pursuant to a manifestation determination conducted as specified in 34 CFR 300.530, the student's behavior is determined to be a manifestation of the student's disability, the IEP team shall conduct a functional behavioral assessment (FBA) and implement a behavioral intervention plan (BIP) for the student. If a BIP is already in place for the student, the IEP team shall review and modify the BIP to address the student's behavior. (Education Code 56520; 34 CFR 300.324, 300.530)

In addition, when the disciplinary removal of a student with a disability will result in a change in the student's placement as specified in 34 CFR 300.530, the student shall receive an FBA and behavioral intervention services and modifications designed to address the student's behavior so that it does not recur. (34 CFR 300.530)

#### **Functional Behavioral Assessment**

Any FBA to be conducted for a student with a disability shall focus on identifying the function or purpose of the student's behavior.

Before any FBA is conducted, the Superintendent or designee shall notify the student's parent/guardian in accordance with Education Code 56321 and obtain the parent/guardian's consent. (Education Code 56321; 34 CFR 300.324)

If the parent/guardian disagrees with the result of an FBA, the parent/guardian has the right to obtain an independent educational evaluation at district expense, subject to the conditions specified in 34 CFR 300.502.

#### **Behavioral Intervention Plan and Services**

When any behavioral intervention, support, or other strategy is to be used by the district, the Superintendent or designee shall consider the student's physical freedom and social interaction, administer the intervention, support, or other strategy in a manner that respects the student's dignity and personal privacy, and ensure the student's right to be placed in the least restrictive educational environment. (Education Code 56520)

When a student for whom a BIP is to be developed is also the responsibility of another agency for residential care or related services, the Superintendent or designee shall cooperate with the other agency to ensure that the BIP, to the extent possible, is developed and implemented in a consistent manner. (Education Code 56520)

Behavior assessments and behavioral intervention services shall be provided only by individuals who possess the qualifications specified in Education Code 56525 or 5 CCR 3051.23.

#### **Emergency Interventions**

Emergency interventions may be used only to control unpredictable, spontaneous behavior that poses clear and present danger of serious physical harm to the student or others and that cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior. Emergency interventions shall not be used as a substitute for a systematic BIP that is designed to change, replace, modify, or eliminate a targeted behavior. (Education Code 56521.1)

No emergency intervention shall be used for longer than is necessary to contain the behavior. For any situation that requires a prolonged use of an emergency intervention, staff shall seek assistance of the principal or law enforcement agency, as applicable to the situation. (Education Code 56521.1)

Emergency interventions shall not involve the use of force exceeding what is reasonable and necessary under the circumstances. In addition, use of locked seclusion, prone restraint, or a device, material, or objects that simultaneously immobilize all hands and feet shall not be allowed except as allowed authorized by law. (Education Code 56521.1)

Parents/guardians and, if appropriate, residential care providers shall be notified within one school day whenever emergency intervention is used or serious property damage occurs. A behavior emergency report shall immediately be completed, kept in the student's file, and forwarded to the Superintendent or designee for review. This report shall include all of the following information: (Education Code 56521.1)

1. The name and age of the student
2. The setting and location of the incident
3. The name of the staff or other persons involved
4. A description of the incident and the emergency intervention used
5. A statement of whether the student is currently engaged in a systematic BIP
6. Details of any injuries sustained by the student or others, including staff, as a result of the incident

If the behavior emergency report is for a student who does not have a BIP, the Superintendent or designee shall, within two days, schedule an IEP team meeting to review the emergency report, determine the necessity for an FBA, and determine the necessity for an interim BIP. The IEP team shall document the reasons for not conducting the FBA and/or not developing the interim BIP. (Education Code 56521.1)

If the behavior emergency report is for a student who has a BIP, any incident involving a previously unseen serious behavior problem or where a previously designed intervention is not effective shall be referred to the IEP team. The IEP team shall review the incident and determine whether the student's plan needs to be modified. (Education Code 56521.1)

The Superintendent or designee shall annually collect data on the number of times that seclusion, mechanical restraint, and physical restraint were used on students and the number of students subjected to such techniques. The data shall be disaggregated by race/ethnicity and gender, and reported for students with a Section 504 plan, students with an IEP, and all other students. This report shall be posted on the district's website and submitted to the California Department of Education no later than three months after the end of each school year and shall be available as a public record pursuant to Government Code 7920.000-7930.215. (Education Code 49006)

#### **Prohibited Interventions**

The district prohibits the use of corporal punishment as defined in Education Code 49001 as an intervention. In addition, the district prohibits all of the following: (Education Code 56521.2)

1. Any intervention designed or likely to cause physical pain, including, but not limited to, electric shock
2. Any intervention that involves the release of noxious, toxic, or otherwise unpleasant sprays, mists, or substances near the student's face
3. Any intervention that denies adequate sleep, food, water, shelter, bedding, physical comfort, or access to bathroom facilities
4. Any intervention that is designed to subject, used to subject, or likely to subject the student to verbal abuse, ridicule, or humiliation or that can be expected to cause excessive emotional trauma

5. Any restrictive intervention that uses a device, material, or objects which simultaneously immobilize all hands and feet, including the procedure known as prone containment
6. Prone restraint
7. Locked seclusion, unless in a facility otherwise licensed or permitted by state law to use a locked room
8. Any intervention that precludes adequate supervision of the student
9. Any intervention that deprives the student of one or more of the student's senses

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| <b>State</b>                | <b>Description</b>                                                                                    |
|-----------------------------|-------------------------------------------------------------------------------------------------------|
| 5 CCR 3065                  | <a href="#"><u>Staff qualifications - related services</u></a>                                        |
| Ed. Code 49001              | <a href="#"><u>Prohibition of corporal punishment</u></a>                                             |
| Ed. Code 49006              | <a href="#"><u>Reporting of seclusion and restraint</u></a>                                           |
| Ed. Code 56321              | <a href="#"><u>Notice of parental rights; consent of parents</u></a>                                  |
| Ed. Code 56500-56508        | <a href="#"><u>Procedural safeguards, including due process rights</u></a>                            |
| Ed. Code 56520-56524        | <a href="#"><u>Behavioral interventions</u></a>                                                       |
| Ed. Code 56521.2            | <a href="#"><u>Prohibited interventions</u></a>                                                       |
| Gov. Code 7920.000-7930.215 | <a href="#"><u>California Public Records Act</u></a>                                                  |
| <b>Federal</b>              | <b>Description</b>                                                                                    |
| 20 USC 1400-1482            | <a href="#"><u>Individuals with Disabilities Education Act</u></a>                                    |
| 20 USC 1412                 | <a href="#"><u>State eligibility</u></a>                                                              |
| 20 USC 1415                 | <a href="#"><u>Procedural safeguards</u></a>                                                          |
| 34 CFR 300.1-300.818        | <a href="#"><u>Assistance to states for the education of students with disabilities</u></a>           |
| <b>Management Resources</b> | <b>Description</b>                                                                                    |
| Federal Register            | <a href="#"><u>Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845</u></a> |
| Website                     | <a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>                    |
| Website                     | <a href="#"><u>Behavior Analyst Certification Board</u></a>                                           |
| Website                     | <a href="#"><u>U.S. Department of Education, Office of Special Education Programs</u></a>             |
| <b>Cross References</b>     | <b>Description</b>                                                                                    |
| 0430                        | <a href="#"><u>Comprehensive Local Plan For Special Education</u></a>                                 |
| 0430                        | <a href="#"><u>Comprehensive Local Plan For Special Education</u></a>                                 |
| 5131                        | <a href="#"><u>Conduct</u></a>                                                                        |
| 5141.4                      | <a href="#"><u>Child Abuse Prevention And Reporting</u></a>                                           |
| 5141.4                      | <a href="#"><u>Child Abuse Prevention And Reporting</u></a>                                           |
| 5144                        | <a href="#"><u>Discipline</u></a>                                                                     |
| 5144                        | <a href="#"><u>Discipline</u></a>                                                                     |
| 5144.2                      | <a href="#"><u>Suspension And Expulsion/Due Process (Students With Disabilities)</u></a>              |
| 5145.3                      | <a href="#"><u>Nondiscrimination/Harassment</u></a>                                                   |

**Cross References**

5145.3

5145.6

5145.6-E(1)

6120

6159

6159

6159.1

6159.1

6164.5

6164.5

6173.1

6173.1

**Description**Nondiscrimination/HarassmentParent/Guardian NotificationsParent/Guardian NotificationsResponse To Instruction And InterventionIndividualized Education ProgramIndividualized Education ProgramProcedural Safeguards And Complaints For Special EducationProcedural Safeguards And Complaints For Special EducationStudent Success TeamsStudent Success TeamsEducation For Foster YouthEducation For Foster Youth

**Bylaw 9011: Disclosure Of Confidential/Privileged Information**

Status: ADOPTED

Original Adopted Date: 03/01/1988 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board recognizes the importance of maintaining the confidentiality of information acquired as part of a Board member's official duties.

A Board member shall not disclose confidential information to any person, except as authorized by law, this Bylaw or other Board bylaws or policies, or the Board.

*Confidential information* means any information that is prohibited from disclosure by law, this Bylaw or other Board bylaws or policies, or by the Board at the time disclosed and is not a public record subject to disclosure under the California Public Records Act (CPRA). Confidential information includes, but is not limited to, any of the following:

1. Information acquired by being present in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session (Government Code 54963)
2. Information acquired in anticipation of a closed session, or as follow-up to a closed session, that is specifically related to the basis for the Board to meet lawfully in closed session
3. Information contained in communications provided to Board members from the district's attorney
4. Information deemed confidential by the Board

Confidential information does not include information that is already publicly disclosed, provided that the initial disclosure did not violate law, this Bylaw, or other Board bylaws or policies.

It is a misdemeanor for any Board member to willfully and knowingly use or disclose for pecuniary gain any information acquired in the course of the Board member's official duties where all of the following conditions are met: (Government Code 1098)

1. The information is not a public record subject to disclosure under the CPRA
2. The information is prohibited from disclosure by law, this Bylaw, or other Board bylaws or policies
3. The information will have, or could reasonably be expected to have, a material financial effect on the Board member if used or disclosed

If a Board member threatens to disclose or does disclose confidential information, the Board may pursue or enact one or more of the following actions as it deems appropriate: (Government Code 54963)

1. Injunctive relief to prevent disclosure
2. Referral to the grand jury
3. Censure or other disciplinary action, provided the Board member has received training or been informed of the requirements of this Bylaw

However, the Board shall not take any action against a Board member for disclosing confidential information, nor shall the disclosure be considered a violation of this Bylaw, when the Board member does any of the following: (Government Code 1098, 54963)

1. Makes a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session
2. Expresses an opinion concerning the propriety or legality of Board action in closed session, including disclosure

of the nature and extent of the illegal or potentially illegal action

3. Discloses information to law enforcement officials or to the joint legislative audit committee when reporting on improper governmental activities in accordance with law

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| <b>State</b>                | <b>Description</b>                                                                    |
|-----------------------------|---------------------------------------------------------------------------------------|
| Ed. Code 35010              | <u>Control of district; prescription and enforcement of rules</u>                     |
| Ed. Code 35146              | <u>Closed sessions regarding suspensions</u>                                          |
| Evid. Code 1040             | <u>Privilege for official information</u>                                             |
| Gov. Code 1098              | <u>Disclosure of confidential information</u>                                         |
| Gov. Code 3549.1            | <u>Meeting and negotiating in public educational employment</u>                       |
| Gov. Code 54950-54963       | <u>The Ralph M. Brown Act</u>                                                         |
| Gov. Code 54956.8           | <u>Open meeting laws</u>                                                              |
| Gov. Code 54956.9           | <u>Closed meeting for pending litigation</u>                                          |
| Gov. Code 54957             | <u>Complaints against employees; right to open session</u>                            |
| Gov. Code 54957.1           | <u>Subsequent public report and rollcall vote; employee matters in closed session</u> |
| Gov. Code 54957.5           | <u>Public records</u>                                                                 |
| Gov. Code 54957.6           | <u>Closed session; representatives with employee organization</u>                     |
| Gov. Code 54957.7           | <u>Reasons for closed session</u>                                                     |
| Gov. Code 54963             | <u>Unauthorized disclosure of confidential information</u>                            |
| Gov. Code 7920.000-7930.170 | <u>California Public Records Act</u>                                                  |
| <b>Management Resources</b> | <b>Description</b>                                                                    |
| Attorney General Opinion    | <u>80 Ops. Cal. Atty. Gen. 231 (1997)</u>                                             |
| CSBA Publication            | <u>Professional Governance Standards</u>                                              |
| Website                     | <u>CSBA District and County Office of Education Legal Services</u>                    |
| Website                     | <u>CSBA</u>                                                                           |
| <b>Cross References</b>     | <b>Description</b>                                                                    |
| 0450                        | <u>Comprehensive Safety Plan</u>                                                      |
| 0450                        | <u>Comprehensive Safety Plan</u>                                                      |
| 1100                        | <u>Communication With The Public</u>                                                  |
| 1312.3                      | <u>Uniform Complaint Procedures</u>                                                   |
| 1312.3                      | <u>Uniform Complaint Procedures</u>                                                   |
| 1312.3-E(1)                 | <u>Uniform Complaint Procedures</u>                                                   |
| 1312.3-E(2)                 | <u>Uniform Complaint Procedures</u>                                                   |
| 1340                        | <u>Access To District Records</u>                                                     |
| 1340                        | <u>Access To District Records</u>                                                     |
| 2120                        | <u>Superintendent Recruitment And Selection</u>                                       |
| 2121                        | <u>Superintendent's Contract</u>                                                      |
| 3580                        | <u>District Records</u>                                                               |

| <b>Cross References</b> | <b>Description</b>                                                 |
|-------------------------|--------------------------------------------------------------------|
| 3580                    | <u>District Records</u>                                            |
| 4112.5                  | <u>Criminal Record Check</u>                                       |
| 4112.5-E(1)             | <u>Criminal Record Check</u>                                       |
| 4112.6                  | <u>Personnel Files</u>                                             |
| 4119.23                 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4119.42                 | <u>Exposure Control Plan For Bloodborne Pathogens</u>              |
| 4119.42                 | <u>Exposure Control Plan For Bloodborne Pathogens</u>              |
| 4119.42-E(1)            | <u>Exposure Control Plan For Bloodborne Pathogens</u>              |
| 4143                    | <u>Negotiations/Consultation</u>                                   |
| 4143.1                  | <u>Public Notice - Personnel Negotiations</u>                      |
| 4143.1                  | <u>Public Notice - Personnel Negotiations</u>                      |
| 4212.5                  | <u>Criminal Record Check</u>                                       |
| 4212.5-E(1)             | <u>Criminal Record Check</u>                                       |
| 4212.6                  | <u>Personnel Files</u>                                             |
| 4219.23                 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4219.42                 | <u>Exposure Control Plan For Bloodborne Pathogens</u>              |
| 4219.42                 | <u>Exposure Control Plan For Bloodborne Pathogens</u>              |
| 4219.42-E(1)            | <u>Exposure Control Plan For Bloodborne Pathogens</u>              |
| 4243                    | <u>Negotiations/Consultation</u>                                   |
| 4243.1                  | <u>Public Notice - Personnel Negotiations</u>                      |
| 4243.1                  | <u>Public Notice - Personnel Negotiations</u>                      |
| 4312.5                  | <u>Criminal Record Check</u>                                       |
| 4312.5-E(1)             | <u>Criminal Record Check</u>                                       |
| 4312.6                  | <u>Personnel Files</u>                                             |
| 4319.23                 | <u>Unauthorized Release Of Confidential/Privileged Information</u> |
| 4319.42                 | <u>Exposure Control Plan For Bloodborne Pathogens</u>              |
| 4319.42                 | <u>Exposure Control Plan For Bloodborne Pathogens</u>              |
| 4319.42-E(1)            | <u>Exposure Control Plan For Bloodborne Pathogens</u>              |
| 5125                    | <u>Student Records</u>                                             |
| 5125                    | <u>Student Records</u>                                             |
| 9000                    | <u>Role Of The Board</u>                                           |
| 9005                    | <u>Governance Standards</u>                                        |
| 9010                    | <u>Public Statements</u>                                           |
| 9200                    | <u>Limits Of Board Member Authority</u>                            |
| 9230                    | <u>Orientation</u>                                                 |
| 9321                    | <u>Closed Session</u>                                              |
| 9321-E(1)               | <u>Closed Session</u>                                              |
| 9321-E(2)               | <u>Closed Session</u>                                              |







## Vision Screening Services... Wayne W. Hoeft, O.D.

35131 Sipes Place, Agua Dulce, CA 91390  
(818) 512-0486

Agreement for services by and between  
Wayne W. Hoeft, O.D.  
[waynehoeft@gmail.com](mailto:waynehoeft@gmail.com)

and

El Tejon Unified School District

WHEREAS, it is the desire of the Governing Board of the El Tejon Unified School District, hereinafter referred to as "District" to utilize the professional services provided by Wayne W. Hoeft, O.D., hereinafter referred to as "Consultant",

WHEREAS, such services will assist the Governing Board discharge its legal obligation under Public Law 93-380,

WITNESSETH THEREFORE, this agreement is made by and between El Tejon School District and Wayne W. Hoeft, O.D.

### SERVICES TO BE RENDERED BY CONSULTANT:

1. Vision screening and testing of the District's selected school students as required by law.
2. The date for these services will be Friday, October 10, 2025.
3. All screening will be completed in one day, 8:00a.m. - 3:00p.m., Elementary, Middle and High School (approx. 300 students). Starting time for each school to be mutually agreed upon with school, nurse and vision coordinator.

### TESTS TO BE INCLUDED ARE IN COMPLIANCE WITH THE CALIFORNIA DEPARTMENT OF EDUCATION'S RECOMMENDATIONS AS OF APRIL 2019:

- Visual Acuity, Far & Near
- Organic eye health
- Muscle coordination

PAYMENT TO BE MADE BY THE DISTRICT: VSS is in compliance with the CA Nurse's Association's vision screening guidelines. In consideration of the services to be rendered the DISTRICT agrees to pay \$2,400.00 for services rendered. Please use FIN# 558-42-7334 for 1099 tax purposes.

### EL TEJON UNIFIED SCHOOL DISTRICT

BY: Misty Johnston

Title: CBO

Wayne W. Hoeft, O.D., Director  
Vision Screening Services

Date: 8-8-25

Please sign and return (1) copy to Dr. Wayne Hoeft

Purchase Order # (required): 260090

Copy provided for: Misty Johnston, CBO: [Mjohnston@el-tejon.k12.ca.us](mailto:Mjohnston@el-tejon.k12.ca.us)

Patn Childs: [Pchilds@el-tejon.k12.ca.us](mailto:Pchilds@el-tejon.k12.ca.us); Michelle Dixon, RN: [mdixon1@yahoo.com](mailto:mdixon1@yahoo.com)



**MEMORANDUM OF UNDERSTANDING**  
**(Contract Hours and Services)**

This Memorandum of Understanding (MOU) is entered into on August 5, 2025, by and between Master Welder, Jose Bucio, address Frazier Park, CA 93225, and El Tejon Unified School District (ETUSD), El Tejon School Community Schools, address 4337 Lebec Road, Lebec, CA 93243-0876. Master Welder Bucio's Custom MetalWork and Welding LLC, Jose Bucio, and ETUSD are collectively hereafter known as the "the Parties"

Upon acceptance and signatures by both Master Welder, Jose Bucio, and ETUSD, this proposal becomes an agreement for services wherein each mutually agrees as follows:

**RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES**

**1. Master Welder, Jose Bucio, shall:**

- a) Provide welding education and skill to students weekly
- b) Master Welder, Jose Bucio, will assist students in understanding safety procedures
- c) Master Welder, Jose Bucio, may prepare and present workshops for El Tejon students or parents, and/or arrange for workshop presenters, by request from relevant El Tejon staff.
- d) Master Welder, Jose Bucio, will contact Corey Hansen as soon as possible if he is not available for one of his scheduled weekdays.
- e) Master Welder, Jose Bucio, shall provide welding instruction during a 90-minute block at a minimum of one day per week, with a goal of two days per week.

**2. ETUSD Shall:**

- a) Provide a space for the Master Welder, Jose Bucio, to meet with families.
- b) Provide a translator if needed, and the translator agrees to confidentiality.
- c) Allow use of the copier and scanner to make copies or send items for families as needed.
- e) Provide transportation for after-school activities
- f) Provide safety gear and materials for students as needed
- g) Provide, and sign off on Supervised Agricultural Experiences

**3. ETUSD Understands:**

- a) Master Welder, Jose Bucio, is a mandated reporter.
- b) Master Welder, Jose Bucio, can share family/client information with school district staff, but all information is to remain confidential

**4. ETUSD agrees to Master Welder, Jose Bucio:**

- a) \$4,950 for services provided from August 13, 2025, to December 19, 2025
- b) \$4,950 for services provided from January 8, 2026, to June 4, 2026
- c) The stipends will be paid with the December-Mid and June-Mid payroll and will be processed through ETUSD's payroll system.

#### TERMS OF UNDERSTANDING

The term of this Memorandum of Understanding shall be for the period from August 13, 2025, to June 4, 2026, and may be extended upon written mutual agreement of both Parties.

#### AMENDMENT OR CANCELLATION OF THIS MEMORANDUM

This Memorandum of Understanding may be amended, modified, or canceled at any time in writing by mutual consent of both Parties.

#### GENERAL PROVISIONS

If at any time either party is unable to perform their duties or responsibilities under this Memorandum of Understanding, the affected party shall immediately provide written notice to the other party to establish a date for resolution of the matter.

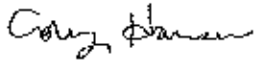
This Agreement shall be signed by Master Welder, Jose Bucio, Principal Corey Hansen, and Sara Haflich, Superintendent, ETUSD, and shall be effective as of the date first written above.

Master Welder, Jose Bucio



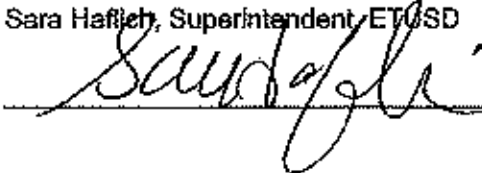
08/5/2025  
(Date)

Corey Hansen, Principal ETS



08/5/2025  
(Date)

Sara Haflich, Superintendent, ETUSD



08/5/2025  
(Date)

**MEMORANDUM OF UNDERSTANDING**  
**(Contract Hours and Services)**

This Memorandum of Understanding (MOU) is entered into on August 5, 2025, by and between Master Welder, Jose Bucio, address Frazier Park, CA 93225, and El Tejon Unified School District (ETUSD), Frazier Mountain High School Community Schools, address 4337 Lebec Road, Lebec, CA 93243-0876. Master Welder Bucio's Custom MetalWork and Welding LLC, Jose Bucio, and ETUSD are collectively hereafter known as the "the Parties"

Upon acceptance and signatures by both Master Welder, Jose Bucio, and ETUSD, this proposal becomes an agreement for services wherein each mutually agrees as follows:

**RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES**

**1. Master Welder, Jose Bucio, shall:**

- a) Provide welding education and skill to students weekly
- b) Master Welder, Jose Bucio, will assist students in understanding safety procedures
- c) Master Welder, Jose Bucio, may prepare and present workshops for Frazier Mountain High School students or parents, and/or arrange for workshop presenters, by request from relevant Frazier Mountain staff.
- d) Master Welder, Jose Bucio, will contact Corey Hansen as soon as possible if he is not available for one of his scheduled weekdays.
- e) Master Welder, Jose Bucio, shall provide welding instruction during a 90-minute block at a minimum of one day per week, with a goal of two days per week.

**2. ETUSD Shall:**

- a) Provide a space for the Master Welder, Jose Bucio, to meet with families.
- b) Provide a translator if needed, and the translator agrees to confidentiality.
- c) Allow use of the copier and scanner to make copies or send items for families as needed.
- e) Provide transportation for after-school activities
- f) Provide safety gear and materials for students as needed
- g) Provide, and sign off on Supervised Agricultural Experiences

**3. ETUSD Understands:**

- a) Master Welder, Jose Bucio, is a mandated reporter.
- b) Master Welder, Jose Bucio, can share family/client information with school district staff, but all information is to remain confidential

**4. ETUSD agrees to Master Welder, Jose Bucio:**

- a) \$4,950 for services provided from August 13, 2025, to December 19, 2025
- b) \$4,950 for services provided from January 8, 2026, to June 4, 2026
- c) The stipends will be paid with the December-Mid and June-Mid payroll and will be processed through ETUSD's payroll system.

#### TERMS OF UNDERSTANDING

The term of this Memorandum of Understanding shall be for the period from August 13, 2025, to June 4, 2026, and may be extended upon written mutual agreement of both Parties.

#### AMENDMENT OR CANCELLATION OF THIS MEMORANDUM

This Memorandum of Understanding may be amended, modified, or canceled at any time in writing by mutual consent of both Parties.

#### GENERAL PROVISIONS

If at any time either party is unable to perform their duties or responsibilities under this Memorandum of Understanding, the affected party shall immediately provide written notice to the other party to establish a date for resolution of the matter.

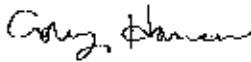
This Agreement shall be signed by Master Welder, Jose Bucio, Principal Corey Hansen, and Sara Hallich, Superintendent, ETUSD, and shall be effective as of the date first written above.

Master Welder, Jose Bucio



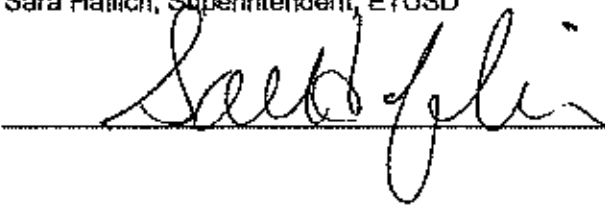
08/5/2025  
(Date)

Corey Hansen, Grant Director, ETUSD



08/5/2025  
(Date)

Sara Hallich, Superintendent, ETUSD



08/05/2025  
(Date)

## MEMORANDUM OF UNDERSTANDING

### (Contract Hours and Services)

This Memorandum of Understanding (MOU) was entered into on August 5, 2025, by and between Early Child Development CTE, Samanntha Smith, address Frazier Park, CA 93225, and El Tejon Unified School District (ETUSD), El Tejon School Community Schools, address 4337 Lebec Road, Lebec, CA 93243-0876. Samanntha Hansen-Smith and ETUSD are collectively hereafter known as the "the Parties"

Upon acceptance and signatures by both Samanntha Hansen-Smith and ETUSD, this proposal becomes an agreement for services wherein each mutually agrees as follows:

### RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES

#### 1. Samanntha Hansen-Smith shall:

- a) Provide Early childhood education and skills to students weekly in CTE
- b) Samanntha Hansen-Smith will assist students in understanding safety procedures
- c) Samanntha Hansen-Smith may prepare and present workshops for El Tejon students or parents, and/or arrange for workshop presenters, by request from relevant El Tejon staff.
- d) Samanntha Hansen-Smith will contact Corey Hansen as soon as possible if she is not available for one of her scheduled weekdays.
- e) Samanntha Hansen-Smith shall provide early childhood education instruction during a 90-minute block at a minimum of one day per week, with a goal of two days per week.

#### 2. ETUSD Shall:

- a) Provide a space for the Samanntha Hansen-Smith to meet with families.
- b) Provide a translator if needed, and the translator agrees to confidentiality.
- c) Allow use of the copier and scanner to make copies or send items for families as needed.
- e) Provide transportation for after-school activities
- f) Provide safety gear and materials for students as needed
- g) Provide career marketing opportunities
- h) Provide input and organize fieldtrips

#### 3. ETUSD Understands:

- a) Samanntha Hansen-Smith is a mandated reporter.
- b) Samanntha Hansen-Smith can share family/client information with school district staff, but all information is to remain confidential

#### 4. ETUSD agrees to the Child Development Instructor, Samanntha Hansen-Smith:

- a) \$4,950 for services provided from August 13, 2025, to December 19, 2025
- b) \$4,950 for services provided from January 8, 2026, to June 4, 2026
- c) The stipends will be paid with the December-Mid and June-Mid payroll and will be processed through ETUSD's payroll system.

#### TERMS OF UNDERSTANDING

The term of this Memorandum of Understanding shall be for the period from August 13, 2025, to June 4, 2026, and may be extended upon written mutual agreement of both Parties.

#### AMENDMENT OR CANCELLATION OF THIS MEMORANDUM

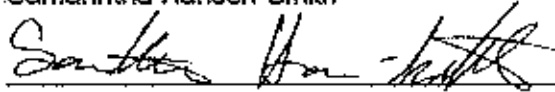
This Memorandum of Understanding may be amended, modified, or canceled at any time in writing by mutual consent of both Parties.

#### GENERAL PROVISIONS

If at any time either party is unable to perform their duties or responsibilities under this Memorandum of Understanding, the affected party shall immediately provide written notice to the other party to establish a date for resolution of the matter.

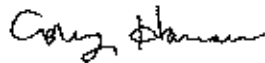
This Agreement shall be signed by Samanntha Hansen-Smith, Principal Corey Hansen, and Sara Haflich, Superintendent, ETUSD, and shall be effective as of the date first written above.

Samanntha Hansen-Smith



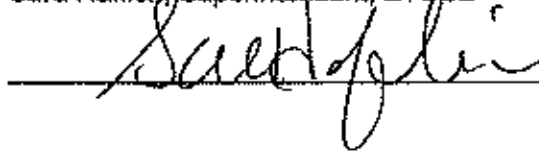
8/5/2025  
(Date)

Corey Hansen, Principal ETS



8/5/2025  
(Date)

Sara Haflich, Superintendent, ETUSD



8/5/2025  
(Date)



**MEMORANDUM OF UNDERSTANDING**  
**(Contract Hours and Services)**

This Memorandum of Understanding (MOU) was entered into on August 5, 2025, by and between Chef Jeffrey H. Johnston, address Lebec, CA 93243, and El Tejon Unified School District (ETUSD), El Tejon Community Schools, address 4337 Lebec Road, Lebec, CA 93243-0876. Chef Jeffrey H. Johnston and ETUSD are collectively hereafter known as the "the Parties"

Upon acceptance and signatures by both Chef Jeffrey H. Johnston and ETUSD, this proposal becomes an agreement for services wherein each mutually agrees as follows:

**RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES**

**1. Chef Jeffrey H. Johnston shall:**

- a) Provide culinary education and skills to students weekly
- b) Chef Jeffrey H. Johnston will assist students in understanding safety procedures
- c) Chef Jeffrey H. Johnston may prepare and present workshops for El Tejon School students or parents, and/or arrange for workshop presenters, by request from relevant El Tejon School staff.
- d) Chef Jeffrey H. Johnston will contact Corey Hansen as soon as possible if he is not available for one of his scheduled weekdays.
- e) Chef Jeffrey H. Johnston shall provide cooking instruction during a 90-minute block at a minimum of one day per week, with a goal of two days per week.

**2. ETUSD Shall:**

- a) Provide a space for Chef Jeffrey H. Johnston to meet with families.
- b) Provide a translator if needed, and the translator agrees to confidentiality.
- c) Allow use of the copier and scanner to make copies or send items for families as needed.
- e) Provide transportation for after-school activities
- f) Provide safety gear and materials for students as needed
- g) Provide career marketing opportunities
- h) Provide input and organize fieldtrips

**3. ETUSD Understands:**

- a) Chef Jeffrey H. Johnston is a mandated reporter.
- b) Chef Jeffrey H. Johnston can share family/client information with school district staff, but all information is to remain confidential

**4. ETUSD agrees to Chef, Jeffrey Johnston:**

- a) \$4,950 for services provided from August 13, 2025, to December 19, 2025
- b) \$4,950 for services provided from January 8, 2026, to June 4, 2026
- c) The stipends will be paid with the December-Mid and June-Mid payroll and will be processed through ETUSD's payroll system.

#### TERMS OF UNDERSTANDING

The term of this Memorandum of Understanding shall be for the period from August 13, 2025, to June 4, 2026, and may be extended upon written mutual agreement of both Parties.

#### AMENDMENT OR CANCELLATION OF THIS MEMORANDUM

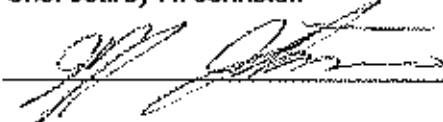
This Memorandum of Understanding may be amended, modified, or canceled at any time in writing by mutual consent of both Parties.

#### GENERAL PROVISIONS

If at any time either party is unable to perform their duties or responsibilities under this Memorandum of Understanding, the affected party shall immediately provide written notice to the other party to establish a date for resolution of the matter.

This Agreement shall be signed by Chef, Jeffrey Johnston, Principal Corey Hansen, and Sara Haflich, Superintendent, ETUSD, and shall be effective as of the date first written above.

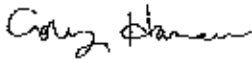
Chef Jeffrey H. Johnston



8/5/2025

(Date)

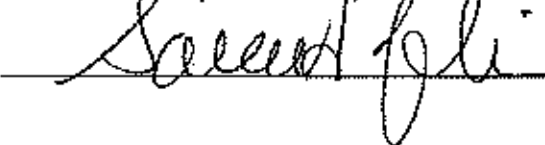
Corey Hansen, Grant Director, ETUSD



08/5/2025

(Date)

Sara Haflich, Superintendent, ETUSD



08/05/2025

(Date)

**MEMORANDUM OF UNDERSTANDING**  
**(Contract Hours and Services)**

This Memorandum of Understanding (MOU) was entered into on August 5, 2025, by and between Chef Jeffrey H. Johnston, address Lebec, CA 93243, and El Tejon Unified School District (ETUSD), Frazier Mountain High School Community Schools, address 4337 Lebec Road, Lebec, CA 93243-0876. Chef Jeffrey H. Johnston and ETUSD are collectively hereafter known as the "Parties."

Upon acceptance and signatures by both Chef Jeffrey H. Johnston and ETUSD, this proposal becomes an agreement for services wherein each mutually agrees as follows:

**RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES**

**1. Chef Jeffrey H. Johnston shall:**

- a) Provide culinary education and skills to students weekly
- b) Chef Jeffrey H. Johnston will assist students in understanding safety procedures
- c) Chef Jeffrey H. Johnston may prepare and present workshops for El Tejon School students or parents, and/or arrange for workshop presenters, by request from relevant El Tejon School staff.
- d) Chef Jeffrey H. Johnston will contact Corey Hansen as soon as possible if he is not available for one of his scheduled weekdays.
- e) Chef Jeffrey H. Johnston shall provide cooking instruction during a 90-minute block at a minimum of one day per week, with a goal of two days per week.

**2. ETUSD Shall:**

- a) Provide a space for Chef Jeffrey H. Johnston to meet with families.
- b) Provide a translator if needed, and the translator agrees to confidentiality.
- c) Allow use of the copier and scanner to make copies or send items for families as needed.
- e) Provide transportation for after-school activities
- f) Provide safety gear and materials for students as needed
- g) Provide career marketing opportunities
- h) Provide input and organize fieldtrips

**3. ETUSD Understands:**

- a) Chef Jeffrey H. Johnston is a mandated reporter.
- b) Chef Jeffrey H. Johnston can share family/client information with school district staff, but all information is to remain confidential

**4. ETUSD agrees to Chef, Jeffrey Johnston:**

- a) \$4,950 for services provided from August 13, 2025, to December 19, 2025
- b) \$4,950 for services provided from January 8, 2026, to June 4, 2026
- c) The stipends will be paid with the December-Mid and June-Mid payroll and will be processed through ETUSD's payroll system.

#### TERMS OF UNDERSTANDING

The term of this Memorandum of Understanding shall be for the period from August 13, 2025, to June 4, 2026, and may be extended upon written mutual agreement of both Parties.

#### AMENDMENT OR CANCELLATION OF THIS MEMORANDUM

This Memorandum of Understanding may be amended, modified, or canceled at any time in writing by mutual consent of both Parties.

#### GENERAL PROVISIONS

If at any time either party is unable to perform their duties or responsibilities under this Memorandum of Understanding, the affected party shall immediately provide written notice to the other party to establish a date for resolution of the matter.

This Agreement shall be signed by Chef Jeffrey H. Johnston, Principal Mike Vogenthaler, and Sara Haflich, Superintendent, ETUSD, and shall be effective as of the date first written above.

Chef, Jeffrey Johnston

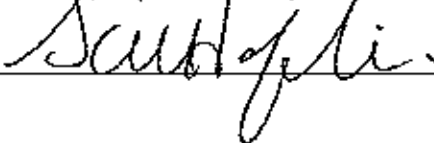


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Mike Vogenthaler, Principal FMHS

1/28/2025  
(Date)

Sara Haflich, Superintendent, ETUSD



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1/28/2025  
(Date)

1/28/2025  
(Date)

**MEMORANDUM OF UNDERSTANDING**  
**(Contract Hours and Services)**

This Memorandum of Understanding (MOU) is entered into on August 5, 2025, by and between Live From Earth Music, Tim Kleiman, address 12723 Barbata Road, La Mirada, CA, 90638, and El Tejon Unified School District (ETUSD), Community Schools, address 4337 Lebec Road, Lebec, CA 93243-0876. The Live From Earth Music and ETUSD are collectively hereafter known as the "the Parties"

Upon acceptance and signatures by both Live From Earth Music, Tim Kleiman, and ETUSD, this proposal becomes an agreement for services wherein each mutually agrees as follows:

**RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES**

1. Live From Earth Music, Mr. Tim Kleiman shall:

- a) Provide Music education to families and students weekly
- b) Live From Earth Music will assist families by connecting them to music education
- c) Live From Earth Music, Mr. Tim Kleiman may prepare and present workshops for El Tejon students or parents, and/or arrange for workshop presenters, by request from relevant El Tejon staff.
- d) Live From Earth Music, Mr. Tim Kleiman will contact Corey Hansen as soon as possible if he is not available for one of his scheduled Mondays.
- e) Live From Earth Music, Mr. Tim Kleiman shall provide Music instruction during a 90-minute block at a minimum of one day per week, with a goal of two days per week.

2. ETUSD Shall:

- a) Provide a space for the Live From Earth Music, Mr. Tim Kleiman, to meet with families.
- b) Provide a translator if needed, and the translator agrees to confidentiality.
- c) Allow use of the copier and scanner to make copies or send items for families as needed.
- e) Provide transportation for after-school activities
- f) Provide musical instruments for students as needed

3. ETUSD Understands:

- a) The Live From Earth Music, Mr. Tim Kleiman, is a mandated reporter.
- b) The Live From Earth Music, Mr. Tim Kleiman can share family/client information with school district staff, but all information is to remain confidential

4. ETUSD agrees to Live From Earth Music, Mr. and Mrs. Tim Kleiman:

- a) \$3,000 for services provided from August 13, 2025, to December 19, 2025
- b) \$3,000 for services provided from January 8, 2026, to June 4, 2026
- c) The stipends will be paid December-Mid and June-Mid.

**TERMS OF UNDERSTANDING**

The term of this Memorandum of Understanding shall be for the period from August 13, 2025, to June 4, 2026, and may be extended upon written mutual agreement of both Parties.

#### AMENDMENT OR CANCELLATION OF THIS MEMORANDUM

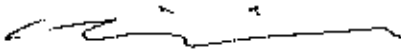
This Memorandum of Understanding may be amended, modified, or canceled at any time in writing by mutual consent of both Parties.

#### GENERAL PROVISIONS

If at any time either party is unable to perform their duties or responsibilities under this Memorandum of Understanding, the affected party shall immediately provide written notice to the other party to establish a date for resolution of the matter.

This Agreement shall be signed by Live From Earth Music, Mr. Tim Kleiman, Principal Corey Hansen, and Sara Haflich, Superintendent, ETUSD, and shall be effective as of the date first written above.

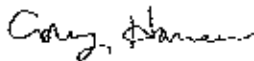
Live From Earth Music, Mr. and Mrs. Tim Kleiman



2/5/25

(Date)

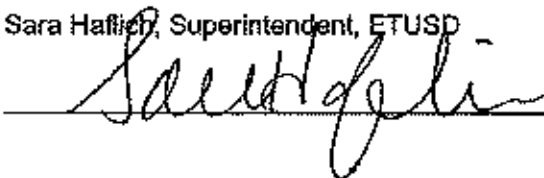
Corey Hansen, Principal ETS



08/06/2025

(Date)

Sara Haflich, Superintendent, ETUSD



8/5/2025

(Date)

**MEMORANDUM OF UNDERSTANDING  
(Contract Hours and Services)**

This Memorandum of Understanding (MOU) was entered into on August 5, 2025, by and between AVID Tutor, Rachelle Roldan, address Frazier Park, CA 93225, and El Tejon Unified School District (ETUSD), El Tejon School Community Schools, address 4337 Lebec Road, Lebec, CA 93243-0876. AVID Tutor, Rachelle Roldan, and ETUSD are collectively hereafter known as the "the Parties"

Upon acceptance and signatures by both AVID Tutor, Rachelle Roldan, and ETUSD, this proposal becomes an agreement for services wherein each mutually agrees as follows:

**RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES**

**1. AVID Tutor, Rachelle Roldan, shall:**

- a) Provide AVID socratic seminar, TRF, and English Engagement education and skills to students weekly
- b) AVID Tutor, Rachelle Roldan, will assist students in understanding safety procedures
- c) AVID Tutor, Rachelle Roldan, may prepare and present workshops for El Tejon students or parents, and/or arrange for workshop presenters, by request from relevant El Tejon staff.
- d) AVID Tutor, Rachelle Roldan, will contact Corey Hansen as soon as possible if she is not available for one of her scheduled weekdays.
- e) AVID Tutor, Rachelle Roldan, shall provide instruction during a 180-minute block at a minimum of five days per week.

**2. ETUSD Shall:**

- a) Provide a space for the AVID Tutor, Rachelle Roldan, to meet with families.
- b) Provide a translator if needed, and the translator agrees to confidentiality.
- c) Allow use of the copier and scanner to make copies or send items for families as needed.
- e) Provide transportation for after-school activities
- f) Provide safety gear and materials for students as needed
- g) Attend AVID Institute
- h) Provide input on fieldtrips

**3. ETUSD Understands:**

- a) AVID Tutor, Rachelle Roldan, is a mandated reporter.
- b) AVID Tutor, Rachelle Roldan, can share family/client information with school district staff, but all information is to remain confidential

**4. ETUSD agrees to AVID Tutor, Rachelle Roldan:**

- a) \$4,950 for services provided from August 13, 2025, to December 19, 2025
- b) \$4,950 for services provided from January 8, 2026, to June 4, 2026
- c) The stipends will be paid with the December-Mid and June-Mid payroll and will be processed through ETUSD's payroll system.

#### TERMS OF UNDERSTANDING

The term of this Memorandum of Understanding shall be for the period from August 13, 2025, to June 4, 2026, and may be extended upon written mutual agreement of both Parties.

#### AMENDMENT OR CANCELLATION OF THIS MEMORANDUM

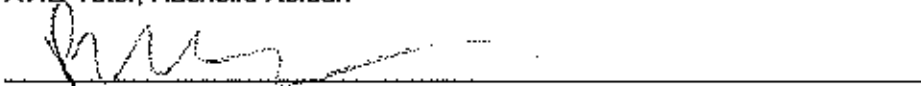
This Memorandum of Understanding may be amended, modified, or canceled at any time in writing by mutual consent of both Parties.

#### GENERAL PROVISIONS

If at any time either party is unable to perform their duties or responsibilities under this Memorandum of Understanding, the affected party shall immediately provide written notice to the other party to establish a date for resolution of the matter.

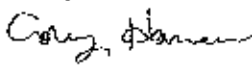
This Agreement shall be signed by AVID Tutor, Rachelle Roldan, Principal Corey Hansen, and Sara Hafflich, Superintendent, ETUSD, and shall be effective as of the date first written above.

AVID Tutor, Rachelle Roldan



8/5/2025  
(Date)

Corey Hansen, Principal ETS



8/5/2025  
(Date)

Sara Hafflich, Superintendent, ETUSD



8/5/2025  
(Date)



## MEMORANDUM OF UNDERSTANDING

### (Contract Hours and Services)

This Memorandum of Understanding (MOU) is entered into on August 5, 2025 by and between Melissa Termini, Performing Arts Instructor, and El Tejon Unified School District (ETUSD), Community Schools, address 4337 Lebec Road, Lebec, CA 93243-0876. Melissa and ETUSD are collectively hereafter known as the "the Parties"

Upon acceptance and signatures by both Melissa Termini Performing Arts instructor and ETUSD this proposal becomes an agreement for services wherein each mutually agree as follow:

### RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES

#### 1. Melissa Termini, Performing Arts instructor:

- a) Provide drama and performing arts education to families and students weekly
- b) Melissa Termini, Performing Arts Instructor will assist families by providing performing arts instruction and training
- c) Melissa Termini, Performing Arts Instructor may prepare and present workshops for Frazier Mountain High School students or parents, and/or arrange for workshop presenters, by request from relevant Frazier Mountain High School staff.
- d) Melissa Termini, Performing Arts Instructor will contact Sara Haflich as soon as possible if she is not available for one of its scheduled weekdays.
- e) Melissa Termini, Performing Arts Instructor shall provide instruction during a 90 minute block at a minimum of one day per week, with a goal of two days per week.

#### 2. ETUSD Shall:

- a) Provide a space for the Melissa Termini, Performing Arts Instructor to meet with families.
- b) Provide a translator if needed and the translator agrees to confidentiality.
- c) Allow use of the copier and scanner to make copies or send items for families as needed.
- e) Provide transportation for after school activities
- f.) Organize a minimum of one public performance per semester
- g.) Supervise work experiences

#### 3. ETUSD Understands:

- a) Melissa Termini, Performing Arts Instructor is a mandated reporter.
- b) Melissa Termini, Performing Arts Instructor can share family/client information with school district staff but all information is to remain confidential

#### 4. ETUSD agrees to Melissa Termini, Performing Arts Instructor:

- a) \$4,950 for services provided from August 14, 2025 to December 19, 2025
- b) \$4,950 for services provided from January 8, 2026 to June 4, 2026

### TERMS OF UNDERSTANDING

The term of this Memorandum of Understanding shall be for the period from August 14, 2025 to June 4, 2026 and may be extended upon written mutual agreement of both Parties.

### AMENDMENT OR CANCELLATION OF THIS MEMORANDUM

This Memorandum of Understanding may be amended, modified, or canceled at any time in writing by mutual consent of both Parties.

**GENERAL PROVISIONS**

If at any time either party is unable to perform their duties or responsibilities under this Memorandum of Understanding, the affected party shall immediately provide written notice to the other party to establish a date for resolution of the matter.

This Agreement shall be signed by Melissa Termini , Performing Arts Instructor, Corey Hansen ELOP and Community School Grant Director, and Sara Haflich, Superintendent, ETUSD and shall be effective as of the date first written above.

Melissa Termini , Performing Arts Instructor

Melissa Termini

8/5/25  
(Date)

Corey Hansen, Grant Director

Corey Hansen

8/5/25  
(Date)

Sara Haflich, Superintendent, ETUSD

Sara Haflich

8/5/2025  
(Date)

## MEMORANDUM OF UNDERSTANDING

### (Contract Hours and Services)

This Memorandum of Understanding (MOU) is entered into on August 5, 2025 by and between Melissa Termini, Performing Arts Instructor, and El Tejon Unified School District (ETUSD), Community Schools, El Tejon School, address 4337 Lebec Road, Lebec, CA 93243-0876. Melissa and ETUSD are collectively hereafter known as the "the Parties"

Upon acceptance and signatures by both Melissa Termini Performing Arts instructor and ETUSD this proposal becomes an agreement for services wherein each mutually agree as follow:

### RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES

#### 1. Melissa Termini, Performing Arts Instructor:

- a) Provide drama and performing arts education to families and students weekly
- b) Melissa Termini, Performing Arts Instructor will assist families by providing performing arts instruction and training
- c) Melissa Termini, Performing Arts Instructor may prepare and present workshops for El Tejon students or parents, and/or arrange for workshop presenters, by request from relevant El Tejon staff.
- d) Melissa Termini, Performing Arts Instructor will contact Corey Hansen as soon as possible if she is not available for one of its scheduled weekdays.
- e) Melissa Termini, Performing Arts Instructor shall provide instruction during a 90 minute block at a minimum of one day per week, with a goal of two days per week.

#### 2. ETUSD Shall:

- a) Provide a space for the Melissa Termini, Performing Arts Instructor to meet with families.
- b) Provide a translator if needed and the translator agrees to confidentiality.
- c) Allow use of the copier and scanner to make copies or send items for families as needed.
- e) Provide transportation for after school activities
- f.) Organize a minimum of one public performance per semester
- g.) Supervise work experiences

#### 3. ETUSD Understands:

- a) Melissa Termini , Performing Arts Instructor is a mandated reporter.
- b) Melissa Termini , Performing Arts Instructor can share family/client information with school district staff but all information is to remain confidential

#### 4. ETUSD agrees to Melissa Termini, Performing Arts Instructor:

- a) \$4,950 for services provided from August 14, 2025 to December 19, 2025
- b) \$4,950 for services provided from January 8, 2026 to June 4, 2026

### TERMS OF UNDERSTANDING

The term of this Memorandum of Understanding shall be for the period from August 14, 2025 to June 4, 2026 and may be extended upon written mutual agreement of both Parties.

### AMENDMENT OR CANCELLATION OF THIS MEMORANDUM

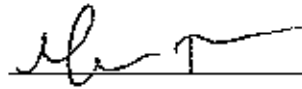
This Memorandum of Understanding may be amended, modified, or canceled at any time in writing by mutual consent of both Parties.

**GENERAL PROVISIONS**

If at any time either party is unable to perform their duties or responsibilities under this Memorandum of Understanding, the affected party shall immediately provide written notice to the other party to establish a date for resolution of the matter.

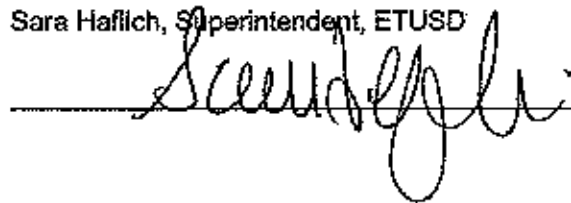
This Agreement shall be signed by Melissa Termini, Performing Arts Instructor and Sara Haflich, Superintendent, ETUSD and shall be effective as of the date first written above.

Melissa Termini, Performing Arts Instructor



08/05/25  
(Date)

Sara Haflich, Superintendent, ETUSD



8/5/2025  
(Date)

**Williams Settlement - Fourth Quarterly Report: April-July 2025**

This report summarizes 4<sup>th</sup> quarter activities: Teacher Misassignment/Vacancy Review Date Distributed: 7-31-25

**District:** El Tejon Unified School

**School:** El

**Tejon Elementary Grade**

**Levels:** 5-8

**Review Date:** 8-26-24

**INSTRUCTIONAL MATERIALS**

**Review conducted this quarter:** NO

- |                      |   |            |
|----------------------|---|------------|
| 1. ELA / ELD         | - | Sufficient |
| 2. Math              | - | Sufficient |
| 3. Social Studies    | - | Sufficient |
| 4. Science           | - | Sufficient |
| 5. Health            | - | N/A        |
| 6. Foreign Language  | - | N/A        |
| 7. Special Education | - | N/A        |

**SCHOOL FACILITIES**

**Review conducted this quarter:** NO

- |                   |   |           |
|-------------------|---|-----------|
| 1. Overall Rating | - | 100%      |
| 2. School Rating  | - | Exemplary |
| 3. Deficiencies   | - | NO        |

**SCHOOL ACCOUNTABILITY REPORT CARD (SARC):**

**Review conducted this quarter:** NO

**Review Date (online):** 2/28/2025, New SARC submitted

**Instructional Materials Discrepancies:** NO

**Facility Conditions Discrepancies:** NO

The SARC was found to be correctly posted to the CDE website.

## **Williams Settlement - Fourth Quarterly Report: April-July 2025**

This report summarizes 4<sup>th</sup> quarter activities: Teacher Misassignment/Vacancy Review Date Distributed: 7-31-25

### **TEACHER MISASSIGNMENT AND VACANCY REVIEW:**

Review conducted this quarter:           NO

*Teacher Misassignment and Vacancy Information is expected to be included on the annual report scheduled for distribution in mid-November, to report:*

- Number of misassignments
- Number of misassignments corrected within 30 calendar days
- Number of classes in which the teacher was lacking the appropriate authorization/training to teach English Language Learners and 20% or more of students were English Language Learners
- Number of teacher vacancies
- Number of teacher vacancies filled this quarter

## Williams Settlement - Fourth Quarterly Report: April-July 2025

This report summarizes 4<sup>th</sup> quarter activities: Teacher Misassignment/Vacancy Review Date Distributed: 7-31-25

**District:** El Tejon Unified School

**School:** Frazier Park

**Grade Levels:** TK-4

**Review Date:** 8-26-24

### INSTRUCTIONAL MATERIALS

Review conducted this quarter: NO

- |                      |   |            |
|----------------------|---|------------|
| 1. ELA / ELD         | - | Sufficient |
| 2. Math              | - | Sufficient |
| 3. Social Studies    | - | Sufficient |
| 4. Science           | - | Sufficient |
| 5. Health            | - | N/A        |
| 6. Foreign Language  | - | N/A        |
| 7. Special Education | - | N/A        |

### SCHOOL FACILITIES

Review conducted this quarter: NO

- |                   |   |        |
|-------------------|---|--------|
| 1. Overall Rating | - | 98.54% |
| 2. School Rating  | - | Good   |
| 3. Deficiencies   | - | Yes    |
1. Restroom/ One sink in the boy's restroom was not working. (Documentation submitted 1/28/25)
  2. Restroom/ Two sinks in the girl's restroom were not working. (Documentation submitted 1/28/25)
  3. Restroom/ One sink in the boy's restroom was not working. (Documentation submitted 1/28/25)
  4. Restroom/ One sink in the girl's restroom were not working. (Documentation submitted 1/28/25)
  5. Fountain/ One fountain by the basketball court is not working. (Documentation submitted 1/28/25)
  6. Fountain/ Two fountains by the dirt lot were not working. (Documentation submitted 1/28/25)
  7. Fountain/ One fountain across from the custodian closet was not working. (Documentation submitted 1/28/25)

## Williams Settlement - Fourth Quarterly Report: April-July 2025

This report summarizes 4<sup>th</sup> quarter activities: Teacher Misassignment/Vacancy Review Date Distributed: 7-31-25

### SCHOOL ACCOUNTABILITY REPORT CARD (SARC):

Review conducted this quarter: NO

Review Date (online): 2/28/2025, New SARC submitted

Instructional Materials Discrepancies: NO

Facility Conditions Discrepancies: NO

The SARC was found to be correctly posted to the CDE website.

### TEACHER MISASSIGNMENT AND VACANCY REVIEW:

Review conducted this quarter: NO

*Teacher Misassignment and Vacancy information is expected to be included on the annual report scheduled for distribution in mid-November, to report:*

- Number of misassignments
- Number of misassignments corrected within 30 calendar days
- Number of classes in which the teacher was lacking the appropriate authorization/training to teach English Language Learners and 20% or more of students were English Language Learners
- Number of teacher vacancies
- Number of teacher vacancies filled this quarter



July 1, 2025

To: Williams Settlement Contacts District  
Superintendents

From: Christine Goedhart-Humphrey  
Williams Settlement Program

Subject: Williams Settlement 2024-25 4<sup>th</sup> Quarter Report

California *Education Code* Section 1240 requires that the County Superintendent or a representative visit schools identified in the county to review information in selected areas and report the results to you. The 4<sup>th</sup> Quarter Report for the 2024-25 school year is attached for submission to your governing board. This report normally includes information on teacher assignments and vacancies. Unfortunately, this review has been postponed by the state and will be included in the annual report scheduled for distribution in November.

Although the teacher assignment/vacancy report is not included, the following results are available for your review.

- Curriculum and facilities review from the Fall 2024 visits
- Corrective actions reported by the district/school during the last year
- SARC review results

Please review this report and contact us if you have any questions, concerns, or would like to report a corrective action. **The final deadline to submit corrections for the Annual Report is September 12, 2025.** Information received after that date will not be included in the annual report submitted to the Kern County Board of Education, the Kern County Board of Supervisors, and the California Department of Education.

For assistance in submitting information, or for more information, please contact me at (661) 636-4330, or at [chumphrey@kern.org](mailto:chumphrey@kern.org).

Thank you!





**INFINITY COMMUNICATIONS AND COMPLIANCE, INC.  
MASTER AGREEMENT FOR PROFESSIONAL SERVICES**

Client No: 0418

This Agreement for Professional Services ("Agreement") is entered as of this day, June 24, 2025, between Infinity Communications and Compliance, Inc. hereinafter referred to as "Infinity," and El Tejon Unified School District hereinafter referred to as the "Client." The parties agree as follows:

**1. SERVICES**

Infinity agrees to perform Professional Services ("Services") on behalf of the Client as set forth in this Agreement, including the Project Attachment. Infinity's responsibilities and determination of reimbursable cost for Services are set forth in the Project Attachment, which is incorporated as a part of this Agreement. Infinity agrees to perform the Services in a professional, workmanlike manner consistent with industry standards and in substantial compliance with any service-level commitments set forth in the Project Attachment.

**2. BASIS OF COMPENSATION**

Infinity will invoice and Client will pay for Services performed under the scope of work as described in the Project Attachment. Client must raise any invoice dispute in writing within fifteen (15) days of receipt; failure to do so shall constitute acceptance of the invoice. All fees are non-refundable. Notwithstanding termination, Client remains responsible for all fees for work performed and any non-cancellable commitments entered into on Client's behalf.

**3. TERM AND TERMINATION OF SERVICE**

Infinity's services are provided for the term specified in the Project Attachments. The term commences on the later of the date of the execution of this Agreement and the Start Date described in the Project Attachment (the commencement date being the "Services Start Date").

Either party may terminate this Agreement, without cause, by providing written notice to the other at least thirty (30) days before the intended termination date.

Client agrees to compensate Infinity for all work, Service Fees, and reimbursable expenses completed prior to the date of termination, and release Infinity from all liability, claims and causes of action resulting from any actions (or inaction) taken (or not taken) after the date of termination, including (but not limited to) negligent acts or omissions by Client, its agents and/or employees.

In the event that the Agreement is terminated, Client may request for Infinity to deliver copies of all data and files related to this Agreement to the Client within Thirty (30) days after termination. Infinity may retain copies for archival and compliance purposes.

**4. CLIENT'S RESPONSIBILITY**

The Client agrees to fulfill all responsibilities and provide all necessary information as outlined in the Project Attachment(s) in a timely manner to facilitate the completion of Services by Infinity. Any delays due to the Client's failure to perform these responsibilities may result in adjustments to the timeline and incur additional costs payable by Client. Client expressly agrees to indemnify, hold harmless, and waive any right of action against Infinity for any action (or inaction) that occurs (or does not occur) as a result of Client not performing its responsibilities as described in the Project Attachment.

**5. RECORDS**

Infinity will maintain full and accurate records in connection with this Agreement. The Client may inspect these records upon reasonable notice during normal business hours.

**6. STATUS OF INFINITY**

The Client and Infinity agree that Infinity, in performing the services specified in this Agreement, shall act as an independent contractor, and shall have control of all work and the manner in which it is performed. Infinity shall



be free to contract for similar service to be performed for other parties while under contract with the Client. Infinity is not entitled to participate in any pension plan, insurance, bonus, or similar benefits the Client provides for its employees.

During the term and for one (1) year thereafter, Client shall not solicit or hire Infinity employees or subcontractors who performed Services under this Agreement.

## 7. COPYRIGHTS AND LICENSES

Infinity retains ownership of all intellectual property rights in its work product ("Instruments of Service"), including templates, forms, documents, specifications, and designs. Infinity grants the Client a non-exclusive, limited, perpetual, and irrevocable license to use these Instruments of Service solely for the specific purposes outlined in this Agreement and associated projects, provided the Client has fully compensated Infinity.

Unauthorized use of Infinity's instruments of Service shall immediately terminate the granted license and relieve Infinity of all liabilities arising from such use.

## 8. HOLD HARMLESS & LIMITATION OF LIABILITY

Each party agrees to indemnify, defend, and hold harmless the other party, its officers, agents, employees, and affiliates from all suits, claims, liabilities, damages, losses, costs, and expenses resulting from negligent acts or omissions of the other party, its officers, agents, or employees under this Agreement (each agreeing to "Hold Harmless" the other). Neither party agrees to Hold Harmless with respect to any gross negligence or willful misconduct of the other.

In the event Infinity is found in breach of this Agreement and/or negligent, except in cases of gross negligence or willful misconduct, the parties agree that Infinity's maximum potential liability shall not exceed the aggregate payment(s) Infinity has actually received from Client under this Agreement in the twelve months preceding the claim. Any legal action arising from or taken by either party, shall be governed by the laws of the State of California / County of Kern, and shall be brought in its courts.

## 9. COMPLIANCE WITH LAWS

Infinity shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances involving its employees, including workers' compensation and tax laws.

## 10. MODIFICATION, ASSIGNMENT & ATTORNEY'S FEES

No modification or amendment of this Agreement will be effective unless agreed to in writing and signed by authorized representatives of both parties.

Neither party may assign or delegate this Agreement or any of its rights or obligations hereunder without the other party's prior written consent; provided, however, that Infinity may, without Client's consent, assign this Agreement in its entirety (including all rights and obligations) to (a) an Affiliate, or (b) a successor by way of merger, consolidation or the sale of substantially all of Infinity's assets, so long as such successor assumes all of Infinity's obligations under this Agreement. Any other purported assignment shall be null and void. This Agreement shall inure to the benefit of and be binding upon the permitted successors and assigns of the parties.

## 11. GENERAL PROVISIONS

### a. GOVERNING LAW & DISPUTES

This Agreement shall be governed by the laws of the State of California, with exclusive jurisdiction in Kern County, California, for any disputes arising from or related to this Agreement.

Any disputes arising from this Agreement, including the Project Attachment, or with respect to any Services relating to this Agreement shall first be subject to negotiation between representatives from both parties. If unresolved after thirty (30) days, disputes shall be settled by binding arbitration in Kern County, California, administered according to the Commercial Arbitration Rules of the American Arbitration Association. The prevailing party shall be entitled to reasonable attorney's fees and arbitration costs.



b. **SEVERABILITY**

If any provision is ruled invalid or unenforceable, the remainder shall remain in full force and effect, and the invalid provision shall be replaced by a valid one that most closely matches its economic and legal purpose.

c. **FORCE MAJEURE**

Neither Party shall be liable for delays or non-performance due to acts beyond its reasonable control, including natural disasters, acts of government, wars, terrorism, pandemics, labor disputes, or similar unforeseen events. The affected Party shall notify the other promptly and use commercially reasonable efforts to resume performance.

d. **CONFIDENTIALITY**

Both Parties agree to maintain the confidentiality of proprietary or sensitive information obtained in the performance of this Agreement. Such information shall not be disclosed to third parties without prior written consent, except when required by law or court order.

e. **NOTICE**

All notices must be in writing and addressed to the Parties' Authorized Contacts. Notices are effective upon (i) personal or courier delivery, (ii) three business days after deposit with U.S. certified mail (return receipt requested), or (iii) confirmed email transmission to the address on record.

**Infinity Contact Information:**

Sales Administration  
sales@infinitycomm.com  
661-716-1840  
4909 Calloway Drive  
Bakersfield, CA 93312

**Client Contact Information:**

Authorized Contact Name: Misty Johnston  
Email: mjohnston@El-Tejon, CA, US  
Phone: 661-248-6247  
Address: 4337 Leber Rd, Leber CA 93243

f. **ENTIRE AGREEMENT**

This Agreement, including all attachments, exhibits, and amendments, represents the entire understanding between Infinity and the Client, superseding any prior agreements, understandings, or representations. Any modification must be in writing and signed by authorized representatives of both Parties.



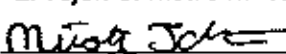
# INFINITY COMMUNICATIONS & COMPLIANCE

**IN WITNESS THEREOF**, the parties hereto have executed this Agreement on the date written below.

**Infinity Communications and Compliance, Inc.**

 06/24/2025  
Signature Date  
Christian Baker Chief Operations Officer  
Name Title  
P.O. Box 999, Bakersfield, Ca. 93302  
Address/City/State/Zip  
99-4115379  
Federal Tax ID#

**El Tejon Unified School District**

 7-9-25  
Signature Date  
Misty Johnston CBO  
Name Title  
4337 Lebec Rd. Lebec CA 93243  
Address/City/State/Zip  
95-6004491  
Federal Tax ID#



## PROJECT ATTACHMENT 0418-FY2026 EL TEJON UNIFIED SCHOOL DISTRICT

Client No. 0418

### SERVICES: CATEGORY ONE E-RATE PROFESSIONAL SERVICES

#### INFINITY'S RESPONSIBILITIES

Infinity shall perform the following tasks for our Category One E-Rate Professional Services:

#### E-RATE AND CALIFORNIA TELECONNECT FUND (CTF) PROFESSIONAL SERVICES

1. Client Access – Infinity will be available to the Client by phone, email, or in person to address Client related E-Rate Funding issues. The client will provide Infinity with a minimum of 3 business days' notice of a request for onsite service.
2. Program Updates – Infinity will update the Client on changes in the E-Rate and CTF process and help staff to take advantage of newly eligible products and services.
3. Program Compliance – Infinity will assist the Client to verify that USAC rules are being followed and, if necessary, provide guidance on new processes or procedures to ensure program compliance, regarding Bid Evaluations, Procurement, Technology Budget, and Document Retention. For CIPA compliance, Infinity will provide an outline of best practices required in order to meet program requirements related to CIPA.
4. Appeals – Infinity will prepare and submit appeals to USAC and/or the FCC as needed to support the Client's E-Rate funding. Standard appeals related to funding denials or reductions will be included as part of the contracted services. However, if an appeal is required due to Client error, delay, or a situation that requires significant additional time or legal review (such as an FCC appeal stemming from non-compliance Infinity may assess additional fees with prior notice and Client approval. In cases where non-compliance is the exclusive result of Infinity's failure to perform its Services under this Agreement, Infinity will provide appeal services at no additional charge.

#### E-RATE APPLICATION MANAGEMENT

1. Needs Assessment and Strategic Planning – Infinity will assist the Client to determine a Filing Strategy that best meets the Client's needs to maximize the Client's E-Rate funding opportunities.
2. Determination of Funding Request Amount – Infinity will determine an estimate of the amount of the funding request net of estimated USF fees and taxes by: (a) reviewing one (1) month of the Client's bills from eligible Service Providers to determine an estimated annual funding request, (b) review Client's current annual contract(s) for eligible services, and/or (c) conducting a review of new contract(s) for eligible services.
3. File Forms – Infinity will prepare and file the following forms required by USAC's School and Library Division to receive E-Rate Category One Telecommunications and Internet Access funding: Form 470, Form 471, Form 486, and Form 500. Infinity will also prepare and file for service substitutions and SPIN changes.
4. Administration of PIA Process – Infinity will assist the Client in responses to and delivery of the required documentation for USAC's "Program Integrity Assurance" (PIA) information requests. Typically, Infinity will respond directly to PIA requests on behalf of the client.
5. Service Provider Collections – Infinity will prepare the Service Provider's required forms ("Discount Grids") to have the Client's eligible discounts added to the monthly Service Provider Bills (SPB Method) or prepare and file the Form 472 (BEAR Method) to facilitate payment of the eligible discount amount reimbursement.
6. Application Status – Infinity will provide the Client with progress status on applications, reviews, and modifications, for the Client's open funding requests.

#### REQUEST FOR PROPOSAL (RFP) MANAGEMENT SERVICES

1. Develop RFP Documents – Infinity will develop a Request for Proposal (RFP) for Category One Services in compliance with the Client's Local/State and the E-Rate Program's procurement requirements. If newspaper publication is required, Infinity will assist the Client with compliance at least 20 days prior to receipt of responses to Form 470. Infinity will coordinate the posting of newspaper ads for an additional fee, as described in the Fee Schedule.
2. RFP Tracking – Infinity will distribute and track, in electronic form only, the "RFP Documents" to prospective bidders through Infinity's "Projects" website.
3. Administration of RFP Process – Infinity will prepare and distribute project clarification(s) and/or addenda(s) to address questions from prospective bidders.

4. Bid Opening – Infinity will conduct the opening of bid response(s). All bid openings will be held at Infinity's offices, unless otherwise agreed upon between the Client and Infinity.
5. Bid Evaluation – Infinity will evaluate the bid responses based on the E-Rate Program's requirements for the "Evaluation of Bids" and provide the Client with recommendations for the award of contract(s).
6. Contract Administration – Infinity will collect the documents necessary for the award of contract from the successful bidder and coordinate the delivery to the Client for execution.
7. Document Provision – In addition to retaining a copy for itself to comply with E-Rate program rules, Infinity will provide a copy of material documents pertaining to the RFP and E-Rate filing process to the Client at least once per year.

#### **AUDIT ASSISTANCE**

1. Document Retention – Infinity will maintain a copy of the documents required for E-Rate Program's "Document Retention Policy", for up to 10 years from the last date of service.
2. Document Assistance – Infinity will assist the Client in the preparation and delivery of the Auditor requested documentation.
3. Support Services – Infinity will represent (under an LOAR) the Client during all E-Rate Audits.
4. Limitation of Audit Support – Infinity's obligations with respect to Audit Assistance are only applicable to funding years for which Infinity made the filing to USAC. Infinity can assist with additional audits as an additional service, as described in the Fee Schedule.

#### **CLIENTS' RESPONSIBILITIES**

The Client's responsibilities, for the successful completion of our Category One E-Rate Professional Services, shall include:

1. Appointing a representative to act on their behalf, with respect to this agreement and the subsequent projects, who has the authority to render decisions and approve requests from Infinity, in a timely manner as not to cause unreasonable delay in the progress of Infinity's service. Client (including through the representative) must sign and certify the E-Rate forms required for the Client's application for funding, in a timely manner, so as not to cause a failure to comply with the E-Rate Program's time sensitive deadlines.
2. Provide Infinity with reasonable access to any physical site, if applicable, to allow Infinity the ability to perform the work detailed in this agreement.
3. Provide Infinity with all information required for the successful completion of the agreed service, within 10 calendar days, after the receipt of a request from Infinity.
4. Provide a Letter of Agency and Representation ("LOAR"), authorizing Infinity to act on the Client's behalf to file and/or certify E-Rate forms and respond to the USAC's requests for information.
5. For the eligible services for which the Client is entitled to receive California Teleconnect Fund (CTF) support, to cause the Service Provider to invoice USAC by the SPI Method (Form 474).
6. Maintain and update an "Equipment Asset Register" (EAR). The EAR shall detail the make, model, serial number, and location of all equipment purchased with the support of the Universal Services Fund (E-Rate Program). Upon Infinity's request, the Client will provide Infinity with a copy of the EAR for compliance with the "Inventory" section of E-Rate's "Document Retention Policy".
7. Maintain and update a "Service Provider Reimbursement Reconciliation" (SPRR) spread sheet. The SPRR shall include, by FRN(s), the total amount of funds associated with each reimbursement, and/or the total amount of discounts (in the form of discounted bills, checks, or credits) received from the Service Provider. Upon Infinity's request, the Client will provide Infinity with a copy of the SPRR for compliance with the "Invoicing" section of E-Rate's "Document Retention Policy".  
Retain all documents and records, for each funding request, related to the "Pre-bidding Process", "Bidding Process", "Award of Contracts", "Application Process", "Purchase and Delivery of Service", "Invoicing", "Inventory", and "Forms and Rules Compliance" for a period of at least 10 years from the last date of service. While Infinity will retain a copy of all documents provided to it, Client must (under E-Rate rules) maintain its own copy of these records and of any records related to the E-rate service or procurement independent of Infinity's data retention service.
8. Provide Infinity with a copy of any Local/State Procurement policies and procedures required for Client's procurement of E-Rate services.
9. Client agrees to provide accurate and timely information with respect to contact and administrative information to facilitate payment of invoices and to update Infinity at any point the contact or administrative information changes.



### TIMELY SUBMISSION OF INFORMATION

Client agrees to submit information on time and in full to Infinity and agrees that Infinity may set a reasonable deadline in order to incorporate Client's information and authorization into its Services under this Agreement. To the extent that Client does not abide by its responsibilities as listed in this Agreement, Infinity shall not be liable for any damages or losses resulting therefrom.

Client covenants that it shall perform its responsibilities under this Agreement in a timely and complete fashion and acknowledges that any delays or inconsistencies resulting from its failure to perform its responsibilities listed in this Agreement put its E-Rate compliance and funding at risk. If Client provides tardy, missing, errant, or incomplete information or authorization after a reasonable deadline set by Infinity or USAC, ("Delayed Information"), Client agrees that Infinity's obligations to use that Delayed Information are on a "best efforts" basis and Infinity will undertake commercially reasonable steps to incorporate any Delayed Information into the work product it produces. Client acknowledges that its failure to furnish information or authorization prior to a reasonable deadline may impact Infinity's ability to complete Infinity's Services under this Agreement. Further, Client authorizes Infinity to act upon a duly executed LOAR to certify information on Client's behalf and Client agrees to Hold Harmless Infinity with respect to any good faith exercise of Infinity's authority to certify information on behalf of Client or otherwise meet a regulatory or legal deadline with respect to Delayed Information.

### TERM OF CONTRACT:

This Agreement will begin on July 1, 2025, for a term of three (3) years, with an expiration date of June 30, 2028.

### BILLING

All invoices are due within 30 days (the "Invoice Due Date"). Infinity will invoice Client at Services Start Date and annually on the first day of the E-Rate funding year thereafter. If payment is not received by the Invoice Due Date, Client agrees any overdue and unpaid balances may be charged a late fee at a rate of 1.5% per month.

Infinity does not normally engage attorneys for help in preparing appeals; nevertheless, each appeal is unique, and Infinity does not guarantee any particular outcome. Infinity's Service Fee does not include the cost for any legal counsel or attorney's fees with respect to an appeal and Infinity will, prior to incurring billable services with respect to legal counsel, seek Client's approval for the incurrence thereof.

Infinity's fee for Category One services will be an annual base fee of:

**\$4,500.00**

Any service not explicitly detailed under Infinity's Responsibilities in this Project Attachment (an "Excluded Service") is not authorized by this Project Attachment. For any Excluded Service, the parties will need to execute a new Project Attachment to cover an Excluded Service at the fee stipulated in such new Project Attachment. Excluded Services could include, but are not limited to, C2 filing assistance, document reconstruction, Design/Project Administration services, or non-E-Rate professional services.

The parties agree that the Service Fee is fair and representative of the Client's anticipated E-rate activity. Client agrees that if its E-rate activity materially changes or is expected to materially change over the course of this Agreement, Infinity may require a re-setting of the fee for Client at the next annual billing date.



### Standard Hourly Rates Schedule

For additional work that is required outside the scope of the original project, the hourly rates listed will be charged. Standard Hourly Rates are subject to review and adjustment. The hourly rates effective on the date of the Agreement are:

|                            |               |
|----------------------------|---------------|
| Principal                  | \$185.00/hour |
| Sr. Systems Designer       | \$165.00/hour |
| Systems Designer           | \$135.00/hour |
| CAD Operator               | \$85.00/hour  |
| Sr. Project Manager        | \$165.00/hour |
| Project Manager            | \$105.00/hour |
| Design Team Coordinator    | \$85.00/hour  |
| Compliance Manager         | \$150.00/hour |
| Client Services Specialist | \$100.00/hour |
| Support Staff              | \$60.00/hour  |

### Reimbursable Expenses Schedule

Reimbursable Expense rates are subject to annual review and adjustment. The rates effective on the date of the Agreement are:

|                             |                                |
|-----------------------------|--------------------------------|
| Newspaper Advertisement     | at cost + 15%                  |
| 8"x11" Copies/Impression    | \$0.05/sheet                   |
| Blueprint Copies            | at cost + 15%                  |
| Reproducible Copies (Mylar) | at cost + 15%                  |
| Reproducible Copies (Paper) | at cost + 15%                  |
| Legal Counsel               | at cost + 15%                  |
| Travel Expenses:            |                                |
| Mileage (auto)              | \$0.72/mile                    |
| Airfare                     | at cost + 15%                  |
| Meals                       | at cost + 15%                  |
| Lodging                     | at cost + 15%                  |
| Standard Labor Rate         | See Hourly Rate Schedule Above |

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date written below:

Infinity Communications and Compliance, Inc.

[Signature] 06/24/2025  
Signature Date  
Christian Baker Chief Operations Officer  
Name Title  
P.O. Box 999, Bakersfield, Ca. 93302  
Address/City/State/Zip  
99-4115379  
Federal Tax ID#

El Tejon Unified School District

[Signature] 7-9-25  
Signature Date  
Misty Johnston CBO  
Name Title  
4337 Lebec Rd. Lebec CA 93245  
Address/City/State/Zip  
95-6004491  
Federal Tax ID#

El Tejon Unified School District  
4337 Lebec Road  
Lebec, CA 93243

#### INDEPENDENT CONTRACTOR AGREEMENT FOR SPECIAL SERVICES

This Independent Contractor Agreement for Special Services ("Agreement") is made and entered into on, July 1, 2025, by and between the El Tejon Unified School District, a public school district and a political subdivision of the State of California, Kern County, hereinafter referred to as the "District," and the Boys & Girls Clubs of Kern County, a private non-profit organization hereinafter referred to as the "Contractor" (hereinafter referred to collectively as, "Parties") for 2025-2026 School Year Program Services.

#### RECITALS

WHEREAS, the District has qualified for State of California grant funds ("Funds") to be disbursed over a one (1) year period pursuant to the After School Education and Safety Program ("Program"), created in the 2002 California voter approves Proposition 49, enacted as Article 22.5 in the California Education Code Section 8482 et. seq. and administered by the California Department of Education; and

WHEREAS, the Program has been shown to reduce to juvenile crime and improve students' grades, attendance and conduct; and

WHEREAS, the Contractor desires to provide Program services for the District's students to include literacy and educational activities; and

WHEREAS, the Contractor is a private non-profit youth service agency organized pursuant to the laws of the State of California

WHEREAS, The District is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, the District is in need of such special services and advice to provide the Program's academic enrichment and recreational activities for District students of all ages; and

WHEREAS, the Contractor is specially trained, experienced and competent to perform the special Program services for the benefit of District students, and District requires such services on a limited basis.

NOW, THEREFORE, the Parties agree as follows:

1. Services. The Contractor shall provide the Program services as described in Exhibit "A," attached hereto and incorporated herein by this reference ("Services").

2. **Term of Agreement.** This Agreement will commence on July 1, 2025 and will continue of one (1) year or until such time as the District no longer receives Funds to deliver the Services for the benefit of District students or the Agreement is terminated in accordance with the terms of this Agreement, whichever comes first.
3. **Program Location.** The Contractor shall provide the Services at the following sites (collectively, "District Facilities"):
- Frazier Park Elementary School, 3149 San Carlos Tr., Frazier Park, CA 93225
  - El Tejon School, 4337 Lebec Rd, Lebec, CA 93243
4. **Submission of Documents.** The Contractor shall not commence the Services under the terms of this Agreement until the Contractor has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:
- X   Signed Agreement
  - X   Workers' Compensation Certificate (Attached as Exhibit "B")
  - X   Insurance Certificates and Endorsements
  - X   W-9 Form
  - X   Fingerprinting/Criminal Background Investigation Certification (Attached as Exhibit "C")
  - X   Tuberculosis Clearance (Attached as Exhibit "D")
5. **Priority of Use.** Throughout the term of this Agreement, District programs, including athletic and recreational programs, shall take precedence and priority over the Contractor's right to use District Facilities. The Contractor's use of District Facilities shall be solely for the Contractor's performance of the Services. Any use of District Facilities for other than the Contractor's performance of the Services is prohibited without the prior written consent of the District.
6. **Compensation.** The District agrees to pay the Contractor for Services satisfactorily rendered pursuant to this Agreement a total fee not to exceed Two Hundred Twenty-Four Thousand Two Hundred Sixty-Three Dollars (\$224,263) for the 2025-2026 school year ("Total Compensation"). The Total Compensation shall be paid to the Contractor over the course of the 2025-2026 school year, which shall consist of one hundred eighty-three (183) days. The District shall pay the Contractor according to the following terms and conditions.
- 6.1 Contractor and District agree that District upon the approval and full execution of this agreement, will pay the Contractor Twenty-Two Thousand Four Hundred Twenty-Six Dollars (\$22,426) ("Advance Payment") upon the approval and full execution of this Agreement. The Advance Payment equals ten percent (10%) of the Total Compensation ("Advance Payment").

- 6.2 Thereafter, District will subtract five percent (5%) of the Advance Payment for each twice monthly installment payment made to the Contractor during the next ten months of the term of the Agreement until the Advance Payment has been fully accounted for. In no event shall the Contractor's fee under the Agreement exceed the Total Compensation.
- 6.3 All Payments will be based on invoices submitted to the District by the Contractor and approved by the District's authorized representative. The Contractor will provide the District with invoices not more frequently than semi-monthly for Services actually performed. Payment for the Services shall be made for undisputed amounts in installment payments within ten (10) days after the Contractor submits an invoice to the District for Services actually completed and after the District's written approval of the Services, or the portion of the Services for which payment is to be made.
- 6.4 The Contractor shall cooperate with the District in preparing documentation and/or submitting information that may be required for purposes of obtaining Funds from the appropriate administering agency for the Program, as requested by the District.
7. Expenses. The District shall not be liable to the Contractor for any costs or expenses paid or incurred by the Contractor in performing Services for the District.
8. Staffing. The Contractor shall hire, supervise, train and assign Eight (8) staff members to provide Services under this Agreement as follows:
- Frazier Park Elementary School (5)
  - El Tejon Middle (3)
- For each activity/component, there shall not be more than 20 students for each staff person. Prior to commencing the performance of Services pursuant to this Agreement, the Contractor shall require its employees to submit evidence of an examination within the past sixty (60) days to determine that he or she is free of active tuberculosis. The Contractor agrees Contractor's employees who skin test negative shall thereafter be required to take a tuberculosis test at least once every four (4) years pursuant to Education Code Section 49406. As noted in Section 4 above, the Contractor is required to submit a Tuberculosis Clearance certificate in the form attached hereto as Exhibit "D".
9. Plan to Ensure Daily Staffing. The Contractor shall establish and maintain a qualified substitute staff member system to ensure the staff-to-student ratio will be maintained in the daily delivery of Services despite employee absences.
10. Security Clearance. The Contractor shall be responsible for ensuring compliance with all applicable fingerprinting and criminal background investigation requirements, including, but not limited to, those described in Education Code Sections 45125.01 and 45125.1, as applicable. The Contractor's responsibility shall extend to all Program staff and subs, regardless of whether such

individuals are paid or unpaid, concurrently employed by the District, and/or acting as Independent Contractors of the Contractor. The Contractor shall not permit any employee to have any contact with District students until the Contractor has verified in writing, based on the background check, to the District's Board of Education ("Board") that such employee has not been convicted of a felony, as defined in Education Code Section 45125.1. Verification of compliance with this Section shall be provided in writing to the District prior to each individual's commencement of employment or the provision of Services pursuant to the Program and prior to permitting contact with students participating in the Program. As noted in Section 4 above, the Contractor is required to submit a Fingerprinting/Criminal Background Investigation Certification in the form attached hereto as Exhibit "C".

11. **Qualifications and Licenses.** The Contractor shall be responsible for verifying the credentials, certificates, and licenses of Program staff, agents, subcontractors or volunteers or any other evidence of such individual's qualifications and fitness for participation in the Program. All Program staff and volunteers shall be subject to the health screening requirements in current law and District policy for school Personnel and volunteers in the District. All staff members who directly supervise students shall, at a minimum, meet the qualifications of an instructional aide in the District. Verification shall extend to motor vehicle licenses and possession of adequate vehicle insurance coverage, if such individuals will be required to provide transportation services as part of their Program duties.
12. **Staff Performance and Evaluation.** The District will assign a program coordinator to work with the Contractor on the Program ("Program Coordinator"). The Program Coordinator will provide information as he or she deems appropriate for the Contractor's consideration in its evaluation of its assigned employees. At the Program Coordinator's request, the Contractor will dismiss employees whose performance is determined by the District to be incompatible with the goals or requirements of the Program.
13. **Documentation of Hours Worked.** Staff of the Contractor shall maintain records of hours worked at their respective District Facility and shall sign in and out daily on a time log maintained by the District's Program Coordinator.
14. **Coordination with the School Staff.** Staff of the Contractor shall communicate with the Program equipment, student safety and security, or other items covered by this Agreement.
15. **District Facility Usage.** The District Facilities to be used are classrooms, the cafeteria, and playground at each site. The Contractor will clean up and return items to their original location at the end of each day.
  - 15.1 **Computer Accounts.** Certain members of the Contractor's staff may be assigned a District computer account to use for Program-related purposes. District equipment shall be used by the Contractor in accordance with applicable law and District policy and procedure. Only the staff person actually assigned the District computer account may

use said account. No sharing of District computer accounts amongst the Contractor staff is permitted.

16. **Materials.** The Contractor shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the Services to be provided pursuant to this Agreement, except as follows:
  - 16.1 Program supplies for the activities delivered by the Contractor will be provided by the District as approved by the Program Coordinator.
  - 16.2 The District will be responsible for providing snacks.
17. **Field Trips.** The Contractor shall sponsor and must obtain advance approval from the Program Coordinator for any field trips or other off-site travel planned for students in the Program. Signed parental/guardian permission forms with appropriate release of liability for the district and the Contractor in substantially the form attached hereto as Exhibit "E" must be obtained in advanced for each participating student. Any activity organized by the Contractor shall be considered an activity in the sole control and direction of the Contractor. The Contractor shall assume all responsibility for the care and control of students with participation in any activity, whether on-site or off-site that is offered as part of the Program.
18. **Parental Visits.** The Contractor shall provide for reasonable parental access to all of District's facilities being used by the Contractor to the extent allowed by applicable law. The Contractor shall ensure that parental visits are in agreement with applicable court orders, if any.
19. **Medication.** The Contractor shall ensure that medications are distributed and/or administered to students participating in the Program only when there is a written statement on file with both the Contractor and the District from a licensed physician detailing the type, administration, method, amount, and time schedule of how the medication is administered. The Contractor shall not distribute or administer any prescribed medication any student unless pursuant to a written statement by the student's parent on file with both the Contractor and the District. The Contractor shall keep a written log of medication dispensation and/or administration. Any change in medication dispensation or administration (such as method, amount, and schedule) by the Contractor must be previously authorized in writing by a licensed physician and parent on file with the Contractor and the District.
20. **Accidents and Incidents.** The Contractor shall complete a written accident report and provide it to the District when a student has suffered an injury that requires medical attention of a licensed medical professional. The Contractor shall complete a written accident report and provide and provide in to the District when the Contractor becomes aware of circumstances that require notification be made to other agencies. The circumstances may include, without limitation, allegations of molestation, child abuse, and injuries resulting from physical restraint. The Contractor assures the District that all staff members, including volunteers, are familiar with child abuse and general concerns regarding the health and safety of a student that may impair

the student's educational program, including the need for mental health services, and shall inform the District by facsimile or U.S. mail within twenty-four (24) hours of when the Contractor becomes aware of those circumstances.

21. **Acknowledgement of Receipt of Policies and Procedures.** All Contractor staff providing Services related to the operation of the Program will be provided a copy of the following District policies and procedures and must acknowledge, in writing that they have read and agree to abide by the District policies and procedures listed below:

- Use of District Facilities, space, and equipment
- Student discipline (school discipline, search and seizure, suspension, and expulsion)
- Site emergency plan and protocol (e.g., lockdown, shelter in place, contacts for emergency)
- Release of students from school's custody (release to parent/guardian, late pick-up policy, sign-in/sign-out process)
- After School Programs including early release provisions
- Safety (e.g., students who walk home, visitors/outside, School Safety Plan, accident procedures)
- Child abuse and neglect
- Privacy rights of parents and students
- Health Care
- Emergency medical information
- Administration and storage of medication
- Pupil records
- Emergencies
- Alcohol and other drug policies
- Student wellness and child nutrition
- Registration of visitors/outside and disruption of service
- Parental notifications and consent
- Nondiscrimination and complaints
- Special education and Section 504 of the Rehabilitation Act
- Use of District technology and electronic systems

All rules and regulations of the Board and all Federal, State and local laws, ordinances, and regulations, are to be observed strictly by the Contractor and all those using District Facilities and grounds with the Contractor's permission or pursuant to this Agreement.

22. **Anti-Discrimination (employees).** It is the policy of the District that in connection with all work performed under District contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the Contractor agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code



Section 12900 and Labor Code Section 1735 and District policy. In addition, the Contractor agrees to require the compliance by all its subcontractor(s).

23. **Anti-Discrimination (students)**: It is the policy of the District that in connection with all work performed under District contracts there be no discrimination against any student who participates in the Program based on actual or perceived race or ethnicity, nation origin or nationality, physical or mental disability, religion, sex or gender, color, age, sexual orientation, limited to the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Individuals with Disabilities Education Act, and District policy. The Contractor agrees to require compliance by all its employees and subcontractor(s). The District shall make reasonable accommodations or modifications of the Program provided by the District, and require compliance by all its employees and subcontractors.
24. **Prohibited Activities**. The following are prohibited in or about the District facilities or at any time during which Services are being provided under this Agreement, even if Services are being provided off-site: possession or use of tobacco products, intoxicants, or narcotics, the use of profane language, quarreling, fighting, or gambling.
25. **Insurance**.
- 25.1 The Contractor shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.
- 25.1.1 **Commercial General Liability and Automobile Liability Insurance**. Commercial General Liability Insurance and any Automobile Liability Insurance that shall protect the Contractor, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising from performing any portion of the Services. (Form CG 0001 and CA 0001)
- 25.1.2 **Workers' Compensation Insurance**. Workers' Compensation Insurance for all of its employees performing any portion of the Services. In accordance with provisions of Section 3700 of the California Labor Code, the Contractor shall be required to secure worker's compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

| Type of Coverage                                                                                                           | Minimum Requirement |
|----------------------------------------------------------------------------------------------------------------------------|---------------------|
| Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and | \$5,000             |
| Medical Payments                                                                                                           | \$2,000,000         |
| Each Occurrence                                                                                                            | \$2,000,000         |
| General Aggregate                                                                                                          |                     |
| Automobile Liability Insurance – Any Auto                                                                                  |                     |
| Each Occurrence                                                                                                            | \$2,000,000         |
| General Aggregate                                                                                                          | \$2,000,000         |
| Workers Compensation                                                                                                       | Statutory Limits    |

**25.2 Proof of Carriage of Insurance.** The Contractor shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the District. Certificates and insurance policies shall include the following:

**25.2.1** A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

**25.2.1** Language stating in particular those insured, extent of insurance, location, and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

**25.2.3** An endorsement stating that the District and State and their agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that the Contractor's insurance policies shall be primary to any insurance or self-insurance maintained by District.

25.2.4 All policies shall be written on an occurrence form.

25.3 **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.

26. **Quality Assurance.** The Contractor shall document its provision of agreed upon Services and submit required documentation to the District with each monthly invoice.
27. **Records.** The Contractor will maintain full and accurate records in connection with this Agreement and will make them available to the District for inspection at any time.
28. **Independent Contractor Status.** The Contractor, in performance of this Agreement, shall be and act as an independent contractor. The Contractor understands and agrees that he/she and all of his/her employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. The Contractor shall assume full responsibility for payment of all Federal, State and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to the Contractor's employees. In the performance of the Services herein contemplated, the Contractor is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the Services, the District being interested only in the results obtained.
29. **Compliance With Laws.** The Contractor shall observe and comply with all rules and regulations of District's Board and all Federal, State, and local laws, ordinances and regulations. The Contractor shall give all notices required by any law, ordinances and regulation bearing on conduct other Services as indicated or specified. If the Contractor observes that any of the Services required by this Agreement is at variance with any such laws, ordinance, rules or regulations, the Contractor shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon the Contractor's receipt of a written termination notice from the District. If the Contractor performs any Services that are in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, the Contractor shall bear all costs arising therefrom.
30. **Indemnification.** The Contractor and District shall indemnify each other and their respective agents, servants, and employees from any claims, losses, or liabilities due to death, injury to a person(s), or damage to property to the extent caused by the indemnifying party's negligence or willful misconduct.
31. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

32. District's Evaluation of Contractor and Contractor's Employees and/or Subcontractors. The District may evaluate the Contractor in any way the District is entitled pursuant to applicable law. The contractor shall allow District access during the Contractor's provision of Services for this purpose. The district's evaluation may include, without limitation:
- 32.1 Requesting that District employee(s) evaluate the performance of the Contractor and the Contractor's employees and subcontractors during the provision of Services.
- 32.1 Announced and unannounced observance of the Contractor, the Contractor's employee(s), and/or subcontractor(s).
33. Limitation of Liability. Other than as provided in this Agreement (including Section 30's indemnification provision), the District's financial obligations under this Agreement shall be limited to the Payment of the compensation set forth in Section 6 of this Agreement. Other than the District's financial and Indemnification obligations under this Agreement, the District shall not be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the Services performed in connection with this Agreement.
34. Confidentiality. The Contractor and all the Contractor's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. The Contractor understands that student records are confidential and agrees to comply with all State and Federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
35. Notices. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

**CONTRACTOR:**

Boys & Girls Clubs of Kern County  
School District  
5J  
Bakersfield, CA 93385  
93243  
ATTN: Zane Smith, Director  
Superintendent

**DISTRICT:**

El Tejon Unified  
801 Niles Street Bin  
4337 Lebec Rd, PO Box 876  
Lebec, CA

**ATTN:**

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) day after deposit in the United States mail.

36. California Law. This Agreement shall be governed by and the rights, duties, and obligations of the Parties shall be determined and enforced in accordance with the laws of that State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Kern County California.
37. Waiver. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
38. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
39. Authority to Bind Parties. Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
40. Attorney Fees/Costs. Should litigation be necessary to enforce any terms or provisions of the agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.
41. Captions and Interpretations. Paragraph heading in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.
42. Calculation of Time. For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.
43. Signature Authority. Each party had the full power and authority to enter into and perform this Agreement and the person signing this Agreement on behalf of each party has been properly authorized and empowered to enter into this Agreement.
44. Counterparts. This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
45. Incorporation of Recitals and Exhibit. The recitals and each exhibit attached hereto are hereby incorporated herein by reference.
46. Subcontract and Assignment. Neither party shall assign its rights, duties, or privileges under this Agreement, nor shall either party attempt to confer any of its rights, duties, or privileges under

this Agreement on any third party, without the written consent of the other party. The Contractor may enter into subcontracts only with the prior written authorization of the District;

47. **Entire Agreement of Parties.** This Agreement sets forth the entire agreement between parties and supersedes all other oral or written representations. This Agreement may be amended or modified only by a written instrument executed by both parties.

48. **Termination.**

48.1 **Without Cause By District.** The District may, at any time, with or without reason, terminate this Agreement and compensate the Contractor only for Services satisfactorily rendered to the date of termination. Written notice by the District shall be sufficient to stop further performance of Services by the Contractor or no later than thirty (30) days after the day of mailing, whichever is sooner. The Contractor shall only be responsible for providing its Services under this Agreement, and the Contractor shall not be liable for any additional expenses or costs incurred by the District in subsequently securing similar services from any other contractor.

48.2 **Without Cause By Contractor.** The Contractor may, upon thirty (30) days' written notice, with or without reason, terminate this Agreement. Upon the Contractor's termination of this Agreement, the District shall only be obligated to compensate the Contractor for Services satisfactorily rendered to the date of termination. Thirty (30) days' notice by the Contractor shall be sufficient to stop further performance of Services to the District. The Contractor acknowledges that this thirty (30) day notice period is acceptable so that the District can attempt to procure the Services from another source.

49. **Compliance with State Regulations.** The Contractor agrees to comply with all terms and conditions and exhibits of this Agreement and the Program, which provisions are incorporated by reference into this Agreement.

Remainder of Page Intentionally Left Blank

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

Boys & Girls Clubs of Kern County  
District  
(CONTRACTOR)

El Tejon Unified School  
(DISTRICT)

By: \_\_\_\_\_  
By: Mary Jones  
Title: \_\_\_\_\_  
Title: CEO

Zane Smith

Information regarding Contractor:

Contractor: Boys & Girls Clubs of Kern County

95-2462246:

License No.: \_\_\_\_\_

Employer Identification and/or Social  
Security Number

Address: PO BOX 51  
Bakersfield, CA 93385

NOTE: Federal Code of Regulations  
Sections 6041 and 6209 require non-  
corporate recipients of \$600.00 or  
more to furnish their taxpayer  
identification number to the payer.  
The regulations also provide that a  
penalty may be imposed for failure to  
furnish the taxpayer identification  
number. In order to comply with these  
regulations, the District requires your  
Federal tax identification number or  
Social Security number, whichever is  
applicable.

Telephone: (661) 325-3730

Facsimile: (661) 325-2118

E-Mail: zanesmith@bgclubsofkerncounty.org

Type of Business Entity:

☐ Individual

☐ Sole Proprietorship

☐ Partnership

☐ Limited Partnership

☐ Corporation, State: \_\_\_\_\_

☐ Limited Liability Company

☒ Other: 501 C3

**EXHIBIT "A"**

**DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR**

The Contractor shall provide the following Services:

1. Educational and literacy enrichment activities at the school sites listed in the Agreement from the time of student release at approximately 2 p.m. until at least 6 p.m., Monday through Friday except for days such as minimum attendance days, staff development days, or when performance is excused in writing by the District.
2. Trained, qualified, and supervised staff to help implement the Program.
3. Educational and literacy components in the form of homework assistance in one or more of the following areas: language arts, mathematics, history and social science, computer training or science.
4. Educational enrichment which may include fine arts, recreation, physical fitness, student wellness, and prevention activities.



**EXHIBIT "B"**

**WORKERS' COMPENSATION CERTIFICATION**

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Services of this Agreement.

Date:

7/11/25

Proper Name of Contractor:

Boys & Girls Clubs of Kern County

Signature:

[Signature]

Print Name:

Zane Smith

Title:

Executive Director

(In accordance with Article 5 – commencing at Section 1860, Chapter 1 part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to performing any Services under this Agreement.)

**EXHIBIT "C"**

**FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION**

One of the boxes below must be checked, with the corresponding certification provided, and this form attached to the Independent Contractor Agreement for Special Services ("Agreement"):

[To be completed by the authorized District employee only.] The Boys & Girls Clubs of Kern County's ("Contractor") employees, agents and volunteers will (1) have only limited contact, if any, with District students and the District will take appropriate steps to protect the safety of any students that may come

In contact with the Contractor's employees so that the fingerprinting and criminal background investigation requirements of Education Code Section 45125.1 shall not apply to the Contractor for the Services under their Agreement; or (2) be under the immediate supervision and direction of certificated personnel of the District so that the fingerprinting and criminal background investigation requirements of Education Code Section 49024 shall not apply to the Contractor for the Services under this Agreement. As an authorized District official, I am familiar with the facts herein certified, and am authorized to execute this certificate on behalf of the District. (Education Code Section 45125.1 (c))

Date: 7-11-25

District Representative's Name and Title: Misty Johnston CBO

Signature: Misty Johnston

The fingerprinting and criminal background investigation requirements of Education Code Section 49024 apply to the Contractor's Services under this Agreement and Contractor certifies its compliance with these provisions as follows:

The Contractor certifies that the Contractor has complied with the fingerprinting and criminal background investigation requirements of Education Code Section 49024 with respect to all the Contractor's volunteers, employees, subcontractors, agents, and subcontractors' employees or agents ("Contractor Parties") regardless of whether those Contractor Parties are paid or unpaid, concurrently employed by the District, or acting as independent contractor of the Contractor, who may have contact with District pupils in the course of providing Services pursuant to the Agreement, and the California Department of Justice AND the Federal Bureau of Investigation have determined that none of those Contractor Parties has been convicted of a felony, as that term is defined in Education Code Section 45122. A complete and accurate list of all Contractor Parties who may come in contact with District pupils during the course and scope of the Agreement is attached hereto.

I am an authorized representative of the Contractor entering into this Agreement with District and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of the Contractor.

Date: 7/11/25

Name of Contractor or Company: Boys & Girls Clubs of Kern County

Signature: Zane Smith

Print Name and Title: Zane Smith, Executive Director

EXHIBIT "D"

TUBERCULOSIS CLEARANCE

The undersigned does hereby certify to the Governing Board of the District as follows:

I am a representative of the Boys & Girls Clubs of Kern County ("Contractor") currently entering into this Agreement with the District and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of the Contractor.

The Contractor's responsibility for tuberculosis clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District students regardless of whether they are designated as employees or acting as independent contractors of the Contractor.

The Contractor certifies that at least one of the following items applies to the Services that are the subject of the Agreement:

The Contractor has complied with the tuberculosis requirements of Education Code Section 49406.1 with respect to all Contractor's employees all of its subcontractor's employees who may have contact with District students in the course of providing Services pursuant to the Agreement, and the California Department of Justice has determined that none of those employees has active tuberculosis, as that term is defined in Education Code Section 45122.1. A complete and accurate list of the Contractor's employees and of all of its subcontractors' employees who may come in contact with District students during the course and scope of the Agreement is attached hereto; and/or

The Contractor's Services under the Agreement are to be provided at an unoccupied school site only and/or will not be done on any District property and no employee and/or subcontractor or supplier of any tier of Agreement shall come in contact with District students.

Date: 7/11/25

Name of Contractor or Company: Boys & Girls Clubs of Kern County

Signature: [Signature]

Print Name and Title: Jane Smith, Executive Director

**EXHIBIT "E"**

**FIELD TRIP CONSENT AND RELEASE FORM**

**Boys & Girls Clubs of Kern County 801 Niles Street  
Bakersfield, California 93305**

**PARENT PERMISSION FROM FOR STUDENT TO PARTICIPATE IN FIELD TRIP, WAIVER OF LIABILITY AND  
CONSENT FOR MEDICAL TREATMENT**

**Return this to <Your Child's Teacher>**

I, \_\_\_\_\_ (Parent/Guardian of Student), by signing below agree to the following with respect to my daughter/son's, \_\_\_\_\_, ("Student") participation in the voluntary activity described in this Consent and Release Form.

Student has my consent to participate in the field trip described below and may participate in all activities associated with the field trip or school-related trip (hereinafter, "Field Trip").

1. Description of Field Trip: \_\_\_\_\_
2. Location: \_\_\_\_\_
3. Date/Time/Duration: \_\_\_\_\_

- A. Student and Parent/Guardian understand that Student's participation in the Field Trip is an honor and a privilege and that Student shall act responsibly and with self-control throughout the Field Trip's duration. Student and Parent/Guardian acknowledge that Student is a person of sufficient maturity to make reasonable decisions about his/her conduct, and Student shall accept full responsibility for such conduct while participating in this Field Trip.
- B. Student agrees to abide by the discipline code of the Boys & Girls Club while participating in the Field Trip, Commencing at the time of departure from school premises until Student returns to his/her home.
  - i. A copy of the discipline code is attached to this Consent and Release Form.
  - ii. Student will stay within the designated geographic parameters throughout the Field Trip
- C. Student and Parent/Guardian understand and agree that if Student violated any of the rules set forth in the District's discipline code, it will be within the sole discretion of the Field Trip supervisor or other designated supervisor ("Supervisors") to take whatever disciplinary action is necessary, including immediate notification of Parent/Guardian, dismissal from the Field Trip, or any other discretionary action that may be deemed appropriate.
- D. Student and Parent/Guardian acknowledge that there are certain risks inherent in participating in field trips. Such risks may include, but are not limited to, accident, delay, injury, illness or damage to personal property. Student and Parent/Guardian further agree that Supervisors cannot ensure the safety of Student. Student and Parent/Guardian expressly assume these risks and agree that they will not hold the Supervisors, the Boys & Girls Clubs of Kern County (the "Club") or the El Tejon Unified School District responsible if such events occur.

- E. Student and Parent/Guardian, as a condition of Student's participation in the field Trip, hereby agree to indemnify and hold harmless and waive all claims or suits for damages or injury arising from Student's participation in the Field Trip and liability against the Club and the El Tejon Unified School District, and their officers, agents, employees, and volunteers, for injury, accident, illness, or death occurring during or by reason of this Field Trip. Student and Parent/Guardian hereby waive all rights to hold Supervisors, the Club, and the El Tejon Unified School District personally, individually, jointly or severally liable for any and all claims.
- F. In the event of an accident, injury and/or medical emergency, Supervisors are hereby authorized to consent to and obtain whatever emergency medical treatment, surgery or dental care is considered necessary from and in the best judgment of the attending physician, medical care facility, hospital, paramedic unit or other health care provider deemed appropriate by Supervisors in the circumstances. In the event it is impossible to receive instructions for Student's care, full authorization is given to any licensed physician and/or surgeon for the provisions of medical treatment, including the administration of drugs or medication, and the performance of surgical treatment for the relief of pain and/or the preservation of life and/or health and well-being. Student and Parent/Guardian understand that this authorization is given to provide Supervisors, the Club, and the El Tejon Unified School District with the power to secure reasonable medical care under emergency circumstances. Medical costs incurred shall be the responsibility of the Student and Parent/Guardian.
- G. Student and Parent/Guardian agree to pay for such medical care whether or not the costs are insured by student or Parent/Guardian's health insurance. Student and Parent/Guardian understand that an attempt will be made to contact Parent/Guardian by telephone if possible, before such care is administered.

Phone Number(s) where parent(s)/guardian(s) can be reached \_\_\_\_\_

Name of Medical Insurance: \_\_\_\_\_ Emergency medical contact number(s): \_\_\_\_\_

Medication student is taking (if any): \_\_\_\_\_ Medication student should not take: \_\_\_\_\_

- H. The Club and the El Tejon Unified School District does not provide insurance for accidental injuries to student.

I have read, understand, and voluntarily agree to all provisions stated above. I give my permission for my child to participate in the Field Trip described herein.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

[illegible][illegible]



BOYS&amp;GIRL

TRAMIREZ

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/7/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0D44424  
INSURICA  
8590 Stockdale Highway, Suite 208  
Bakersfield, CA 93311

CONTACT: Tori Ramirez, GIC, CISR  
PHONE: (861) 318-5195  
FAX: (861) 281-4992  
EMAIL: Tori.Ramirez@INSURICA.com

INSURED  
Boys & Girls Club of Kern County  
Boys & Girls Club of Bakersfield  
PO BOX 8  
Bakersfield, CA 93308-0008

| INSURER A: Philadelphia Indemnity Insurance Company | NAIC # |
|-----------------------------------------------------|--------|
| INSURER B: Cypress Insurance Company                | 10855  |
| INSURER C:                                          |        |
| INSURER D:                                          |        |
| INSURER E:                                          |        |
| INSURER F:                                          |        |

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY ASSIGNMENT, THIS IS A CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY CERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSURER | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                   | AGENCY | POLICY NUMBER  | POLICY EFF. DATE | POLICY EXP. DATE | LIMITS                                                                                                                                                                                                                                    |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A       | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> GEN'L AGGREGATE LIMIT<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> LIMIT<br><input type="checkbox"/> OTHER | X      | PHPK2695578000 | 9/1/2024         | 9/1/2025         | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (per occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADW INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 3,000,000<br>PRODUCTS - COMP/OP AGG \$ 3,000,000 |
| A       | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br>OWNED AUTOS ONLY<br>HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> OWNED AUTOS ONLY                                                                           |        | PHPK2695578000 | 9/1/2024         | 9/1/2025         | COMBINED SINGLE LIMIT (per person) \$ 1,000,000<br>BODILY INJURY (per person) \$<br>BODILY INJURY (per accident) \$<br>PROPERTY DAMAGE (per accident) \$                                                                                  |
| A       | <input checked="" type="checkbox"/> UMBRELLA LIAB<br>EXCESS LIAB<br><input checked="" type="checkbox"/> RETENTIONS 10,000                                                                                                                                                                                           |        | PHPK2695578000 | 9/1/2024         | 9/1/2025         | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000                                                                                                                                                                                    |
| B       | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                             | Y/N/A  | BOW0519561     | 4/13/2025        | 11/3/2026        | PER ACCIDENT \$ 1,000,000<br>EL DISEASE - ANY CAUSE \$ 1,000,000<br>EL DISEASE - OCCUPATIONAL \$ 1,000,000                                                                                                                                |
| A       | Abuse/Molestation                                                                                                                                                                                                                                                                                                   |        | PHPK2695578000 | 9/1/2024         | 9/1/2025         | Liability Limit \$ 1,000,000                                                                                                                                                                                                              |
| A       | Abuse/Molestation                                                                                                                                                                                                                                                                                                   |        | PHPK2695578000 | 9/1/2024         | 9/1/2025         | Aggregate Limit \$ 3,000,000                                                                                                                                                                                                              |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate Holder is an Additional Insured with respect to the general liability coverage required or agreed to in a written contract subject to all provisions and limitations of the policy.

## CERTIFICATE HOLDER

EL Tejon School District  
4337 Lebac Road  
Lebac, CA 93243

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****GENERAL LIABILITY DELUXE ENDORSEMENT:  
HUMAN SERVICES**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE**

It is understood and agreed that the following extensions only apply in the event that no other specific coverage for the indicated exposures is provided under this policy. If such specific coverage applies, the terms, conditions and limits of that coverage are the sole and exclusive coverage applicable under this policy, unless otherwise noted on this endorsement. The following is a summary of the Limits of Insurance and additional coverages provided by this endorsement. For complete details on specific coverages, consult the policy contract wording.

| Coverage Applicable                                                           | Limit of Insurance | Page # |
|-------------------------------------------------------------------------------|--------------------|--------|
| Extended Property Damage                                                      | Included           | 2      |
| Limited Rental Leaseholdement Contractual Liability                           | \$50,000 limit     | 2      |
| Non-Owned Watercraft                                                          | Less than 58 feet  | 2      |
| Damage to Property You Own, Rent, or Occupy                                   | \$30,000 limit     | 2      |
| Damage to Premises Rented to You                                              | \$1,000,000        | 3      |
| HIPAA                                                                         | Clarification      | 4      |
| Medical Payments                                                              | \$20,000           | 5      |
| Medical Payments - Extended Reporting Period                                  | 3 years            | 5      |
| Athletic Activities                                                           | Amended            | 5      |
| Supplementary Payments - Bail Bonds                                           | \$5,000            | 5      |
| Supplementary Payments - Lost Earnings                                        | \$1,000 per day    | 5      |
| Employee Indemnification Defense Coverage                                     | \$25,000           | 5      |
| Key and Lock Replacement - Janitorial Services Client Coverage                | \$10,000 limit     | 6      |
| Additional Insured - Newly Acquired Time Period                               | Amended            | 6      |
| Additional Insured - Medical Directors and Administrators                     | Included           | 7      |
| Additional Insured - Managers and Supervisors (with Follow Employee Coverage) | Included           | 7      |
| Additional Insured - Broadened Named Insured                                  | Included           | 7      |
| Additional Insured - Funding Source                                           | Included           | 7      |
| Additional Insured - Home Care Providers                                      | Included           | 7      |
| Additional Insured - Managers, Landlords, or Lessors of Premises              | Included           | 7      |
| Additional Insured - Lessor of Leased Equipment                               | Included           | 7      |
| Additional Insured - Grantor of Permits                                       | Included           | 8      |
| Additional Insured - Vendor                                                   | Included           | 8      |
| Additional Insured - Franchisor                                               | Included           | 9      |
| Additional Insured - When Required by Contract                                | Included           | 9      |
| Additional Insured - Owners, Lessees, or Contractors                          | Included           | 9      |
| Additional Insured - State or Political Subdivisions                          | Included           | 10     |



|                                                                              |               |    |
|------------------------------------------------------------------------------|---------------|----|
| Duties in the Event of Occurrence, Claim or Suit                             | Included      | 10 |
| Unintentional Failure to Disclose Hazards                                    | Included      | 10 |
| Transfer of Rights of Recovery Against Others To Us                          | Clarification | 10 |
| Liberalization                                                               | Included      | 11 |
| Bodily Injury -- includes Mental Anguish                                     | Included      | 11 |
| Personal and Advertising Injury -- includes Abuse of Process, Discrimination | Included      | 11 |

#### A. Extended Property Damage

**SECTION I -- COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, Subsection 2. Exclusions, Paragraph a. is deleted in its entirety and replaced by the following:

##### a. Expected or Intended Injury

"Bodily injury" or property damage expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

#### B. Limited Rental Lease Agreement Contractual Liability

**SECTION I -- COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, Subsection 2. Exclusions, Paragraph b. Contractual Liability is amended to include the following:

- (3) Based on the named insured's request at the time of claim, we agree to indemnify the named insured for their liability assumed in a contract or agreement regarding the rental or lease of premises on behalf of their client, up to \$50,000. This coverage extension only applies to rental lease agreements. This coverage is excess over any renter's liability insurance of the client.

#### C. Non-Owned Watercraft

**SECTION I -- COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, Subsection 2. Exclusions, Paragraph g. (2) is deleted in its entirety and replaced by the following:

- (2) A watercraft you do not own that is:
- (a) Less than 58 feet long; and
  - (b) Not being used to carry persons or property for a charge;

This provision applies to any person who with your consent, either uses or is responsible for the use of a watercraft. This insurance is excess over any other valid and collectible insurance available to the insured whether primary, excess or contingent.

#### D. Damage to Property You Own, Rent or Occupy

**SECTION I -- COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE**

**LIABILITY, Subsection 2. Exclusions, Paragraph j. Damage to Property, item (1) is deleted in its entirety and replaced with the following:**

- (1) Property you own, rent, or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another's property, unless the damage to property is caused by your client, up to a \$30,000 limit. A client is defined as a person under your direct care and supervision.

**E. Damage to Premises Rented to You**

1. If damage by fire to premises rented to you is not otherwise excluded from this Coverage Part, the word "fire" is changed to "fire, lightning, explosion, smoke, or leakage from automatic fire protective systems" wherever it appears in:

- a. The last paragraph of **SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection 2. Exclusions;** is deleted in its entirety and replaced by the following:

Exclusions b. through h. do not apply to damage by fire, lightning, explosion, smoke, or leakage from automatic fire protective systems to premises while rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in **SECTION III – LIMITS OF INSURANCE.**

- b. **SECTION III – LIMITS OF INSURANCE, Paragraph 6.** is deleted in its entirety and replaced by the following:

Subject to Paragraph 5, above, the Damage To Premises Rented To You Limit is the most we will pay under Coverage A for damages because of "property damage" to any one premises while rented to you, or in the case of damage by fire, lightning, explosion, smoke, or leakage from automatic fire protective systems while rented to you or temporarily occupied by you with permission of the owner.

- c. **SECTION V – DEFINITIONS, Paragraph 9.a.,** is deleted in its entirety and replaced by the following:

A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning, explosion, smoke, or leakage from automatic fire protective systems to premises while rented to you or temporarily occupied by you with permission of the owner is not an "insured contract".

2. **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, Subsection 4. Other Insurance, Paragraph b. Excess Insurance, (1) (a) (ii)** is deleted in its entirety and replaced by the following:

That is insurance for fire, lightning, explosion, smoke, or leakage from automatic fire protective systems for premises rented to you or temporarily occupied by you with permission of the owner;

3. The Damage To Premises Rented To You Limit section of the Declarations is amended to the greater of:

- a. \$1,000,000; or
- b. The amount shown in the Declarations as the Damage to Premises Rented to You Limit.

This is the most we will pay for all damage proximately caused by the same event, whether such damage results from fire, lightning, explosion, smoke, or leaks from automatic fire protective systems or any combination thereof.

#### F. HIPAA

**SECTION C – COVERAGES, COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY,** is amended as follows:

1. Paragraph 1. **Retaining Agreement** is amended to include the following:

We will pay those suits that the insured becomes legally obligated to pay as damages because of a "violation(s)" of the Health Insurance Portability and Accountability Act (HIPAA). We have the right and the duty to defend the insured against any "suit," "investigation," or "civil proceeding" seeking these damages. However, we will have no duty to defend the insured against any "suit" seeking damages, "investigation," or "civil proceeding" to which this insurance does not apply.

2. Paragraph 2. **Exclusions** is amended to include the following additional exclusions:

This insurance does not apply to:

- a. **Intentional, Willful, or Deliberate Violations**

Any willful, intentional, or deliberate "violation(s)" by any insured.

- b. **Criminal Acts**

Any "violation" which results in any criminal penalties under the HIPAA.

- c. **Other Remedies**

Any remedy other than monetary damages for penalties assessed.

- d. **Compliance Reviews or Audits**

Any compliance review by the Department of Health and Human Services.

3. **SECTION V – DEFINITIONS** is amended to include the following additional definitions:

- a. "Civil proceeding" means an action by the Department of Health and Human Services (HHS) arising out of "violations."
- b. "Investigation" means an examination of an actual or alleged "violation(s)" by HHS. However, "investigation" does not include a Compliance Review.
- c. "Violation" means the actual or alleged failure to comply with the regulations included in the HIPAA.

**G. Medical Payments – Limit Increased to \$20,000, Extended Reporting Period**

If **COVERAGE C MEDICAL PAYMENTS** is not otherwise excluded from this Coverage Part:

1. The Medical Expense Limit is changed subject to all of the terms of **SECTION III - LIMITS OF INSURANCE** to the greater of:
  - a. \$20,000; or
  - b. The Medical Expense Limit shown in the Declarations of this Coverage Part.

2. **SECTION I – COVERAGES, COVERAGE C MEDICAL PAYMENTS, Subsection 1. Insuring Agreement, a. (3) (b)** is deleted in its entirety and replaced by the following:

(b) The expenses are incurred and reported to us within three years of the date of the accident.

**H. Athletic Activities**

**SECTION I – COVERAGES, COVERAGE C MEDICAL PAYMENTS, Subsection 2. Exclusions, Paragraph a. Athletic Activities** is deleted in its entirety and replaced with the following:

**e. Athletic Activities**

To a person injured while taking part in athletics.

**I. Supplementary Payments**

**SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGE A AND B** are amended as follows:

1. b. is deleted in its entirety and replaced by the following:

1. b. Up to \$5000 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these.

1. d. is deleted in its entirety and replaced by the following:

1. d. All reasonable expenses incurred by the Insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to \$1,000 a day because of time off from work.

**J. Employee Indemnification Defense Coverage**

**SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGES A AND B** the following is added:

We will pay, on your behalf, defense costs incurred by an "employee" in a criminal proceeding occurring in the course of employment.

The most we will pay for any "employee" who is alleged to be directly involved in a criminal proceeding is \$25,000 regardless of the numbers of "employees," claims or "suits" brought or persons or organizations making claims or bringing "suits."

**K. Key and Lock Replacement – Janitorial Services Client Coverage**

**SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGES A AND B** is amended to include the following:

We will pay for the cost to replace keys and locks at the "clients" premises due to theft or other loss to keys entrusted to you by your "client," up to a \$10,000 limit per occurrence and \$10,000 policy aggregate.

We will not pay for loss or damage resulting from theft or any other dishonest or criminal act that you or any of your partners, members, officers, "employees", "managers", directors, trustees, authorized representatives or any one to whom you entrust the keys of a "client" for any purpose commit, whether acting alone or in collusion with other persons.

The following, when used for this coverage, are defined as follows:

- a. "Client" means the individual, company or organization with whom you have a written contract or work order for your services for a described premises and have billed for your services.
- b. "Employee" means:
  - (1) Any natural person:
    - (a) While in your service or for 30 days after termination of service;
    - (b) Who you compensate directly by salary, wages or commissions; and
    - (c) Who you have the right to direct and control while performing services for you; or
  - (2) Any natural person who is furnished temporarily to you:
    - (a) To substitute for a permanent "employee" as defined in Paragraph (1) above, who is on leave; or
    - (b) To meet seasonal or short-term workload conditions;
 while that person is subject to your direction and control and performing services for you;
  - (3) "Employee" does not mean:
    - (a) Any agent, broker, person leased to you by a labor leasing firm, fact or commission merchant, consignee, independent contractor or representative of the same general character; or
    - (b) Any "manager," director or trustee except while performing acts coming within the scope of the usual duties of an employee."
- c. "Manager" means a person serving in a directorial capacity for a limited liability company.

**L. Additional Insureds**

**SECTION II – WHO IS AN INSURED** is amended as follows:

1. If coverage for newly acquired or formed organizations is not otherwise excluded from this

Coverage Part, Paragraph 3.a. is deleted in its entirety and replaced by the following:

- a. Coverage under this provision is afforded until the end of the policy period.
2. Each of the following is also an insured:
- a. **Medical Directors and Administrators** – Your medical directors and administrators, but only while acting within the scope of and during the course of their duties as such. Such duties do not include the furnishing or failure to furnish professional services of any physician or psychiatrist in the treatment of a patient.
  - b. **Managers and Supervisors** – Your managers and supervisors are also insureds, but only with respect to their duties as your managers and supervisors. Managers and supervisors who are your "employees" are also insureds for "bodily injury" to a co-employee while in the course of his or her employment by you or performing duties related to the conduct of your business.  
  
This provision does not change Item 2.a.(1)(a) as it applies to managers of a limited liability company.
  - c. **Broadened Named Insured** – Any organization and subsidiary thereof which you control and actively manage on the effective date of this Coverage Part. However, coverage does not apply to any organization or subsidiary not named in the Declarations as Named Insured, if they are also insured under another similar policy, but for its termination or the exhaustion of its limits of insurance.
  - d. **Funding Source** – Any person or organization with respect to their liability arising out of:
    - (1) Their financial control of you; or
    - (2) Premises they own, maintain or control while you lease or occupy these premises.  
This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.
  - e. **Home Care Providers** – At the first Named Insured's option, any person or organization under your direct supervision and control while providing for you private home respite or foster home care for the developmentally disabled.
  - f. **Managers, Landlords or Lessors of Premises** – Any person or organization with respect to their liability arising out of the ownership, maintenance or use of that part of the premises leased or rented to you subject to the following additional exclusions:  
  
This insurance does not apply to:
    - (1) Any "occurrence" which takes place after you cease to be a tenant in that premises; or
    - (2) Structural alterations, new construction or demolition operations performed by or on behalf of that person or organization.
  - g. **Lessor of Leased Equipment – Automatic Status When Required in Lease Agreement With You** – Any person or organization from whom you lease equipment when you and such person or organization have agreed in writing in a contract or agreement that such person or organization is to be added as an additional insured on your policy. Such person or

organization is an insured only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

A person's or organization's status as an additional insured under this endorsement ends when their contract or agreement with you for such leased equipment ends.

With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

**h. Grantors of Permits** — Any state or political subdivision granting you a permit in connection with your premises subject to the following additional provision:

(1) This insurance applies only with respect to the following hazards for which the state or political subdivision has issued a permit in connection with the premises you own, rent or control and to which this insurance applies:

- (a) The negligence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hot-inway openings, sidewalk vaults, street banners or decorations and similar exposures;
- (b) The construction, erection, or removal of elevators; or
- (c) The ownership, maintenance, or use of any elevators covered by this insurance.

**Vendor** — Only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:

- (1) The insurance afforded the vendor does not apply to:
  - (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
  - (b) Any express warranty unauthorized by you;
  - (c) Any physical or chemical change in the product made intentionally by the vendor;
  - (d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
  - (e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
  - (f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

(g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

(h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(i) The exceptions contained in Sub-paragraphs (d) or (f); or

(ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

(2) This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing.

j. **Franchisee** - Any person or organization with respect to their liability as the grantor of a franchise to you.

k. **As Required by Contract** - Any person or organization where required by a written contract executed prior to the occurrence of a loss. Such person or organization is an additional insured for "bodily injury," "property damage" or "personal and advertising injury" but only for liability arising out of the negligence of the named insured. The limits of insurance applicable to these additional insureds are the lesser of the policy limits or those limits specified in a contract or agreement. These limits are included within and not in addition to the limits of insurance shown in the Declarations.

l. **Owners, Lessees or Contractors** - Any person or organization, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by:

(1) Your acts or omissions; or

(2) The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured when required by a contract.

With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

(a) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

(b) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.



**m. State or Political Subdivisions** – Any state or political subdivision as required, subject to the following provisions:

(1) This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit, and is required by contract.

(2) This insurance does not apply to:

- (a) "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
- (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard."

**M. Duties in the Event of Occurrence, Claim or Suit**

**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, Paragraph 2.** is amended as follows:

a. is amended to include:

This condition applies only when the "occurrence" or offense is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

b. is amended to include:

This condition will not be considered breached unless the breach occurs after such claim or "suit" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

**N. Unintentional Failure To Disclose Hazards**

**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 5. Representations** is amended to include the following:

It is agreed that, based on our reliance on your representations as to existing hazards, if you should unintentionally fail to disclose all such hazards prior to the beginning of the policy period of this Coverage Part, we shall not deny coverage under this Coverage Part because of such failure.

**O. Transfer of Rights of Recovery Against Others To Us**

**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 8. Transfer of Rights of**

**Recovery Against Others To Us** is deleted in its entirety and replaced by the following:

If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

Therefore, the insured can waive the insurer's rights of recovery prior to the occurrence of a loss, provided the waiver is made in a written contract.

**P. Liberalization**

**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, is amended to include the following:

If we revise this endorsement to provide more coverage without additional premium charge, we will automatically provide the additional coverage to all endorsement holders as of the day the revision is effective in our state.

**Q. Bodily Injury – Mental Anguish**

**SECTION V – DEFINITIONS**, Paragraph 3, is deleted in its entirety and replaced by the following:

"Bodily injury" means:

- a. Bodily injury, sickness or disease sustained by a person, and includes mental anguish resulting from any of these; and
- b. Except for mental anguish, includes death resulting from the foregoing (item a. above) at any time.

**R. Personal and Advertising Injury – Abuse of Process, Discrimination**

If **COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY COVERAGE** is not otherwise excluded from this Coverage Part, the definition of "personal and advertising injury" is amended as follows:

1. **SECTION V – DEFINITIONS**, Paragraph 14.b. is deleted in its entirety and replaced by the following:

- b. Malicious prosecution or abuse of process;

2. **SECTION V – DEFINITIONS**, Paragraph 14, is amended by adding the following:

Discrimination based on race, color, religion, sex, age or national origin, except when:

- a. Done intentionally by or at the direction of, or with the knowledge or consent of:
  - (1) Any insured; or
  - (2) Any executive officer, director, stockholder, partner or member of the insured;
- b. Directly or indirectly related to the employment, former or prospective employment, termination of employment, or application for employment of any person or persons by an insured;

- c. Directly or indirectly related to the sale, rental, lease or sublease or prospective sales, rental, lease or sub-lease of any room, dwelling or premises by or at the direction of any insured; or
- d. Insurance for such discrimination is prohibited by or held in violation of law, public policy, legislation, court decision or administrative ruling.

The above does not apply to fines or penalties imposed because of discrimination.

UNINSURED  
COPIED



BOYS&amp;GIRLS

TRAMIREZ

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/7/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                                 |                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PRODUCER License #0044424<br>INSURICA<br>8508 Stockdale Highway, Suite 200<br>Bakersfield, CA 93311                             | CONTACT: Tori Ramirez, CIC, CISR<br>PHONE (A/C, No. Ext): (861) 318-5195<br>FAX (A/C, No.): (661) 281-4992<br>EMAIL: Tori.Ramirez@INSURICA.com                                                    |
| INSURED<br>Boys & Girls Club of Kern County<br>DBA: Boys & Girls Club of Bakersfield<br>PO BOX 37<br>Bakersfield, CA 93305-0037 | INSURER(S) AFFORDING COVERAGE:<br>INSURER A: Philadelphia Indemnity Insurance Company 18058<br>INSURER B: Cypress Insurance Company 10855<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F: |

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES DESCRIBED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY AGREEMENT OR OTHER DOCUMENT TO THE CONTRARY, THE COVERAGE AFFORDED BY THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| HAIR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                              | POLICY NUMBER  | POLICY EFF | POLICY EXP | LIMITS                                                                                                                                                                                                                                   |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A    | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN. AGGREGATE LIMIT: \$1,000,000<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/><br>OTHER: | PHPK2695578000 | 9/1/2024   | 9/1/2025   | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADJ INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 3,000,000<br>PRODUCTS - COMPOP AGG \$ 3,000,000 |
| A    | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br>OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br>LEASED AUTOS ONLY <input type="checkbox"/> UNOWNED AUTOS ONLY                                                                                         | PHPK2695578000 | 9/1/2024   | 9/1/2025   | COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                                                                               |
| A    | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br>EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTIONS \$10,000                                                                                                                 | PHPK2695578000 | 9/1/2024   | 9/1/2025   | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000                                                                                                                                                                                   |
| B    | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                         | BOWD33561      | 4/13/2025  | 9/13/2028  | <input checked="" type="checkbox"/> PER STAT <input type="checkbox"/> OTHER<br>EACH ACCIDENT \$ 1,000,000<br>S.I. DISEASE - EX. EMPLOYER \$ 1,000,000<br>S.I. DISEASE - EX. EMPLOYER \$ 1,000,000                                        |
| A    | Abuse/Molestation                                                                                                                                                                                                                                                                                                              | PHPK2695578000 | 9/1/2024   | 9/1/2025   | Liability Limit \$ 1,000,000                                                                                                                                                                                                             |
| A    | Abuse/Molestation                                                                                                                                                                                                                                                                                                              | PHPK2695578000 | 9/1/2024   | 9/1/2025   | Aggregate Limit \$ 3,000,000                                                                                                                                                                                                             |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule may be attached. If more space is required)  
Summer Performing Arts Productions

## CERTIFICATE HOLDER

## CANCELLATION

Empty Space Productions  
5417 Woodmere Dr.  
Bakersfield, CA 93313

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
8/25

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

Before you begin, For guidance related to the purpose of Form W-9, see Purpose of Form, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

**BOYS & GIRLS CLUBS OF KERN COUNTY**

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☒ Other (see instructions)

**501C3**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions.

5 Address (number, street, and apt. or suite no.). See instructions.

**PO BOX 53**

6 City, state, and ZIP code

**BAKERSFIELD CA 93385**

7 List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

9 5 2 4 6 2 2 4 6

OR

Employer identification number

9 5 2 4 6 2 2 4 6

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person

Date

7/11/25

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



August 1, 2025



## Actuarial Retirement Consulting

Misty Johnston  
Chief Business Official  
El Tejon Unified School District  
P.O. Box 876  
Lebec, CA 93243-0876

Actuarial Retirement Consulting (Awen ARC) has prepared the following scope and fees for the El Tejon Unified School District (District). We appreciate the opportunity to provide our services and are available to discuss any questions you may have.

### **GASB 75**

Government Accounting Standards Board (GASB) Statement 75 applies to accounting and financial reporting for post-employment benefits other than pensions. Under GASB 75, a full actuarial report is required at least once every two years. Further, annual disclosure reports are prepared to reflect the discount rate, contributions, payroll, and funding levels as of the measurement period. These annual disclosure reports comply with the requirements, under GASB 75, for fiscal year end reporting in the District's notes to financial statements.

### **Scope of Work**

Awen ARC will prepare a full actuarial valuation report as of July 1, 2025 as well as two disclosure reports for the fiscal years ending June 30, 2026 and June 30, 2027.

The full actuarial valuation will include the following:

- Summary of plan provisions and census data.
- Postemployment benefit liabilities including the Present Value of Projected Benefits, Total OPEB Liability, and the Actuarially Determined Contribution.
- Reconciliation of Total OPEB Liability with the prior actuarial report.
- Sensitivity of the Net OPEB Liability with a +/-1% change in discount rate and trend rate.
- Projected explicit and implicit benefit payments.
- Disclosure of actuarial assumptions and certification.

The annual fiscal year end disclosure reports will include the following:

- Summary of plan provisions and census data.
- Determination of changes in the Total OPEB Liability.
- Sensitivity of the Net OPEB Liability with a +/-1% change in discount rate and trend rate.
- OPEB Expense and deferred outflows/inflows of resources related to OPEB.
- Disclosure of actuarial assumptions and certification.

### **Fees**

Our flat fees, for the scope of work detailed above, are listed below. All fees are billed upon delivery of a report.

|                                                             |         |
|-------------------------------------------------------------|---------|
| Full Actuarial Valuation as of July 1, 2025:                | \$3,850 |
| Disclosure Report for the fiscal year ending June 30, 2026: | \$750   |
| Disclosure Report for the fiscal year ending June 30, 2027: | \$750   |



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### Process and Timeline

For a full valuation, Awen ARC will send an Excel spreadsheet containing a checklist of requested data as well as a template for collecting individual participant data, for reference.

For disclosure reports, Awen ARC will send an email of requested data items with the prior year values shown for reference.

Once complete data is received, full actuarial valuations are typically completed within three to four weeks while disclosure reports take approximately one to two weeks. If the District needs a shorter timeline, we will do our best to accommodate.



Molly McGee, ASA, EA, FCA, MAAA  
Actuary  
Actuarial Retirement Consulting, LLC

08/01/2025

Date



Misty Johnston  
Chief Business Official  
El Tejon Unified School District

8-4-25

Date





KERN COUNTY SUPERINTENDENT OF SCHOOLS  
"B" WARRANT AUTHORIZATION FOR PAYMENT

EL TEJON UNIFIED SCHOOL DISTRICT

DATE 6/30/25

Total Cash Disbursement: \$36431.35  
Batch 001

We, and each of the undersigned, as members of the governing board, or agent, by signature hereto approve each and every and all of the listed orders as proper and legal charges against school district funds.

Mary Joe

Trustee or Authorized Agent

Trustee

Trustee

Trustee

Trustee

Trustee

000 HL YOUNG UNIFIED J1459 ACCOUNTS PAYABLE INQUIRY APY500 L.00.24 05/30/25 11:41 PAGE 0

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Batch number: A All  
From Date: 0001  
To Date: 0001  
Include Revolving Cash: Y  
Include Address: N  
Include Object Desc: N  
Include Vendor VLM: Y

[illegible]

DRG WL YLXWU (MISTED) 13455 ACCOUNTS PAYABLE PRELIST AMY500 6,00.74 06/30/25 11:41 PMZ 2  
 DATE: 0001 June 25, 2025  
 FROM: 1 01 CHECKED: (100)

| Vendor/Addr Remit Name | Req Reference | Date       | Description          | Tax ID Num | Deposit type                                | ABA Num | Account Num | MT ES | E-Trans | E-TransRef |
|------------------------|---------------|------------|----------------------|------------|---------------------------------------------|---------|-------------|-------|---------|------------|
|                        |               |            |                      |            | PD-DEBIT-T-CRDT-DO-CHAL-FTNC-SYS-TR-TT-TYP4 |         |             |       |         |            |
| 004432/00              |               | 07/01/2025 | Christy Zimmerman    |            |                                             |         |             |       |         |            |
|                        |               |            | CL-250025            |            | 01-0000-0-4300-00-1220-2000-000-000-0000    |         |             |       |         |            |
|                        |               |            | TOTAL PAYMENT AMOUNT |            |                                             |         |             |       |         |            |

|           |                   |            |                      |                                          |       |         |
|-----------|-------------------|------------|----------------------|------------------------------------------|-------|---------|
| 004432/00 | Christy Zimmerman | 07/01/2025 | CL-250025            | 01-0000-0-4300-00-1220-2000-000-000-0000 | 22.45 | 32.45   |
|           |                   |            | TOTAL PAYMENT AMOUNT |                                          |       | 32.45 * |

|           |                   |            |                      |                                          |       |         |
|-----------|-------------------|------------|----------------------|------------------------------------------|-------|---------|
| 004432/00 | Christy Zimmerman | 07/01/2025 | CL-250025            | 01-0000-0-4300-00-1220-2000-000-000-0000 | 27.58 | 27.58   |
|           |                   |            | TOTAL PAYMENT AMOUNT |                                          |       | 27.58 * |

|           |                   |            |                      |                                          |        |          |
|-----------|-------------------|------------|----------------------|------------------------------------------|--------|----------|
| 004432/00 | Christy Zimmerman | 07/01/2025 | CL-250025            | 01-0000-0-4300-00-1220-2000-000-000-0000 | 369.04 | 369.04   |
|           |                   |            | TOTAL PAYMENT AMOUNT |                                          |        | 369.04 * |

|           |                   |            |                      |                                          |        |          |
|-----------|-------------------|------------|----------------------|------------------------------------------|--------|----------|
| 004432/00 | Christy Zimmerman | 07/01/2025 | CL-250025            | 01-0000-0-4300-00-1220-2000-000-000-0000 | 101.10 | 101.10   |
|           |                   |            | TOTAL PAYMENT AMOUNT |                                          |        | 101.10 * |

|           |                   |            |                      |                                          |       |         |
|-----------|-------------------|------------|----------------------|------------------------------------------|-------|---------|
| 004432/00 | Christy Zimmerman | 07/01/2025 | CL-250025            | 01-0000-0-4300-00-1220-2000-000-000-0000 | 10.10 | 10.10   |
|           |                   |            | TOTAL PAYMENT AMOUNT |                                          |       | 10.10 * |

|           |                   |            |                      |                                          |        |          |
|-----------|-------------------|------------|----------------------|------------------------------------------|--------|----------|
| 004432/00 | Christy Zimmerman | 07/01/2025 | CL-250025            | 01-0000-0-4300-00-1220-2000-000-000-0000 | 527.88 | 527.88   |
|           |                   |            | TOTAL PAYMENT AMOUNT |                                          |        | 527.88 * |

000 BL TYPING (BULK)

32423

ACCOUNTS PAYABLE SUMMARY  
BATCH: 0481 June 25, 2025  
FROM: 01 GENERAL FUND

APPROV: 4.00.24 06/20/25 11:41 PAGE 1  
cc Open >>

| Vendor/BLK Refile Name | Reg Reference | Date | Description | Pay to and | Deposit type                       | ABA name | ACCOUNT num | FR % | R-Trans | R-Refund |
|------------------------|---------------|------|-------------|------------|------------------------------------|----------|-------------|------|---------|----------|
|                        |               |      |             | FD-TRAC    | 7-0487,30-0000-0000-0000-0000-0000 | 75000    |             |      |         |          |

|           |     |            |                   |                                       |      |        |      |      |      |        |
|-----------|-----|------------|-------------------|---------------------------------------|------|--------|------|------|------|--------|
| 000167/00 | MCS | 07/01/2025 | 28669411 Re-Print | 01-0000-0-0000-00-0000-0000-0000-0000 | 0000 | 0000   | 0000 | 0000 | 0000 | 0000   |
|           |     |            |                   | TOTAL PAYMENT AMOUNT                  |      | 104.37 | *    |      |      | 104.37 |

|           |      |            |           |                                       |      |          |      |      |      |          |
|-----------|------|------------|-----------|---------------------------------------|------|----------|------|------|------|----------|
| 000075/00 | MSAE | 07/01/2025 | 000000000 | 01-0000-0-0000-00-0000-0000-0000-0000 | 0000 | 0000     | 0000 | 0000 | 0000 | 0000     |
|           |      |            |           | TOTAL PAYMENT AMOUNT                  |      | 1,670.59 | *    |      |      | 1,670.59 |

|           |          |            |                           |                                       |      |        |      |      |      |        |
|-----------|----------|------------|---------------------------|---------------------------------------|------|--------|------|------|------|--------|
| 000022/00 | T-Mobile | 07/01/2025 | 244955571 5/21/25-5/29/25 | 01-0000-0-0000-00-0000-0000-0000-0000 | 0000 | 0000   | 0000 | 0000 | 0000 | 0000   |
|           |          |            |                           | TOTAL PAYMENT AMOUNT                  |      | 156.03 | *    |      |      | 156.03 |

|           |      |            |           |                                       |      |       |      |      |      |       |
|-----------|------|------------|-----------|---------------------------------------|------|-------|------|------|------|-------|
| 001432/00 | YAGS | 07/01/2025 | 000000000 | 01-0000-0-0000-00-0000-0000-0000-0000 | 0000 | 0000  | 0000 | 0000 | 0000 | 0000  |
|           |      |            |           | TOTAL PAYMENT AMOUNT                  |      | 64.68 | *    |      |      | 64.68 |

|           |            |           |                                       |                      |      |          |      |      |      |          |
|-----------|------------|-----------|---------------------------------------|----------------------|------|----------|------|------|------|----------|
| 000000/00 | 07/01/2025 | 000000000 | 01-0000-0-0000-00-0000-0000-0000-0000 | 0000                 | 0000 | 0000     | 0000 | 0000 | 0000 | 0000     |
|           |            |           |                                       | TOTAL PAYMENT AMOUNT |      | 3,299.28 | *    |      |      | 3,299.28 |

|            |         |           |    |           |
|------------|---------|-----------|----|-----------|
| TOTAL DEDU | CHECKS  | 35,160.48 | ** | 35,160.48 |
| TOTAL FUND | REF     | 181.76    | ** | 181.76    |
| TOTAL FUND | PAYMENT | 35,342.24 | ** | 35,342.24 |

3

P#: 250002



Agile Occupational Medicine

### Billing Address

P.O. Box 104515  
Pasadena, CA 91189-4515

For billing questions, please contact: 833-373-3415

El Tejon School District  
4337 Lebec Rd  
Lebec CA 93243  
ap@el-tejon.k12.ca.us

Tax ID: 87-2679604

PO Number:

| INVOICE       |                                                                                                                               |              |
|---------------|-------------------------------------------------------------------------------------------------------------------------------|--------------|
| Invoice No    |                                                                                                                               | Invoice Date |
| EM047164      |                                                                                                                               | 06-18-2025   |
| Mail Pay      | Enter Payment Amount \$                                                                                                       |              |
| by Check      | Payable to: Agile Occupational Medicine, PC                                                                                   |              |
| by Card       | <input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Amex <input type="checkbox"/> Discover |              |
|               | Card No.:                                                                                                                     |              |
|               | Exp. Date:                                                                                                                    |              |
| Payment Date: |                                                                                                                               | Sec. Code:   |
| Signature:    |                                                                                                                               |              |

Please complete payment information

Please detach and return top portion with your payment

| Date                    | Proc Code  | Description                                 | Qty | Billed Amt |
|-------------------------|------------|---------------------------------------------|-----|------------|
| 06-11-2025              | ANTBR86580 | TB Risk Assessment                          | 1   | 30.00      |
| 06-11-2025              | PHBAS99455 | Basic Physical                              | 1   | 125.00     |
| 06-11-2025              | DSNN980305 | NonDOT Drug Screen 9 panel NO THC (Our CCP) | 1   | 70.00      |
| Stiles, Julie SCL272192 |            |                                             |     | 225.00     |
| Invoice Total           |            |                                             |     | 225.00     |

Please send payment by 07-18-2025.

| Invoice      | Invoice Date | Billed Amt | Balance Amt | Aging in Days |
|--------------|--------------|------------|-------------|---------------|
| EM047164     | 06-18-2025   | 225.00     | 225.00      | 0             |
| TotalCount#1 |              | 225.00     | 225.00      |               |



2560024

**Billing Address**

P.O. Box 104515  
Pasadena, CA 91189-4515

For billing questions, please contact: 833-373-3415

**El Tejon School District**  
4337 Lebec Rd  
Lebec CA 93243  
ap@el-tejon.k12.ca.us

Tax ID: 87-2679604

PO Number:

| INVOICE                             |                                                                                                                               |              |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--------------|
| Invoice No                          |                                                                                                                               | Invoice Date |
| EM047631                            |                                                                                                                               | 06-24-2025   |
| Mail Pay                            | Enter Payment Amount \$                                                                                                       |              |
| by Check                            | Payable to: Agile Occupational Medicine, PC                                                                                   |              |
| by Card                             | <input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Amex <input type="checkbox"/> Discover |              |
|                                     | Card No.:                                                                                                                     |              |
|                                     | Exp. Date:                                                                                                                    |              |
| Payment Date:                       |                                                                                                                               | Sec. Code:   |
| Signature:                          |                                                                                                                               |              |
| Please complete payment information |                                                                                                                               |              |

Please detach and return top portion with your payment

| Date       | Proc Code  | Description                                 | Qty | Billed Amt |
|------------|------------|---------------------------------------------|-----|------------|
| 06-18-2025 | DSNN980305 | NonDOT Drug Screen 9 panel NO THC (Our CCP) | 1   | 70.00      |
| 06-18-2025 | ANTBR86580 | TB Risk Assessment                          | 1   | 30.00      |
|            |            | Craig, Chrystal SCL273315                   |     | 100.00     |
|            |            | Invoice Total                               |     | 100.00     |

Please send payment by 07-24-2025.

| Invoice      | Invoice Date | Billed Amt | Balance Amt | Aging in Days |
|--------------|--------------|------------|-------------|---------------|
| EM047164     | 06-18-2025   | 225.00     | 225.00      | 6             |
| EM047631     | 06-24-2025   | 100.00     | 100.00      | 0             |
| TotalCount#2 |              | 325.00     | 325.00      |               |



REMIT PAYMENT TO:



CDW Government  
75 Remittance Drive, Suite 1515  
Chicago, IL 60675-1515

RETURN SERVICE REQUESTED

# INVOICE



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THE NORTHERN TRUST  
50 SOUTH LA SALLE STREET  
CHICAGO, IL 60674

Email Remittance To: [gachremittance@cdw.com](mailto:gachremittance@cdw.com)  
ROUTING NO.: 671000162  
ACCOUNT NAME: CDW GOVERNMENT  
ACCOUNT NO.: 91067

| INVOICE NUMBER | INVOICE DATE | CUSTOMER NUMBER |
|----------------|--------------|-----------------|
| AE4353L        | 06/04/25     | 0728412         |
| SUBTOTAL       | SHIPPING     | SALES TAX       |
| \$445.00       | \$0.00       | \$0.00          |
| DATE DUE       | AMOUNT DUE   |                 |
| 07/04/25       | \$445.00     |                 |

250009

CITY OF ALBANY  
ACCOUNT DEPT  
PO BOX 447  
ALBANY GA 31702-0447  
USA

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

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| INVOICE DATE | INVOICE NUMBER                                                             | PAYMENT TERMS         | DATE DUE        |
|--------------|----------------------------------------------------------------------------|-----------------------|-----------------|
| 06/04/25     | AE4353L                                                                    | Net 30 Days           | 07/04/25        |
| ORDER DATE   | SHIP VIA                                                                   | PURCHASE ORDER NUMBER | CUSTOMER NUMBER |
| 05/21/25     | UPS Ground (2-3 Day)                                                       | 127406                | 0728412         |
| ITEM NUMBER  | DESCRIPTION                                                                | QTY<br>ORD            | QTY<br>SHIP     |
| 6671704      | HAVIS PRINT MNT WITH TOP PAPER FEED<br>Manufacturer Part Number: C-PM-1001 | 4                     | 4               |
|              |                                                                            |                       | 0               |
|              |                                                                            |                       | UNIT PRICE      |
|              |                                                                            |                       | 111.25          |
|              |                                                                            |                       | TOTAL           |
|              |                                                                            |                       | 445.00          |

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| ACCOUNT MANAGER                                                                        | SHIPPING ADDRESS                                                                | SUBTOTAL   |          |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------|----------|
| ZACH DELIBERTO<br>847-485-6000<br><a href="mailto:zachdel@cdw.com">zachdel@cdw.com</a> | CITY OF ALBANY<br>TECHNOLOGY & COMMUNICATION<br>401 PINE AVE<br>ALBANY GA 31701 | \$445.00   |          |
| SALES ORDER NUMBER                                                                     |                                                                                 | SHIPPING   | \$0.00   |
| PLHQ000                                                                                |                                                                                 | SALES TAX  | \$0.00   |
|                                                                                        |                                                                                 | AMOUNT DUE | \$445.00 |



Cage Code Number 1KH72  
DUNS Number 22-615-7235  
Unique Entity ID (SAM): PH20Z8J5CM1  
ISO 9001 and ISO 14001 Certified  
CDW GOVERNMENT FEN 36-4230110

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30 SOUTH LA SALLE STREET  
CHICAGO, IL 60675

E-mail Remittance To: [achremittance@cdw.com](mailto:achremittance@cdw.com)  
ROUTING NO.: 07100182  
ACCOUNT NAME: CDW GOVERNMENT  
ACCOUNT NO.: 31647

| INVOICE NUMBER | INVOICE DATE | CUSTOMER NUMBER |
|----------------|--------------|-----------------|
| AE2803Y        | 05/22/25     | 0729412         |
| SUBTOTAL       | SHIPPING     | SALES TAX       |
| \$239.74       | \$0.00       | \$0.00          |
| DATE DUE       | AMOUNT DUE   |                 |
| 06/21/25       | \$239.74     |                 |

250010

CITY OF ALBANY  
ACCOUNT DEPT  
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USA

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| INVOICE DATE | INVOICE NUMBER                                                                                                                      | PAYMENT TERMS         |             |            |            | DUPLICATE       |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------|------------|------------|-----------------|
| 05/22/25     | AE2803Y                                                                                                                             | Net 30 Days           |             |            |            | 06/21/25        |
| ORDER DATE   | SHIP VIA                                                                                                                            | PURCHASE ORDER NUMBER |             |            |            | CUSTOMER NUMBER |
| 05/21/25     | UPS Ground (2- 3 Day)                                                                                                               | 127414                |             |            |            | 0729412         |
| ITEM NUMBER  | DESCRIPTION                                                                                                                         | QTY<br>ORD            | QTY<br>SHIP | QTY<br>BID | UNIT PRICE | TOTAL           |
| 7859142      | MS SUR PRO10 COMP BUS 4YR<br>Manufacturer Part Number: HP3-08215<br>Electronic distribution - NO MEDIA<br>Serial No: BKS3WWY25133M4 | 1                     | 1           | 0          | 239.74     | 239.74          |

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| ACCOUNT MANAGER                                                                        | SHIPPING ADDRESS                                                                     | SUBTOTAL   |          |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------|----------|
| ZACH DELIBERTO<br>847-465-6000<br><a href="mailto:zachdel@cdw.com">zachdel@cdw.com</a> | CITY OF ALBANY<br>TECHNOLOGY & COMMUNICATION<br>401 PINE AVE<br>ALBANY GA 31701-2534 |            | \$239.74 |
| SALES ORDER NUMBER                                                                     |                                                                                      | SHIPPING   | \$0.00   |
| PLHQ780                                                                                |                                                                                      | SALES TAX  | \$0.00   |
|                                                                                        |                                                                                      | AMOUNT DUE | \$239.74 |



Cage Code Number 1KH72  
DUNS Number 02-815-7235  
Unique Entity ID (SAM): PHZDZASJ5CM1  
ISO 9001 and ISO 14001 Certified  
CDW GOVERNMENT FEIN 36-4230110

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CHICAGO, IL 60675

Email Remittance To: gachment@cdw.com  
ROUTING NO.: 071000182  
ACCOUNT NAME: CDW GOVERNMENT  
ACCOUNT NO.: 91667

| INVOICE NUMBER | INVOICE DATE | CUSTOMER NUMBER |
|----------------|--------------|-----------------|
| AE24V8A        | 05/21/25     | 0728412         |
| SUBTOTAL       | SHIPPING     | SALES TAX       |
| \$1,065.06     | \$0.00       | \$0.00          |
| DATE DUE       | AMOUNT DUE   |                 |
| 05/20/25       | \$1,065.06   |                 |

01-0000-0-5800,00-0000-  
7700-010

250011

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ALBANY GA 31702-0447  
USA

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| ORDER DATE  | INVOICE NUMBER                                                                                                              | PAYMENT TERMS         |             |            |            | DUE DATE        |
|-------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------|------------|------------|-----------------|
| 05/21/25    | AE24V8A                                                                                                                     | Net 30 Days           |             |            |            | 06/20/25        |
| ORDER DATE  | SHIP VIA                                                                                                                    | PURCHASE ORDER NUMBER |             |            |            | CUSTOMER NUMBER |
| 05/21/25    | DROP SHIP-GROUND                                                                                                            | 127422                |             |            |            | 0728412         |
| ITEM NUMBER | DESCRIPTION                                                                                                                 | QTY<br>REQ            | QTY<br>SHIP | QTY<br>BKS | UNIT PRICE | TOTAL           |
| 6272849     | EPSON DS-770 II DOCUMENT SCANNER.<br>Manufacturer Part Number: B11B262201<br>Serial No: X8QC012739<br>Serial No: X8QC014380 | 2                     | 2           | 0          | 532.53     | 1,065.06        |

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| ACCOUNT MANAGER                                                                        | SHIPPING ADDRESS                                                                     | SUBTOTAL   |  |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------|--|
| ZACH DELIBERTO<br>847-465-6000<br><a href="mailto:zachdel@cdw.com">zachdel@cdw.com</a> | CITY OF ALBANY<br>TECHNOLOGY & COMMUNICATION<br>401 PINE AVE<br>ALBANY GA 31701-2534 | \$1,065.06 |  |
| SALES ORDER NUMBER                                                                     |                                                                                      | SHIPPING   |  |
| PLJHN403                                                                               |                                                                                      | \$0.00     |  |
|                                                                                        |                                                                                      | SALES TAX  |  |
|                                                                                        |                                                                                      | \$0.00     |  |
|                                                                                        |                                                                                      | AMOUNT DUE |  |
|                                                                                        |                                                                                      | \$1,065.06 |  |

Cage Code Number 16K72  
DAHS Number 02-615-7235  
Unique Entity ID (SAM): PHZDZ85J5GM1  
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CDW GOVERNMENT FEIN 36-4230110

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CHICAGO, IL 60675

ROUTING NO.: 071000102  
ACCOUNT NAME: COW GOVERNMENT  
ACCOUNT NO.: 91067

|                |              |                 |
|----------------|--------------|-----------------|
| INVOICE NUMBER | INVOICE DATE | CUSTOMER NUMBER |
| AE2756R        | 05/21/25     | 0729412         |
| SUBTOTAL       | SHIPPING     | SALES TAX       |
| \$1,306.58     | \$0.00       | \$0.00          |
| DUE DATE       | AMOUNT DUE   |                 |
| 06/20/25       | \$1,306.58   |                 |

01-0000-0-5806.00-0006-7700-010

25 6012

CITY OF ALBANY  
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USA

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Suite 1515  
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| INVOICE DATE | INVOICE NUMBER                                                                                                                                                                                 | PAYMENT TERM          |             |            |            | DUPLICATE       |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------|------------|------------|-----------------|
| 06/21/25     | AE2756R                                                                                                                                                                                        | Net 30 Days           |             |            |            | 08/20/25        |
| ORDER DATE   | SHIP VIA                                                                                                                                                                                       | PURCHASE ORDER NUMBER |             |            |            | CUSTOMER NUMBER |
| 05/21/25     | UPS Ground (2-3 Day)                                                                                                                                                                           | 127406                |             |            |            | 0729412         |
| ITEM NUMBER  | DESCRIPTION                                                                                                                                                                                    | QTY<br>ORD            | QTY<br>SHIP | QTY<br>WRT | UNIT PRICE | TOTAL           |
| 7138991      | BROTHER POCKETJET 8 THERMAL PRINTER<br>Manufacturer Part Number: PJ822<br>Serial No: U66988J4G187737<br>Serial No: U66988J4G187767<br>Serial No: U66988J4G187775<br>Serial No: U66988J4G187832 | 4                     | 4           | 0          | 326.64     | 1,306.56        |

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|                                                    |                                                                                 |                   |                   |
|----------------------------------------------------|---------------------------------------------------------------------------------|-------------------|-------------------|
| <b>ACCOUNT MANAGER</b>                             | <b>SHIPPING ADDRESS</b>                                                         | <b>SUBTOTAL</b>   | <b>\$1,306.56</b> |
| ZACH DELIBERTO<br>847-465-8000<br>zachdel@cdwg.com | CITY OF ALBANY<br>TECHNOLOGY & COMMUNICATION<br>401 PINE AVE<br>ALBANY GA 31701 | <b>SHIPPING</b>   | <b>\$0.00</b>     |
| <b>SALES ORDER NUMBER</b>                          |                                                                                 | <b>SALES TAX</b>  | <b>\$0.00</b>     |
| PLHQ008                                            |                                                                                 | <b>AMOUNT DUE</b> | <b>\$1,306.56</b> |



Cage Code Number 1KH72  
DUNS Number 02-816-7235  
Unique Entity ID (SAM): PHZQZ88J5CM1  
ISO 9001 and ISO 14001 Certified  
CDW GOVERNMENT FEIN 35-4230110.

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CHICAGO, IL 60678

ROUTING NO.: 571050132  
ACCOUNT NAME: GOV GOVERNMENT  
ACCOUNT NO.: 81057

|                |              |                 |
|----------------|--------------|-----------------|
| INVOICE NUMBER | INVOICE DATE | CUSTOMER NUMBER |
| AE2750K        | 05/21/25     | 0729412         |
| SUBTOTAL       | SHIP CHG     | TAXES & FEE     |
| \$1,379.99     | \$0.00       | \$0.00          |
| DUE DATE       |              | AMOUNT DUE      |
| 05/20/25       |              | \$1,379.99      |

01.0000.0.5800.00.0000.  
7700.010

200013

CITY OF ALBANY  
ACCOUNT DEPT  
PO BOX 447  
ALBANY GA 31702-0447  
USA

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|              |                                                                                                      |                       |            |            |            |                 |
|--------------|------------------------------------------------------------------------------------------------------|-----------------------|------------|------------|------------|-----------------|
| INVOICE DATE | INVOICE NUMBER                                                                                       | PAYMENT TERMS         |            |            |            | DUPLICATE       |
| 06/21/26     | AZ758K                                                                                               | Net 30 Days           |            |            |            | 06/20/25        |
| ORDER DATE   | SHIP VIA                                                                                             | PURCHASE ORDER NUMBER |            |            |            | CUSTOMER NUMBER |
| 06/21/25     | UPS Ground (2-3 Day)                                                                                 | 127414                |            |            |            | 0729412         |
| ITEM NUMBER  | DESCRIPTION                                                                                          | QTY<br>ORD            | QTY<br>SHR | QTY<br>INV | UNIT PRICE | TOTAL           |
| 7805525      | SUR PRO10 U5-135U 16/256 W11 PLT<br>Manufacturer Part Number: ZDT-00001<br>Serial No: BK33WWY25133M4 | 1                     | 1          | 0          | 1,379.99   | 1,379.99        |

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|                                                    |  |                                                                                      |  |                   |  |                   |  |
|----------------------------------------------------|--|--------------------------------------------------------------------------------------|--|-------------------|--|-------------------|--|
| <b>ACCOUNT MANAGER</b>                             |  | <b>SHIPPING ADDRESS</b>                                                              |  | <b>SUBTOTAL</b>   |  | <b>\$1,379.99</b> |  |
| ZACH DELIBERTO<br>847-485-6000<br>zachdel@cdwg.com |  | CITY OF ALBANY<br>TECHNOLOGY & COMMUNICATION<br>401 PINE AVE<br>ALBANY GA 31701-2534 |  | <b>SHIPPING</b>   |  | <b>\$0.00</b>     |  |
| <b>SALES ORDER NUMBER</b>                          |  |                                                                                      |  | <b>SALES TAX</b>  |  | <b>\$0.00</b>     |  |
| PLHQ780                                            |  |                                                                                      |  | <b>AMOUNT DUE</b> |  | <b>\$1,379.99</b> |  |



Cage Code Number 1KH72  
DUNS Number 02-615-7235  
Unique Entity ID (SAM): PHZDZ85J5CM1  
ISO 9001 and ISO 14001 Certified  
GPO GOVERNMENT FEIN 38-4220110

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## INVOICE

ACH INFORMATION:  
THE NORTHERN TRUST  
50 SOUTH LA SALLE STREET  
CHICAGO, IL 60675

E-mail Remittance To: [achremittance@cdw.com](mailto:achremittance@cdw.com)

ROUTING NO.: 871008152  
ACCOUNT NAME: CDW GOVERNMENT  
ACCOUNT NO.: 91067



CDW Government  
75 Remittance Drive, Suite 1515  
Chicago, IL 60675-1515

RETURN SERVICE REQUESTED

| INVOICE NUMBER | INVOICE DATE | CUSTOMER NUMBER |
|----------------|--------------|-----------------|
| AE1VNBW        | 05/12/25     | 0729412         |
| SUBTOTAL       | SHIPPING     | TAXES           |
| \$3,750.00     | \$0.00       | \$0.00          |
| DATE           | AMOUNT DUE   |                 |
| 06/11/25       | \$3,750.00   |                 |

01-6000-0-5800.00-0000-  
7700 016

250014

CITY OF ALBANY  
ACCOUNT DEPT  
PO BOX 447  
ALBANY GA 31702-0447  
USA

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

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| INVOICE DATE | INVOICE NUMBER                                                                                           | PAYMENT TERMS         | DUPLICATE       |
|--------------|----------------------------------------------------------------------------------------------------------|-----------------------|-----------------|
| 05/12/25     | AE1VNBW                                                                                                  | Net 30 Days           | 06/11/25        |
| ORDER DATE   | SHIP TO                                                                                                  | PURCHASE ORDER NUMBER | CUSTOMER NUMBER |
| 05/08/25     | ELECTRONIC DISTRIBUTION                                                                                  | 127246                | 0729412         |
| ITEM NUMBER  | DESCRIPTION                                                                                              | QTY                   | UNIT PRICE      |
| 7998876      | PAESSLER PRG NTWRK MON 2500 3Y<br>Manufacturer Part Number: 814542<br>Electronic distribution - NO MEDIA | 1                     | 3,750.00        |
|              |                                                                                                          | 1                     | 0               |
|              |                                                                                                          |                       | 3,750.00        |
|              |                                                                                                          |                       | 3,750.00        |

## GO GREEN!

CDW is happy to announce that paperless billing is now available! If you would like to start receiving your invoices as an emailed PDF, please email CDW at [paperlessbilling@cdw.com](mailto:paperlessbilling@cdw.com). Please include your Customer number or an invoice number in your email for faster processing.

## REDUCE PROCESSING COSTS AND ELIMINATE THE HASSLE OF PAPER CHECKS!

Begin transmitting your payments electronically via ACH using CDW's bank and remittance information located at the top of the attached payment coupon. Email [credit@cdw.com](mailto:credit@cdw.com) with any questions.

| ACCOUNT MANAGER                                                                        | SHIPPING ADDRESS                                                                | SUBTOTAL   |  |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------|--|
| ZACH DELIBERTO<br>847-465-6000<br><a href="mailto:zachdel@cdw.com">zachdel@cdw.com</a> | CITY OF ALBANY<br>TECHNOLOGY & COMMUNICATION<br>401 PINE AVE<br>ALBANY GA 31701 | \$3,750.00 |  |
| SALES ORDER NUMBER                                                                     |                                                                                 | SHIPPING   |  |
| PK00814                                                                                |                                                                                 | \$0.00     |  |
|                                                                                        |                                                                                 | TAXES      |  |
|                                                                                        |                                                                                 | \$0.00     |  |
|                                                                                        |                                                                                 | AMOUNT DUE |  |
|                                                                                        |                                                                                 | \$3,750.00 |  |



Cage Code Number 1KH72  
DUNS Number 02-615-7235  
Unique Entity ID (SAH): PHZDZSJSCM1  
ISO 9001 and ISO 14001 Certified  
CDW GOVERNMENT FEIN 38-4230110

HAVE QUESTIONS ABOUT YOUR ACCOUNT?  
PLEASE EMAIL US AT [credit@cdw.com](mailto:credit@cdw.com)  
VISIT US ON THE INTERNET AT [www.cdw.com](http://www.cdw.com)





**McKENNEY'S AIR CONDITIONING, INC.**

2323 R Street  
Bakersfield, CA 93301-2929  
Telephone (661) 327-4037  
Fax (661) 327-3155  
License #447218

RECEIVED JUN 16 2025

250017

**INVOICE**

01-0000-0-5000.00-0000-8100-010

**BILL TO:**

El Tejon School District  
P.O. Box 876  
Lebec, CA 93243

| DATE      | INVOICE # |
|-----------|-----------|
| 6/12/2025 | 129931    |

**Service Required**

No cool  
4337 Lebec Rd  
District Office - House north side

661-371-6039

| P.O. Number | Service         | Service Request Date |
|-------------|-----------------|----------------------|
| Kevin       | Upon Completion | 6/18/2025            |

| QTY | Item         | Work Performed                                                                                                                                               | Rate   | Date      | Amount |
|-----|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------|--------|
|     |              | York PC04A360752X1A 3in WTE7765996<br>Found failed dual run capacitor. Removed and replaced the capacitor. Started cooling cycle and noted normal operation. |        |           |        |
| 1   | Turbo 209    | Turbo 209 run capacitor                                                                                                                                      | 113.62 |           | 113.62 |
| 2.5 | Labour/light | jr/24                                                                                                                                                        | 138.00 | 6/12/2025 | 345.00 |
| 1   | Truck Trip   | Truck Trip                                                                                                                                                   | 60.00  |           | 60.00  |

Unless noted above this invoice is now due and payable. All accounts over 30 days will be charged finance charges at 1.75% per month.

To pay by credit card add a 3% service fee to the total.

|                  |          |
|------------------|----------|
| <b>Sub Total</b> | \$518.62 |
| <b>Sales Tax</b> | \$9.37   |
| <b>TOTAL</b>     | \$527.99 |

X

**Circle M Truck Repair**

A/R 4605 Scalloway  
 Bakerfield, CA 93312  
 (661) 588-0298  
 Service@circlem-truck.com

256028

**Invoice for RO #31350**

Service Advisor: Clayton Summerford  
 Date Created: 06/02/25 at 07:47 AM PDT  
 Client: EL TEJON SCHOOL DISTRICT  
 Vehicle: 2013 IC Corporation RE School Bus Base

|                                                                                                |                                                                                                                                                                                          |                                                                             |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| EL TEJON SCHOOL DISTRICT<br><br>Phone: (661) 889-6979<br>Email: jgahcanelli@el-tejon.k12.ca.us | 2013 IC Corporation RE School Bus Base 7.6L<br>6Cyl DIESEL DT466 Turbocharged<br>VIN: 4DRBWAAR60B154129<br>License: 1385714<br>Unit #: 5   Color: N/A<br>Odometer In: 22004 / Out: 22004 | RO # 31350<br>PO # -<br>Time In: 06/02/25 at 07:47 AM PDT<br>Save Parts: No |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|

**Client concerns:**

- Low power when driving up hills
- Remove, clean, and pressure test charge air cooler
- Check and record fuel pressure

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                         |            |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------|
| <b>1 - Low Power Up Hills</b>          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                         |            |
| Tech: U Aguirre, E Prike               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                         |            |
| Labor:                                 | Need to remove charge air cooler and get it cleaned and pressure tested. With the scanner check fuel pressures and check for any codes.<br>Reinstall charge air cooler and diag:                                                                                                                                                                                                                                                                                                                              |                                         | \$207.90   |
|                                        | Reinstalled air to air cooler and plumbing. Used scan tool, no codes found. Test drive unit watching live data verified complaint no power. Checked turbo boost reading 15, supply fuel 75 pressure and ICP and desired ok reading 2500. Performed injector tested ok, and balance test EGR cooler set active code for blockage. Removed exhaust down pipe. Checked see if exhaust filter is plugged, operated unit same low boost. Need look at EGR Cooler, possibly plugged.<br>Remove & Replace EGR Cooler |                                         | \$792.00   |
|                                        | 1. Drained coolant, removed air to air plumbing, intake, both turbos, down pipe, misc, coolant lines, cross-over pipe, and EGR cooler. Cleaned, installed EGR cooler, both turbos, down pipe, exhaust, and intake. Ordered exhaust manifold temp. Sender. Installed new manifold temp sender, installed intake, air to air plumbing, refilled cooling system, cleared inactive codes. Test drive unit, ran good, getting 20+ turbo boost compared to 15 prior to repairs.                                     |                                         | \$1,407.78 |
| Parts:                                 | EGR COOLER ASSY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1                                       | \$4058.38  |
|                                        | ANTIFREEZE RED 50/50                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 5                                       | \$109.95   |
|                                        | EXHAUST TEMP SENDER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1                                       | \$148.85   |
|                                        | 3 PRONG PIG TAIL *                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 2                                       | \$7.80     |
|                                        | ELECTRICAL CONNECTOR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 6                                       | \$5.94     |
| Discount:                              | Discount for Diag Time. We damaged customers hood compartment cover.                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                         | -\$500.00  |
| ✓ Approved on 06/02/25 at 07:52 AM PDT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Subtotal \$6,233.60 + est. Tax \$356.89 | \$6,590.49 |

|                                          |                                           |                                      |          |
|------------------------------------------|-------------------------------------------|--------------------------------------|----------|
| <b>2 - CAC CLEAN AND PRESSURE TEST</b>   |                                           |                                      |          |
| Subject:                                 | CLEAN AND PRESSURE TEST CHARGE AIR COOLER |                                      | \$137.07 |
| ✓ Authorized on 06/04/25 at 03:08 PM PDT |                                           | Subtotal \$137.07 + est. Tax \$11.31 | \$148.38 |

**Total Repair Order & Signature:**

Total Jobs: \$6,870.67  
 Total Fees: \$0.00  
 Discounts: -\$500.00  
 Subtotal: \$6,370.67  
 Taxes: \$368.20  
 Grand Total: \$6,738.87  
**BALANCE DUE: \$6,738.87**

X



**Circle M Truck Repair, Inc.**  
4605 Scalloway Ct.  
Bakersfield, CA 93312

|          |
|----------|
| Date     |
| 6/1/2025 |

EL TEJON SCHOOL DISTRICT  
P.O. Box 876  
Lebec, CA 93243

|        |                      |
|--------|----------------------|
| E-mail | erin@circlem-inc.com |
|--------|----------------------|

250005

**EL TEJON UNIFIED SCHOOL DISTRICT  
CONFERENCE and/or MILEAGE EXPENSE CLAIM 2024-2025**

Submit to the District Office after approval by the Site Administrator. Attach an agenda and itemized receipts for ALL expenses.

Name (Please print) Tina Caverhill Title/Position Payroll / HR

Conference Title/Purpose \_\_\_\_\_ Funding Source \_\_\_\_\_

Location of Conference/Workshop \_\_\_\_\_ Date(s) of Travel 4/28/25  
6/25/25

**Transportation:**

Own auto: 92.4 Miles @ 70¢ per mile \$ 64.68

Public transportation by: \_\_\_\_\_ \$ —

**Meals:**

| Date   | Breakfast<br>\$15/day max  | Lunch<br>\$20/day max | Dinner<br>\$25/day max | Total    |
|--------|----------------------------|-----------------------|------------------------|----------|
| _____  | \$ _____                   | \$ _____              | \$ _____               | \$ _____ |
| _____  | \$ _____                   | \$ _____              | \$ _____               | \$ _____ |
| _____  | \$ _____                   | \$ _____              | \$ _____               | \$ _____ |
| _____  | \$ _____                   | \$ _____              | \$ _____               | \$ _____ |
| _____  | \$ _____                   | \$ _____              | \$ _____               | \$ _____ |
| Hotel: | _____ Days @ \$ _____ /day |                       |                        | \$ _____ |

**Convention Fees:**

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL EXPENSES CLAIMED** \$ 64.68

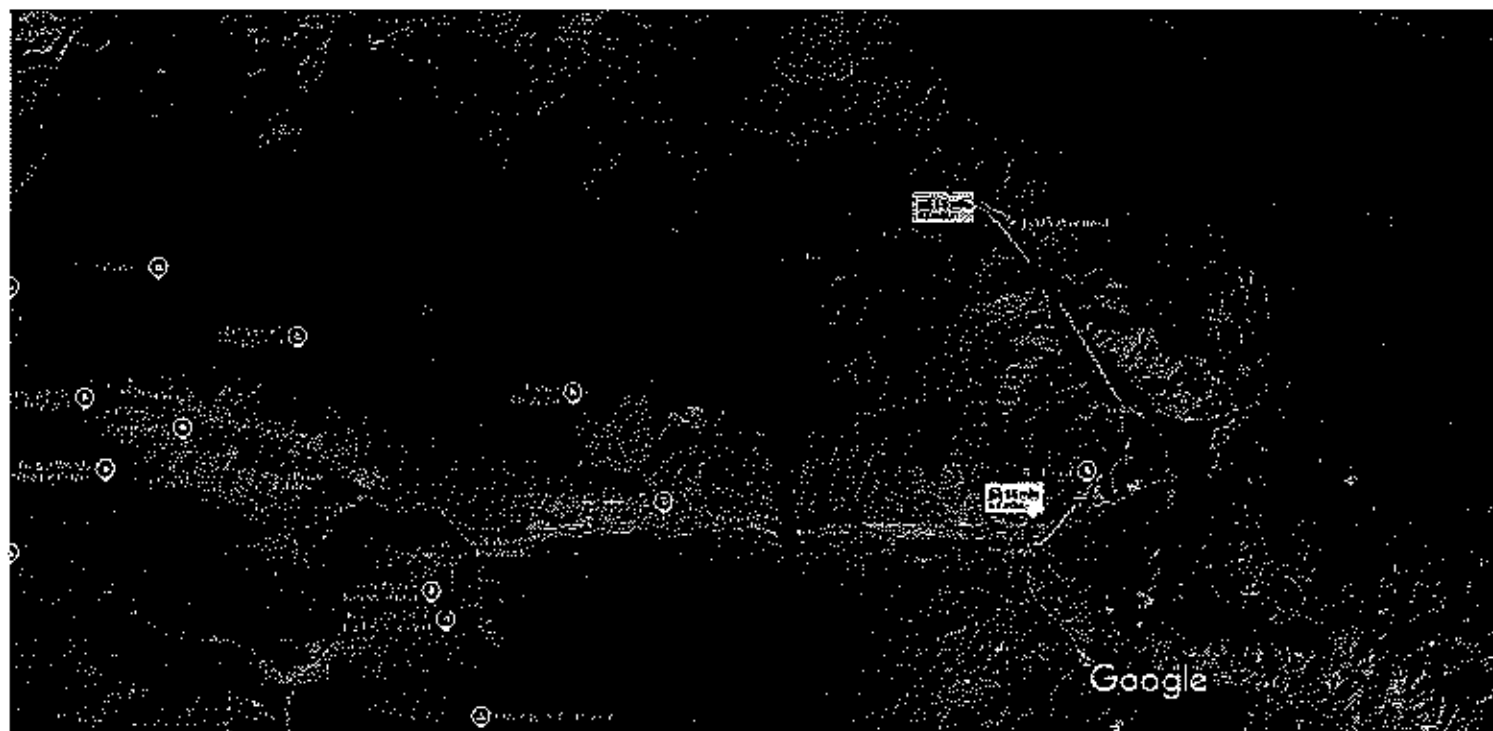
I hereby certify that the above is a correct statement of actual and necessary expenses for official duties.

Claimant Tina Caverhill Date 6/25/25

Site Administrator \_\_\_\_\_ Date \_\_\_\_\_

Superintendent/Designee \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor Signature**



Imagery ©2025 Airbus, CNES / Airbus, Landsat / Copernicus, Maxar Technologies, Map data ©2025 Google 1 mi



via I-5 S and Frazier Mountain  
Park Rd

13 min

9.1 miles

Fastest route now due to traffic  
conditions



via Lebec Rd and Frazier  
Mountain Park Rd

14 min

8.4 miles



Explore nearby Frazier Park School



Restaurants



Hotels



Gas  
stations



Parking  
Lots



More

4337 Lebec Rd  
Lebec, CA 93243

Take Lebec Rd to I-5 N

- 2 min (0.4 mi)
- ↑ 1. Head northeast  
85 ft
  - ↩ 2. Turn left toward Lebec Rd  
312 ft
  - ⤴ 3. Merge onto Lebec Rd  
0.2 mi
  - ↩ 4. Turn left toward I-5 N  
262 ft

Take CA-99 N to California Ave in Bakersfield. Take exit 25 from CA-99 N

- 32 min (35.7 mi)
- ⤴ 5. Merge onto I-5 N (signs for Sacramento)  
10.1 mi
  - ↩ 6. Use the left 3 lanes to turn slightly left onto CA-99 N (signs for Bakersfield/Fresno)  
25.3 mi
  - 7. Take exit 25 toward California Ave  
0.2 mi

Continue on California Ave. Drive to 17th St

- 5 min (1.7 mi)
- 8. Turn right onto California Ave  
1.2 mi
  - ↩ 9. Use the 2nd from the left lane to turn left onto Chester Ave  
0.4 mi
  - 10. Turn right onto 17th St  
Destination will be on the left  
0.1 mi

Kern County Superintendent of Schools  
1300 17th St, Bakersfield, CA 93301



**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
"B" WARRANT AUTHORIZATION FOR PAYMENT**

EL TEJON UNIFIED SCHOOL DISTRICT

DATE 7/2/25

Total Cash Disbursement: \$2384.90  
Batch: 2

We, and each of the undersigned, as members of the governing board, or agent, by signature hereto approve each and every and all of the listed orders as proper and legal charges against school district funds.

Mary Jo

Trustee or Authorized Agent

Trustee

Trustee

Trustee

Trustee

Trustee

include Vector file: Y



046 EL TEXCO UNIFIED 73147 ACCOUNTS PAYABLE PERMIT APY500 5.00.21 07/03/25 08:57 PAGE 1  
 BATCH: 0001 July 1 << Open >>  
 FUND : 01 GENERAL FUND

| Vendor/Addr Name                       | Req Reference | Date           | Description | Item ID                                     | Item | Deposit type | Unit cost | Account type | MT | ST | F-Term | F-Amount |
|----------------------------------------|---------------|----------------|-------------|---------------------------------------------|------|--------------|-----------|--------------|----|----|--------|----------|
| 004051/00 Lakas Parts, LLC/CO of Lakas |               |                |             |                                             |      |              |           |              |    |    |        |          |
| CL-254013                              | 07/01/2025    | 0244           |             | 01-0000-0-0100-00-0000-1000-010-00-000-0000 | PM F |              | 11.00     |              |    |    |        | 11.00    |
| CL-254014                              | 07/01/2025    | 7883;7884;7724 |             | 01-0000-0-0100-00-0000-1000-010-00-000-0000 | PM F |              | 114.22    |              |    |    |        | 114.22   |
| TOTAL PAYMENT AMOUNT                   |               |                |             |                                             |      |              | 125.22 *  |              |    |    |        | 125.22   |

|                                     |            |                  |  |                                             |      |  |            |  |  |  |  |          |
|-------------------------------------|------------|------------------|--|---------------------------------------------|------|--|------------|--|--|--|--|----------|
| 000099/00 SCHENCK PETROLEUM CO. INC | 552942284  |                  |  |                                             |      |  |            |  |  |  |  |          |
| CL-250025                           | 07/01/2025 | 007710_5/18/2025 |  | 01-0000-0-0100-00-0000-1000-010-00-000-0000 | PM F |  | 2,225.51   |  |  |  |  | 2,225.51 |
| TOTAL PAYMENT AMOUNT                |            |                  |  |                                             |      |  | 2,225.51 * |  |  |  |  | 2,225.51 |

|                                      |            |                |  |                                             |      |  |         |  |  |  |  |       |
|--------------------------------------|------------|----------------|--|---------------------------------------------|------|--|---------|--|--|--|--|-------|
| 000100/00 SPOONMAN CALIFORNIA GAS CO | 0000000000 |                |  |                                             |      |  |         |  |  |  |  |       |
| CL-250016                            | 07/01/2025 | 146 RLS 7500 6 |  | 01-0000-0-0100-00-0000-1000-010-00-000-0000 | PM F |  | 23.17   |  |  |  |  | 23.17 |
| TOTAL PAYMENT AMOUNT                 |            |                |  |                                             |      |  | 23.17 * |  |  |  |  | 23.17 |

|                         |                |      |  |          |
|-------------------------|----------------|------|--|----------|
| TOTAL FUND PAYMENT      | 2,384.30 **    |      |  | 2,384.30 |
| TOTAL BAYEN PAYMENT     | 2,384.30 ***   | 0.00 |  | 2,384.30 |
| TOTAL DISTRICT PAYMENT  | 2,384.30 ****  | 0.00 |  | 2,384.30 |
| TOTAL FOR ALL DISTRICTS | 2,384.30 ***** | 0.00 |  | 2,384.30 |

Number of checks to be processed: 1, not counting voids due to stub overflows. 2,384.30

## LEBEC PARTS LLC

251 FRAZIER MOUNTAIN PARK RD. LEBEC, CA 93243

Ph: (661) 231-3593

## Invoice

8744

6/30/2025 9:12 AM

25033

Customer: (661246247)

Type: Charge

Salesman: P-Rivas, Garrett

Acct# 1067, EL TEXINO S.D.

PO# 250054

P.O. BOX 876 LEBEC, CA 93243

Notes

| Qty | Line | Part  | Description | Core | List | Amount | Ext   | Exch Tax |
|-----|------|-------|-------------|------|------|--------|-------|----------|
| 2   | MM   | 55106 | MOTORMFE    | 0.00 | 8.25 | 5.08   | 10.16 | N Y      |

Signed: \_\_\_\_\_

|             |       |
|-------------|-------|
| Non-Taxable | 0.00  |
| Taxable     | 10.16 |
| Sales Tax   | 0.84  |
| Total       | 11.00 |

Thanks for your business! No returns over 30 days! Receipt required! \*No returns on fluids, tire chains, tools, batteries or electrical! \*All returns subject to restocking fee and store credit.

(MAIN SITE) Inv#: 8744 (1 of 1)



LEBEC PARTS LLC  
251 FRAZIER MOUNTAIN PARK RD.  
LEBEC, CA 93243  
PH: (661) 231-3593

256034

LEBEC PARTS LLC  
Billing Statement  
Billing Date: 2025-06-30  
Terms: DUE BY 10TH

EL TEJON U.S.D.  
P.O. BOX 876  
LEBEC, CA 93243

| Invoice# | Date                    | Type | Reference   | Total               |
|----------|-------------------------|------|-------------|---------------------|
| 7724     | Wednesday, June 4, 2025 | Sale | 250034/JOHN | \$26.28             |
| 7844     | Saturday, June 7, 2025  | Sale | 250034/John | \$89.28             |
| 7953     | Tuesday, June 10, 2025  | Sale | 250034      | \$9.66              |
| 8744     | Monday, June 30, 2025   | Sale | 250034      | <del>-\$11.00</del> |
| Total:   |                         |      |             | \$136.22            |

PLEASE TEAR AND REMIT THE FOLLOWING WITH YOUR PAYMENT

|                                    |          |        |        |             |
|------------------------------------|----------|--------|--------|-------------|
| EL TEJON U.S.D., Acct# 1067        | 0-30     | 31-60  | 61+    | Grand Total |
| Last Payment: 6/16/2025 (\$207.81) | \$136.22 | \$0.00 | \$0.00 | \$136.22    |

Amount enclosed: \_\_\_\_\_

125.22

EL TEJON U.S.D., Acct# 1067



# INVOICE

Page 1 of 1

250035

REMIT TO  
PO Box 512  
Bakersfield, CA 93302-0512Bulk Plant (661) 324-0728  
900 Sacramento Street  
Bakersfield, CA 93305Administration Office  
3200 21st Street Ste.201  
Bakersfield, CA 93301  
Phone: (661) 323-8044  
or (661) 323-3021  
Fax: (661) 323-2270**BILLING ADDRESS**EL TEJON UNIFIED SCHOOL DIST.  
ACCOUNTS PAYABLE  
P.O. BOX 876  
LEBEC, CA 93243**SHIPPED TO**LEBEC  
LEBEC  
EL TEJON UNIFIED SCHOOL DIST.  
LEBEC, CA 93243

Credit Terms: NET DUE 10 DAYS

| INVOICE DATE             | P.O. or M.R.# | BLANKET P.O. | ACCOUNT #           | SHIPTO #             | INVOICE #             | TRUCK #    |            |
|--------------------------|---------------|--------------|---------------------|----------------------|-----------------------|------------|------------|
| 06/18/25 02:42PM         |               | None         | 240275              | 240275/001           | 308783                | SPC19      |            |
| SIZE                     | KIND          | PRODUCT CODE | DESCRIPTION         | GROSS QTY. DELIVERED | NET GAL./EA DELIVERED | UNIT PRICE | AMOUNT     |
| 55                       | GAL DRUM      | 1185036/55   | DSL XHAUST FLD      | 110.0000             | 110.0000              | 3.99000    | \$438.90   |
| 55                       | GAL DRUM      | 54300/55     | ROTELLAT 6 SYN 5W40 | 55.0000              | 55.0000               | 29.16000   | \$1,603.80 |
| REFERENCE NUMBER: 607730 |               |              |                     |                      |                       |            |            |

| Invoice Taxes      | Quantity | Amount Due | Exempt |
|--------------------|----------|------------|--------|
| CA SALES TAX 7.25% | 185.00   | 149.05     | No     |
| CA - OIL RECYC FEE | 55.00    | 13.20      | No     |
| KERN CO 1%         | 165.00   | 20.58      | No     |

PLEASE PAY FROM THIS INVOICE - NO OTHER STATEMENT WILL BE SENT

|              |                   |
|--------------|-------------------|
| SUB TOTAL    | \$2,042.70        |
| TAXES        | \$182.81          |
| <b>TOTAL</b> | <b>\$2,225.51</b> |
| DUE DATE     | 06/28/2025        |



ACCOUNT NUMBER 146 816 7500 6  
SERVICE FOR  
EL TEJON UNIFIED SCHOOL DISTRICT  
4265 LEBEC RD  
LEBEC CA 93243

DATE MAILED Jun 27, 2025 Page 1 of 2  
1-800-427-2000 English  
1-800-427-6029 Español  
M-F, 7am-8pm Sat, 7am-6pm  
24 Hour Emergency Services Available  
socialgas.com

## Account Summary

Amount of Last Bill - \$1.82  
Payment Received - .00  
Current Charges + 24.99  
Total Amount Due \$23.17

7% Late Payment Charge Due if Paid After JUL 22, 2025

## Current Charges

Rate: GN-10 - Non-Residential

Meter Number: 10865988 (Next scheduled read date Jul 25 2025)

Cycle: 19

| Billing Period      | Days | Meter Number | Current Reading | Previous Reading | Difference | Billing x Factor | BTU x Factor | Total Therms |
|---------------------|------|--------------|-----------------|------------------|------------|------------------|--------------|--------------|
| 05/27/25 - 06/25/25 | 29   | 10865988     | 2248            | 2241             | 5          | 0.903            | 1.020        | 5            |

### GAS CHARGES

Customer Charge 29 Days x \$4.9315 14.30

Gas Transportation (Details below) 5 Therms

|             | Amount(\$) |
|-------------|------------|
| Therms used | 5          |
| Rate/Therm  | \$1.67720  |
| Charge      | \$8.39     |

Gas Commodity 5 Therms x \$.32790 1.64

Total Gas Charges \$24.33

SoCalGas' gas commodity cost per therm for your billing period:

Jun. .... \$.33513 May. .... \$.28265

### TAXES & FEES ON GAS CHARGES

|                          | Amount(\$)              |
|--------------------------|-------------------------|
| State Regulatory Fee     | 5 Therms x \$.00250 .01 |
| Public Purpose Surcharge | 5 Therms x \$.13017 .65 |

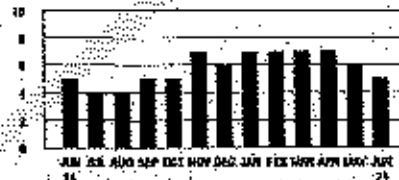
Total Taxes and Fees on Gas Charges \$.66

Total Current Charges \$24.99

DATE DUE Jul 18, 2025

AMOUNT DUE \$23.17

### Usage History (Total Therms used)



|                       | Jun 24 | May 25 | Jun 25 |
|-----------------------|--------|--------|--------|
| Total Therms used     | 5      | 6      | 6      |
| Daily average Therms  | .2     | .2     | .2     |
| Days in billing cycle | 32     | 32     | 29     |

June is National Safety Month and we have three tips to staying safe around natural gas: Look for damaged pipes, listen for a hissing sound, or the rotten egg smell of natural gas. More tips at [socialgas.com/BeSafe](http://socialgas.com/BeSafe)

PLEASE KEEP THIS PORTION FOR YOUR RECORDS. (FAVOR DE GUARDAR ESTA PARTE PARA SUS REGISTROS.)

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT. (FAVOR DE DEVOLVER ESTA PARTE CON SU PAGO.)



SERVICE ADDRESS 4265 LEBEC RD LEBEC CA 93243

057228.2 2152.33080.5611411 1 AV 0.545 oz 0.654

EL TEJON UNIFIED SCHOOL DISTRICT

PO BOX 876

LEBEC CA 93243-0876

Save Paper &  
Postage  
PAY ONLINE  
[socialgas.com](http://socialgas.com)

ACCOUNT NUMBER  
146 816 7500 6

DATE DUE Jul 18, 2025

AMOUNT DUE \$23.17

Please enter amount enclosed.

\$

Write account number on check and make payable to SoCalGas.

SoCalGas  
PO BOX C  
MONTEREY PARK CA 91756-5111

80 1468167500 00002317 62

1468167500 0000249968



KERN COUNTY SUPERINTENDENT OF SCHOOLS  
"B" WARRANT AUTHORIZATION FOR PAYMENT

EL TEJON UNIFIED SCHOOL DISTRICT

DATE 7/2/25

Total Cash Disbursement: \$ 810.30  
Batch: 3 VESTIS paper checks

We, and each of the undersigned, as members of the governing board, or agent, by signature hereto approve each and every and all of the listed orders as proper and legal charges against school district funds.

Mary Jo

Trustee or Authorized Agent

Trustee

Trustee

Trustee

Trustee

Trustee

004 01 02000 UNTP120 00160 ACCOUNTS PAYABLE PAYLIST7 APR506 1.04.24 07/07/25 09:44 PAGE 0

---

Match status: A All

From batch: 0003

To batch: 0002

Include Reversing Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor YTD: Y



000 EL TEXNO UNIFIED 05160 ACCOUNTS PAYABLE PRELIM 202506 1.00.24 07/02/25 08:44 PM 1  
 BATCH: 0000 Vantia Super Checks 7/02/25 << Open >> Override Depo  
 FROM : 01 CREDITAD FROM

| Vendor/Addr Name | Asq Reference      | Date       | Description | Tax ID Num | Deposit type                                   | ABA num | Account num | SS SS | E-Trans | R-BackRef |
|------------------|--------------------|------------|-------------|------------|------------------------------------------------|---------|-------------|-------|---------|-----------|
| 001444/00        | Vantia Group, Inc. |            |             | 332416155  |                                                |         |             |       |         |           |
|                  | TX-240601          | 07/02/2025 | 2401739999  |            | 01-0000-0-4100.00-0000-3400-010-00-000-0000 RM |         |             |       |         | 501.16    |
|                  |                    |            |             |            | TOTAL PAYMENT AMOUNT                           |         | 501.16      |       |         | 501.16    |

|          |                    |            |            |           |                                                |  |        |      |  |        |
|----------|--------------------|------------|------------|-----------|------------------------------------------------|--|--------|------|--|--------|
| 00166/00 | Vantia Group, Inc. |            |            | 332416155 |                                                |  |        |      |  |        |
|          | TX-240601          | 07/02/2025 | 2401739999 |           | 01-0000-0-4100.00-0000-3400-010-00-000-0000 RM |  |        |      |  | 309.14 |
|          |                    |            |            |           | TOTAL PAYMENT AMOUNT                           |  | 309.14 |      |  | 309.14 |
|          |                    |            |            |           | TOTAL FROM PAYMENT                             |  | 810.30 |      |  | 810.30 |
|          |                    |            |            |           | TOTAL FROM PAYMENT                             |  | 810.30 | 0.00 |  | 810.30 |
|          |                    |            |            |           | TOTAL DIRECT PAYMENT                           |  | 810.30 | 0.00 |  | 810.30 |
|          |                    |            |            |           | TOTAL FOR ALL DISTRICTS                        |  | 810.30 | 0.00 |  | 810.30 |

Number of checks to be printed: 2, not counting voids due to stub overflows. 810.30



2680 Palumbo Drive  
Lexington, KY 40509

Pay your bill and view invoices and statements at  
<http://myaccount.vestis.com>.

Andrea geisendorf  
EL TEJON UNIFIED SCHL  
PO BOX 876  
LEBEC CA 93243

# INVOICE

|                   |                |
|-------------------|----------------|
| BILLING INQUIRIES | (888) 837-8471 |
| CUSTOMER SERVICE  | (866) 837-8471 |
| ACCOUNT NUMBER    | 217238400      |
| CUSTOMER NUMBER   | 217238406      |
| INVOICE NUMBER    | 2601734989     |
| INVOICE DATE      | 07/01/2025     |
| TERMS             | NET 10 EOM     |
| PO #              |                |
| NAID              |                |
| MARKET CENTER     | 260            |
| ROUTE NUMBER      | 51             |
| Page 1 of 1       |                |

Ship  
To: FRAZIER MT HIGH SCHL  
700 FALCON WAY  
LEBEC CA 93243

| A/R BALANCES AS OF 07/01/2025 |         |           |            |            |             |               |
|-------------------------------|---------|-----------|------------|------------|-------------|---------------|
| TOTAL DUE                     | CURRENT | 1-30 DAYS | 31-60 DAYS | 61-90 DAYS | 91-120 DAYS | OVER 120 DAYS |
| 1620.00                       | 1620.00 | 0.00      | 0.00       | 0.00       | 0.00        | 0.00          |

| WEARER# | WEARER NAME | ITEM       | ITEM DESCRIPTION         | SIZE | TYPE            | BILL QTY | RATE  | TOTAL  |
|---------|-------------|------------|--------------------------|------|-----------------|----------|-------|--------|
|         |             | AP0113BLAK | APRON BIB NO PKT SPUN    | X    | Rent            | 120      | 0.761 | 91.32  |
|         |             | DP0018REDD | MOP DUST SYNTHETIC       | 24   | Rent            | 10       | 2.776 | 27.76  |
|         |             | DP0018YELO | MOP DUST SYNTHETIC       | 42   | Rent            | 10       | 3.676 | 36.76  |
|         |             | TO0011WHIT | DENTAL TOWEL             | X    | Rent            | 200      | 0.378 | 75.20  |
|         |             | TO0011WHIT | DENTAL TOWEL             | X    | Inventory Maint | 7        | 0.743 | 5.20   |
|         |             | TO0016WHIT | BAR MOP RIBBED           | X    | Rent            | 414      | 0.256 | 106.81 |
|         |             | TO0016WHIT | BAR MOP RIBBED           | X    | Inventory Maint | 14       | 4.978 | 89.89  |
|         |             |            | EASY CARE - NON GARMENTS |      |                 |          |       | 51.84  |
|         |             |            | SERVICE CHARGE           |      |                 |          |       | 36.58  |

SUBTOTAL (ALL PAGES) 501.16  
FREIGHT 0.00  
TAX 0.00  
TOTAL \$501.16

THANK YOU FOR YOUR BUSINESS

Delivery received by:

FM

Signature from handheld acknowledging delivery

To ensure proper payment application, please write your invoice number  
on your check, and include the attached coupon with your payment



INVOICE DATE 07/01/2025  
ACCOUNT NUMBER 217238400

Bill To:

EL TEJON UNIFIED SCHL  
PO BOX 876  
LEBEC CA 93243

PAYMENT DUE August 10, 2025  
TOTAL DUE \$501.16  
INVOICE NUMBER 2601734989

Payable

To: VESTIS  
P.O. BOX 7430  
PASADENA CA 91109-7430

1 000001320206 0002601734989 0 0000050116 0000050116 6



2680 Palumbo Drive  
Lexington, KY 40508

Pay your bill and view invoices and statements at  
<http://myaccount.vestis.com>

Andrea gelsendorf  
EL TEJON UNIFIED SCHL  
PO BOX 876  
LEBEC CA 93243

# INVOICE

|                   |                |
|-------------------|----------------|
| BILLING INQUIRIES | (866) 837-8471 |
| CUSTOMER SERVICE  | (866) 837-8471 |
| ACCOUNT NUMBER    | 217238400      |
| CUSTOMER NUMBER   | 217238400      |
| INVOICE NUMBER    | 2601734987     |
| INVOICE DATE      | 07/01/2025     |
| TERMS             | NET 10 EOM     |
| PG #              |                |
| NAID              |                |
| MARKET CENTER     | 260            |
| ROUTE NUMBER      | 51             |
| Page 1 of 2       |                |

Ship  
To: EL TEJON UNIFIED SCHL  
4337 LEBEC RD.  
LEBEC CA 93243

| AR BALANCES AS OF 07/01/2025 |         |           |            |            |             |               |
|------------------------------|---------|-----------|------------|------------|-------------|---------------|
| TOTAL DUE                    | CURRENT | 1-30 DAYS | 31-60 DAYS | 61-90 DAYS | 91-120 DAYS | OVER 120 DAYS |
| 1620.60                      | 1620.60 | 0.00      | 0.00       | 0.00       | 0.00        | 0.00          |

| WEARER | WEARER NAME  | ITEM       | ITEM DESCRIPTION     | SIZE  | TYPE            | BILL QTY | RATE   | TOTAL |
|--------|--------------|------------|----------------------|-------|-----------------|----------|--------|-------|
| 1      | JOHN MC NATT | G00009POBL | COVERALL, LS COTTON  | 64R   | Rent            | 5        | 0.908  | 4.54  |
|        |              |            | EASY CARE - GARMENTS |       |                 |          |        | 0.00  |
|        |              | CE0112BLAK | AC MOP FRAME         | 22    | Rent            | 10       | 0.800  | 8.00  |
|        |              | CE0222GREY | LAUNDRY LOCKUP SN    | X     | Rent            | 1        | 0.719  | 0.72  |
|        |              | CE0066PLTD | DUST MOP SWIV HANDLE | X     | Rent            | 3        | 0.800  | 2.40  |
|        |              | DM2199BRWN | MAT RND PATTERN      | 4X8   | Rent            | 1        | 18.338 | 18.34 |
|        |              | DM2199DKGY | MAT RND PATTERN      | 3X5   | Rent            | 1        | 11.019 | 11.02 |
|        |              | DP0018GREN | MOP DUST SYNTHETIC   | 18    | Rent            | 12       | 2.317  | 27.80 |
|        |              | DP0018REDD | MOP DUST SYNTHETIC   | 60    | Rent            | 6        | 3.317  | 19.90 |
|        |              | DP0018REDD | MOP DUST SYNTHETIC   | 24    | Rent            | 20       | 2.588  | 51.36 |
|        |              | DP0018YELO | MOP DUST SYNTHETIC   | 42    | Rent            | 20       | 3.387  | 67.94 |
|        |              | TO0011WHIT | DENTAL TOWEL         | X     | Rent            | 62       | 0.303  | 15.76 |
|        |              | TO0011WHIT | DENTAL TOWEL         | X     | Inventory Maint | 2        | 4.557  | 9.11  |
|        |              | TS0003BLUE | SHOP TOWEL PLAIN     | 18X18 | Rent            | 43       | 0.144  | 6.19  |

see remaining pages of this invoice for a list of all included charges

SUBTOTAL (ALL PAGES) 309.14  
FREIGHT 0.00  
TAX 0.00  
TOTAL \$309.14

THANK YOU FOR YOUR BUSINESS

Delivery received by:

TEJON

Signature from handhold acknowledging delivery

To ensure proper payment application, please write your invoice number  
on your check, and include the attached coupon with your payment



INVOICE DATE 07/01/2025  
ACCOUNT NUMBER 217238400

Bill To:

EL TEJON UNIFIED SCHL  
PO BOX 876  
LEBEC CA 93243

PAYMENT DUE August 10, 2025  
TOTAL DUE \$309.14  
INVOICE NUMBER 2601734987

Payable

To: VESTIS  
P.O. BOX 7430  
PASADENA CA 91109-7430

1 000001320206 0002601734987 0 0000030914 0000030914 4



# INVOICE

Andrea geisendorf  
EL TEJON UNIFIED SCHL  
PO BOX 876  
LEBEC CA 93243

|                   |                |
|-------------------|----------------|
| BILLING INQUIRIES | (866) 837-8471 |
| CUSTOMER SERVICE  | (866) 837-8471 |
| ACCOUNT NUMBER    | 217238400      |
| CUSTOMER NUMBER   | 217238400      |
| INVOICE NUMBER    | 2601734987     |
| INVOICE DATE      | 07/01/2025     |

Page 2 of 2

| WEARER<br>I | WEARER NAME | ITEM       | ITEM DESCRIPTION                   | SIZE  | TYPE            | BILL<br>QTY | RATE   | TOTAL          |
|-------------|-------------|------------|------------------------------------|-------|-----------------|-------------|--------|----------------|
|             |             | TS0002BLUE | SHOP TOWEL PLAIN<br>SERVICE CHARGE | 18X18 | Inventory Maint | 3           | 11.337 | 34.01<br>34.06 |

068 91. TFSOM (001F73)

011114

ACCOUNTS PAYABLE PRINT

AP0500 2.00.26 07/12/25 12.19 PAGE 0

Batch status: A All  
From batch: 0004  
To batch: 0004  
Include Revolving Card: Y  
Include Address: N  
Include Object Desc: N  
Include Vendor TIN: Y

|                                          |                                |                                   |              |                                              |          |             |       |           |
|------------------------------------------|--------------------------------|-----------------------------------|--------------|----------------------------------------------|----------|-------------|-------|-----------|
| 001 R. TRICOR TRAFFIC                    | J11224                         | ACCOUNTS PAYABLE JOURNAL          | APR500       | L.00.24                                      | 07/16/25 | 13:19       | PAQR  | 1         |
|                                          |                                | DATE: 0004 July 2, 2025           |              |                                              |          |             |       |           |
|                                          |                                | VENO 1 01                         | GENERAL CURR |                                              |          |             |       |           |
| Vendor/Addr Name                         | Ref                            | Description                       | TAX ID NUM   | Deposit type                                 | ARR num  | Account num | WK ES | E-TYPE    |
| Buy Reference                            | Ref                            | Description                       |              | 20-RESID-1-CERT-50-0000-0000-0000-0000-0000  |          |             | ES    | E-TYPE    |
|                                          |                                |                                   |              |                                              |          |             | ES    | E-TYPE    |
| 002167/00                                | A-2                            | 2025 RATES TRC                    | 000000000    |                                              |          |             |       |           |
|                                          |                                | EV-250004 07/01/2025 INVOIC 51195 |              | 07-0000-0-4700.00-0000-0000-0000-0000-0000   |          |             |       | 162.16    |
|                                          |                                | TOTAL PAYMENT AMOUNT              |              |                                              |          |             |       | 162.16    |
| 001976/00                                | ACADEMIC INNOVATIONS           |                                   |              |                                              |          |             |       |           |
| 160508 PO-240004 07/14/2025 INVOIC 00461 |                                |                                   |              | 1 01-6387-0-4700.00-1000-1000-0000-0000-0000 |          |             |       | 1,790.48  |
| 160609 PO-240009 07/14/2025 INVOIC 00462 |                                |                                   |              | 1 01-6387-0-4700.00-1000-1000-0000-0000-0000 |          |             |       | 4,447.80  |
|                                          |                                | TOTAL PAYMENT AMOUNT              |              |                                              |          |             |       | 6,238.28  |
| 000141/00                                | ACCS Engineering Systems, Inc. | 000125123                         |              |                                              |          |             |       |           |
|                                          |                                | EV-140011 07/14/2025 INVOIC 00461 |              | 01-8150-0-3400.00-0000-0000-0000-0000-0000   |          |             |       | 1,569.00  |
|                                          |                                | TOTAL PAYMENT AMOUNT              |              |                                              |          |             |       | 1,569.00  |
| 000252/00                                | Asiatic Software, Inc.         | 000125123                         |              |                                              |          |             |       |           |
| 160035 PO-240035 07/14/2025 INVOIC 11000 |                                |                                   |              | 1 01-0044-0-3400.00-1100-1000-0000-0000-0000 |          |             |       | 12,148.42 |
| 160005 PO-240005 07/14/2025 INVOIC 11000 |                                |                                   |              | 2 01-0044-0-3400.00-1100-1000-0000-0000-0000 |          |             |       | 1,801.81  |
|                                          |                                | TOTAL PAYMENT AMOUNT              |              |                                              |          |             |       | 13,950.23 |
| 000032/00                                | Apila Geospatial Analytics     | 000125123                         |              |                                              |          |             |       |           |
|                                          |                                | EV-240016 07/15/2025 INVOIC 00461 |              | 01-0000-0-3400.00-0000-0000-0000-0000-0000   |          |             |       | 100.00    |
|                                          |                                | TOTAL PAYMENT AMOUNT              |              |                                              |          |             |       | 100.00    |
| 000038/00                                | Bladdy Industries              | 000125123                         |              |                                              |          |             |       |           |
|                                          |                                | EV-240017 07/15/2025 INVOIC 00461 |              | 1 01-0000-0-3400.00-0000-0000-0000-0000-0000 |          |             |       | 474.50    |
|                                          |                                | TOTAL PAYMENT AMOUNT              |              |                                              |          |             |       | 474.50    |
| 000092/00                                | CSV Analytics, Inc.            | 000125123                         |              |                                              |          |             |       |           |
|                                          |                                | EV-240018 07/15/2025 INVOIC 00461 |              | 1 01-0000-0-3400.00-0000-0000-0000-0000-0000 |          |             |       | 1,500.00  |
|                                          |                                | TOTAL PAYMENT AMOUNT              |              |                                              |          |             |       | 1,500.00  |

[illegible]

[illegible]



|           |                         |             |            |                                              |             |
|-----------|-------------------------|-------------|------------|----------------------------------------------|-------------|
| 001185/00 | IN Elevator Corporation | 000000000   |            |                                              |             |
| PW-200001 | 07/02/2025              | 30087144876 | Jul25.2045 | 13-5410-0-5609.80-0000-1700-010-00-0000-0000 | NO          |
|           |                         |             |            | TOTAL PAYMENT AMOUNT                         | 95.30 *     |
|           |                         |             |            | TOTAL FUND PAYMENT                           | 1.128.35 ** |

000 AL WASH SUPERVISOR 017224 ACCOUNTS PAYABLE PRELIST AMV500 2.00.24 07/16/15 13,19 PAGE 5  
 DATE: 0804 July 1, 2015 \*\* Open \*\*  
 FUND 1 21 BUDGETARY FUND - BOND PROCEEDS

Vendor/Addr Pmnt Name Description Pmt ID Num Disburse Type ABA Desc Account Num BY DT E-Trans X-Trans  
 Seq Reference Date Description TO DEBIT Y CREDIT GOAL FUND USE CL TX1-TYPE TYPE Lq Sub Sub Amount  
 000001/00 EquipmentShare.com Inc. 472405750

00-000014 07/15/2015 001-000000-0000 21-0000-0-0000-00-0000-9500-010-00-000-0000 25 3,515.71  
 TOTAL PAYMENT AMOUNT 3,515.71  
 TOTAL FUND PAYMENT 3,515.71  
 TOTAL BAYCO CHECKS 31,830.56 \*\*\* 0.00 31,830.56  
 TOTAL BAYCO CRT 760.74 \*\*\* 0.00 760.74  
 TOTAL BAYCO PAYMENT 32,591.30 \*\*\* 0.00 32,591.30  
 TOTAL DISTRICT CHECKS 31,830.56 \*\*\* 0.00 31,830.56  
 TOTAL DISTRICT CRT 760.74 \*\*\* 0.00 760.74  
 TOTAL DISTRICT PAYMENT 32,591.30 \*\*\* 0.00 32,591.30  
 TOTAL FOR ALL DISTRICTS CRT 31,830.56 \*\*\* 0.00 31,830.56  
 TOTAL FOR ALL DISTRICTS CRT 760.74 \*\*\* 0.00 760.74  
 TOTAL FOR ALL DISTRICTS 32,591.30 \*\*\* 0.00 32,591.30

Number of checks to be printed: 21, not connecting value due to credit restrictions. 31,830.56  
 Number of CRT generated: 2 760.74

KERN COUNTY SUPERINTENDENT OF SCHOOLS  
"B" WARRANT AUTHORIZATION FOR PAYMENT

EL TEJON UNIFIED SCHOOL DISTRICT

DATE 7/16/25

Total Cash Disbursement: \$200,798.28  
Batch: 0005

We, and each of the undersigned, as members of the governing board, or agent, by signature hereto approve each and every and all of the listed orders as proper and legal charges against school district funds.

Mary Jo

Trustee or Authorized Agent

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

000 21 000000000000

012811

ACCOUNTS PAYABLE PRINT

APR500 11.00.24 02/16/25 08:54 PAGE 2

Search STATUS: A All

From Date: 0000

To Date: 0000

Include Involving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor ID: Y







[illegible]

|            |         |               |            |
|------------|---------|---------------|------------|
| TOTAL FUND | CHARGE  | 194,242.73 ** | 194,242.73 |
| TOTAL FUND | RPT     | 345.64 **     | 345.00     |
| TOTAL FUND | PERCENT | 194,467.73 ** | 234,867.73 |



95264

ACCOUNTS PAYABLE PRELIST  
DATE: 0000 July 10, 2025  
PAGE 13 CAPTIVERIA

202500 11.00.24 DT/16/25 00:54 1993 5

«**Справ.**»

| Vendor/AGG | Revit Name       | Tax ID Num | Deposit type | Lab Num | Account Num | EE SS | E-Form   | S-Wafeld    |
|------------|------------------|------------|--------------|---------|-------------|-------|----------|-------------|
| Xeq #      | #REFERRAL        | Date       | Description  |         |             |       | Liq Acc. | Nat Account |
| 000793/00  | Summary Of Xeq's |            |              |         |             |       |          |             |

:#094760 : Country of KNA:

|                               |                                                  |           |         |
|-------------------------------|--------------------------------------------------|-----------|---------|
| CA-36044-07/14/2011 EXAMINERS | 73-3316-0-1600.00-0420-3700-010-00-000-0000 MW 7 | 375.00    | 315.00  |
|                               | TOTAL PAYMENT AMOUNT                             | \$15.00 * | \$15.00 |

000000/00 J&J Restaurant Supply Inc 330514751

|                      |            |    |        |            |                                             |      |          |          |
|----------------------|------------|----|--------|------------|---------------------------------------------|------|----------|----------|
| CL-350463            | 07/14/2023 | NO | 230206 | 2019430774 | 13-2320-0-4400.00-0000-3700-010-00-000-0000 | WM F | 5,322.97 | 5,321.97 |
| TOTAL PAYMENT AMOUNT |            |    |        |            |                                             |      | 5,322.97 | 5,321.97 |

09/25/66 JCH:WV:B

|                              |                                                  |         |       |
|------------------------------|--------------------------------------------------|---------|-------|
| CL-250042 07/14/2025 7199999 | 73-5310-D-4700-00-0000-3700-010-00-000-0000 MZ Y | 33.50   | 33.50 |
|                              | TOTAL PREMIUM AMOUNT                             | 93.54 * | 93.54 |

[illegible]

|                   |               |      |            |
|-------------------|---------------|------|------------|
| TOTAL BATCH COSTS | 200,213.28 == | 0.40 | 200,213.28 |
|-------------------|---------------|------|------------|

|                     |            |    |      |            |
|---------------------|------------|----|------|------------|
| TOTAL MATCH NET     | 500,000.00 | == | 0.00 | 500,000.00 |
| TOTAL MATCH PAYMENT | 200,750.20 | == | 0.00 | 200,750.20 |

|                       |            |     |            |
|-----------------------|------------|-----|------------|
| TOTAL DEBTORS' EQUITY | 200,215.28 | 100 | 200,215.28 |
|-----------------------|------------|-----|------------|

|                       |            |            |
|-----------------------|------------|------------|
| TOTAL INSTANT PAYMENT | 200,758.28 | 200,758.28 |
|-----------------------|------------|------------|

|                                |                 |      |            |
|--------------------------------|-----------------|------|------------|
| TOTAL FOR ALL DISTRICTS - CMC: | 200,213.26 **** | 0.00 | 200,213.26 |
|--------------------------------|-----------------|------|------------|

|                              |        |        |
|------------------------------|--------|--------|
| TOTAL FOR ALL DISTRICTS REP. | 365.00 | 365.00 |
| TOTAL FOR ALL DISTRICTS      | 300.00 | 300.00 |

.....

Number of checks to be printed: 22, not counting voids due to stub overflow.  
Number of \$99 generated: 1

204, 213-24  
545.10



000 00. 000000000000  
Batch 0000

012274

ACCOUNTS PAYABLE PAYMENTS

APV500 0.00.24 07/05/24 14.41 PAGE 0

Batch status: A All

From batch: 0000

To batch: 0000

Include Receiving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor T&E: Y

|                                 |            |                                         |                                |                                             |              |         |             |       |       |           |  |
|---------------------------------|------------|-----------------------------------------|--------------------------------|---------------------------------------------|--------------|---------|-------------|-------|-------|-----------|--|
| 086 EL TIGRIN EMPLOYEE          |            | JAN2020                                 | ACCOUNTS PAYABLE DETAIL        |                                             | APV500       | 6.00.24 | 07/15/20    | 14:43 | 2022  | 1         |  |
| Batch 0006                      |            |                                         | DATE: 0406 June 24-25 CMI-Cand |                                             | << Open >>   |         |             |       |       |           |  |
|                                 |            |                                         | FORM : 01                      |                                             | GENERAL FORM |         |             |       |       |           |  |
| Vendor/Addr Botic 0000          |            |                                         | Tax ID 000                     |                                             | ABA SW       |         | Account 000 |       | Et SW |           |  |
| Seq                             | Reference  | Date                                    | Description                    | 73-RESC-7-2017-00-0000-TEXC-673-71-773-7734 | 730000       | Seq     | Ref         | Seq   | Ref   | Seq       |  |
| 000002/00                       |            | US BANK                                 |                                | 000000000                                   |              |         |             |       |       |           |  |
| SV-260021                       | 07/15/2025 | CAL-CARD                                | June 2025                      | 01-0000-0-0000-00-0000-0000-00-0000-0000    | 30           |         |             |       |       | 3,167.71  |  |
| SV-260021                       | 07/15/2025 | CAL-CARD                                | June 2025                      | 01-0044-0-0000-00-0000-0000-00-0000-0000    | 30           |         |             |       |       | 2,880.14  |  |
| SV-260021                       | 07/15/2025 | CAL-CARD                                | June 2025                      | 01-1100-0-0000-00-0000-0000-00-0000-0000    | 30           |         |             |       |       | 14.66     |  |
| SV-260021                       | 07/15/2025 | CAL-CARD                                | June 2025                      | 01-2600-0-0000-00-0000-0000-00-0000-0000    | 30           |         |             |       |       | 2,215.87  |  |
| SV-260021                       | 07/15/2025 | CAL-CARD                                | June 2025                      | 01-4100-0-0000-00-0000-0000-00-0000-0000    | 30           |         |             |       |       | 1,171.47  |  |
| SV-260021                       | 07/15/2025 | CAL-CARD                                | June 2025                      | 01-5600-0-0000-00-0000-0000-00-0000-0000    | 30           |         |             |       |       | 860.92    |  |
| SV-260021                       | 07/15/2025 | CAL-CARD                                | June 2025                      | 01-6100-0-0000-00-0000-0000-00-0000-0000    | 30           |         |             |       |       | 7,373.83  |  |
| SV-260021                       | 07/15/2025 | CAL-CARD                                | June 2025                      | 01-6600-0-0000-00-0000-0000-00-0000-0000    | 30           |         |             |       |       | 557.94    |  |
| SV-260021                       | 07/15/2025 | CAL-CARD                                | June 2025                      | 01-7100-0-0000-00-0000-0000-00-0000-0000    | 30           |         |             |       |       | 1,607.14  |  |
| SV-260021                       | 07/15/2025 | CAL-CARD                                | June 2025                      | 01-7600-0-0000-00-0000-0000-00-0000-0000    | 30           |         |             |       |       | 2,110.00  |  |
| SV-260021                       | 07/15/2025 | CAL-CARD                                | June 2025                      | 01-8100-0-0000-00-0000-0000-00-0000-0000    | 30           |         |             |       |       | 158.47    |  |
|                                 |            | TOTAL PAYMENT                           |                                | 34,253.89                                   |              |         |             |       |       | 34,253.89 |  |
|                                 |            | TOTAL FEES                              |                                | 34,253.89                                   |              |         |             |       |       | 34,253.89 |  |
|                                 |            | TOTAL BANK CHARGES                      |                                | 34,253.89                                   |              |         |             |       |       | 34,253.89 |  |
|                                 |            | TOTAL DISCOUNT                          |                                | 34,253.89                                   |              |         |             |       |       | 34,253.89 |  |
|                                 |            | TOTAL FOR ALL DISCOUNTS                 |                                | 34,253.89                                   |              |         |             |       |       | 34,253.89 |  |
| Number of checks to be printed: |            | 1, not counting voids due to error*look |                                |                                             |              |         |             |       |       | 34,253.89 |  |

KERN COUNTY SUPERINTENDENT OF SCHOOLS  
"B" WARRANT AUTHORIZATION FOR PAYMENT

EL TEJON UNIFIED SCHOOL DISTRICT

DATE 7/24/25

Total Cash Disbursement: \$64,329.95  
Batch: 0001

We, and each of the undersigned, as members of the governing board, or agent, by signature hereto approve each and every and all of the listed orders as proper and legal charges against school district funds.

Mary Jo

Trustee or Authorized Agent

Trustee

Trustee

Trustee

Trustee

Trustee

000 TO TEXON UNIFIED 017445 ACCOUNTS PAYABLE PERIODS APY300 L.00.24 07/24/25 10:43 PAGE 0

---

Batch status: A All

From batch: 0007

To batch: 0007

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

088 EL TEJUNO UNIT#100 J17445 ACCOUNTS PAYABLE PRELIST 4/25/24 L.00.24 07/26/23 10:43 PAGE 1  
 BATCH: 0007 July 17, 2025 << Open >>  
 FUND 1 01 GENERAL FUND

| Vendor/Addr Name | Req Reference | Date | Description | Tax ID Num | Deposit Type | ARK Num | Account Num | LT MS | E-Term | E-SetPct |
|------------------|---------------|------|-------------|------------|--------------|---------|-------------|-------|--------|----------|
| 003202/00        | ARAT          |      |             |            |              |         |             |       |        |          |

|                      |            |              |               |                                             |    |  |  |  |  |        |
|----------------------|------------|--------------|---------------|---------------------------------------------|----|--|--|--|--|--------|
| EV-260027            | 07/21/2025 | 000023773299 | 6/13/24-7/12/ | 01-0000-0-0500-03-0000-0500-010-00-000-0000 | AR |  |  |  |  | 420.59 |
| TOTAL PAYMENT AMOUNT |            |              |               |                                             |    |  |  |  |  | 420.59 |

|                      |                             |           |  |  |  |  |  |  |  |          |
|----------------------|-----------------------------|-----------|--|--|--|--|--|--|--|----------|
| 000451/00            | Agile Occupational Medicine | 872479404 |  |  |  |  |  |  |  |          |
| EV-240021            | 07/17/2025                  | EMH08745  |  |  |  |  |  |  |  | 1,350.00 |
| TOTAL PAYMENT AMOUNT |                             |           |  |  |  |  |  |  |  | 1,350.00 |

|                      |                         |        |  |  |  |  |  |  |  |        |
|----------------------|-------------------------|--------|--|--|--|--|--|--|--|--------|
| 002503/00            | CONNECTION HARDWARE INC |        |  |  |  |  |  |  |  |        |
| EV-260026            | 07/21/2025              | 162719 |  |  |  |  |  |  |  | 403.00 |
| TOTAL PAYMENT AMOUNT |                         |        |  |  |  |  |  |  |  | 403.00 |

|                      |                        |           |                   |                                             |    |  |  |  |  |           |
|----------------------|------------------------|-----------|-------------------|---------------------------------------------|----|--|--|--|--|-----------|
| 000029/00            | CONTRACTORS ASSOC, LLC | 000000000 |                   |                                             |    |  |  |  |  |           |
| 260003               | 07/22/2025             | 00003394  | 2 YR CONTRACT FOR | 01-0000-0-0500-00-1100-1000-000-00-000-0000 | AR |  |  |  |  | 39,796.70 |
| TOTAL PAYMENT AMOUNT |                        |           |                   |                                             |    |  |  |  |  | 39,796.70 |

|                      |                 |      |                  |                                             |    |  |  |  |  |        |
|----------------------|-----------------|------|------------------|---------------------------------------------|----|--|--|--|--|--------|
| 006170/00            | Conway Plumbing |      |                  |                                             |    |  |  |  |  |        |
| EV-260038            | 07/23/2025      | 1354 | UNKNOWN PIPE FEE | 01-0000-0-0500-00-0000-0100-000-00-000-0000 | AR |  |  |  |  | 470.00 |
| TOTAL PAYMENT AMOUNT |                 |      |                  |                                             |    |  |  |  |  | 470.00 |

|                      |                   |                              |  |                                             |    |  |  |  |  |       |
|----------------------|-------------------|------------------------------|--|---------------------------------------------|----|--|--|--|--|-------|
| 004637/00            | Christy Limonkwan |                              |  |                                             |    |  |  |  |  |       |
| EV-260035            | 07/23/2025        | REIMBURSE GAS FOR METEREDS 7 |  | 01-0000-0-0300-00-0000-0400-010-00-000-0000 | AR |  |  |  |  | 20.00 |
| TOTAL PAYMENT AMOUNT |                   |                              |  |                                             |    |  |  |  |  | 20.00 |

|                      |                       |           |                       |                                             |    |  |  |  |  |          |
|----------------------|-----------------------|-----------|-----------------------|---------------------------------------------|----|--|--|--|--|----------|
| 000877/00            | Circle K Truck Repair | 464723541 |                       |                                             |    |  |  |  |  |          |
| EV-260037            | 07/23/2025            | 31761     | HDH TEST UNIT # 7     | 01-0000-0-0300-00-0000-0400-010-00-000-0000 | AR |  |  |  |  | 143.50   |
| EV-260033            | 07/23/2025            | 31764     | GRACITY TEST UNIT #17 | 01-0000-0-0300-00-0000-0400-010-00-000-0000 | AR |  |  |  |  | 186.50   |
| EV-260033            | 07/23/2025            | 31765     | HDH TEST UNIT #19     | 01-0000-0-0300-00-0000-0400-010-00-000-0000 | AR |  |  |  |  | 186.50   |
| EV-260033            | 07/23/2025            | 31763     | GRACITY TEST UNIT # 9 | 01-0000-0-0300-00-0000-0400-010-00-000-0000 | AR |  |  |  |  | 186.50   |
| EV-260034            | 07/23/2025            | 31758     | GRACITY TEST UNIT #2  | 01-0000-0-0300-00-0000-0400-010-00-000-0000 | AR |  |  |  |  | 186.50   |
| EV-260034            | 07/23/2025            | 31759     | GRACITY TEST UNIT #2  | 01-0000-0-0300-00-0000-0400-010-00-000-0000 | AR |  |  |  |  | 186.50   |
| EV-260034            | 07/23/2025            | 31760     | GRACITY TEST UNIT #6  | 01-0000-0-0300-00-0000-0400-010-00-000-0000 | AR |  |  |  |  | 186.50   |
| EV-260034            | 07/23/2025            | 31762     | NOYK TEST UNIT #2     | 01-0000-0-0300-00-0000-0400-010-00-000-0000 | AR |  |  |  |  | 186.50   |
| TOTAL PAYMENT AMOUNT |                       |           |                       |                                             |    |  |  |  |  | 1,749.40 |

006 KL TBJON OFFICE J17443 ACCOUNTS PAYABLE PRELIST APT500 L.00.24 07/24/25 10:43 PAGE 2  
 BATCH: 0007 July 17, 2025 << Open >>  
 FUND : 01 GENERAL FUND

| Vendor/Addr   | Remit name                   | Tax ID num           | Deposit type                                | ABA num | Account num | Eq XS      | E-Trans | E-Trans  |
|---------------|------------------------------|----------------------|---------------------------------------------|---------|-------------|------------|---------|----------|
| Seq Reference | Date                         | Description          | 20-RESC-Y-OBJT,30-COAL-FUNC-STA-T2-TY3-TYP4 | T50005  | LEQ AMT     | Net Amount |         |          |
| 880732/00     | Gibbs Truck Centers          |                      |                                             |         |             |            |         |          |
| PV-260025     | 07/17/2025                   | 4090688_AIR FILTERS  | 01-0000-0-4300-00-0000-3600-010-00-000-0000 | NH      |             | 450.84     |         |          |
|               |                              | TOTAL PAYMENT AMOUNT |                                             |         | 450.84 *    |            |         | 450.84   |
| 880970/00     | Jewey and Keith's Inc        |                      |                                             |         |             |            |         |          |
| PV-260026     | 07/17/2025                   | 01 471320            | 01-0000-0-4300-00-0000-3600-010-00-000-0000 | NH      |             | 1,239.30   |         |          |
|               |                              | TOTAL PAYMENT AMOUNT |                                             |         | 1,239.30 *  |            |         | 1,239.30 |
| 002620/00     | KERN RIVER POWER EQUIPMENT   | 000000000            | 99 EFT                                      |         |             |            |         |          |
| PV-260040     | 07/24/2025                   | 173383 7/23/2025     | 01-0100-0-4300-00-0000-8100-010-00-000-0000 | NH      |             | 11.49      |         |          |
|               |                              | TOTAL PAYMENT AMOUNT |                                             |         | 11.49 *     |            |         | 11.49    |
| 008043/00     | Lebec Parts, LLC/CO of Lebec |                      |                                             |         |             |            |         |          |
| 260034        | 00-260034                    | 07/21/2025           | 01-0000-0-4300-00-0000-3600-010-00-000-0000 | NH P    | 595.76      | 595.76     |         |          |
|               |                              | TOTAL PAYMENT AMOUNT |                                             |         | 595.76 *    |            |         | 595.76   |
| 000762/00     | RAYVERM LIGHTING SUPPLY CO   |                      | 99 EFT                                      |         |             |            |         |          |
| PV-260029     | 07/21/2025                   | 71060-0              | 01-0100-0-4300-00-0000-8100-007-00-000-0000 | NH      |             | 239.64     |         |          |
|               |                              | TOTAL PAYMENT AMOUNT |                                             |         | 239.64 *    |            |         | 239.64   |
| 000094/00     | SCHWENKEL FERTILIZER CO, INC | 052962284            |                                             |         |             |            |         |          |
| 260015        | 00-260015                    | 07/23/2025           | 01-0000-0-4300-00-0000-3600-010-00-000-0000 | NH P    | 1,929.33    | 1,929.33   |         |          |
|               |                              | TOTAL PAYMENT AMOUNT |                                             |         | 1,929.33 *  |            |         | 1,929.33 |
| 000916/00     | SMALL SCHOOL DISTRICT ASS    |                      |                                             |         |             |            |         |          |
| PV-260028     | 07/21/2025                   | 01397                | 01-0000-0-5300-00-0000-7100-010-00-000-0000 | NH      |             | 1,500.00   |         |          |
|               |                              | TOTAL PAYMENT AMOUNT |                                             |         | 1,500.00 *  |            |         | 1,500.00 |
| 880753/00     | SmartPass Inc.               | 922021147            |                                             |         |             |            |         |          |
| 260042        | 00-260042                    | 07/24/2025           | 01-0000-0-4300-00-1510-1000-007-00-000-3013 | NH P    | 1,603.95    | 1,603.95   |         |          |
|               |                              | TOTAL PAYMENT AMOUNT |                                             |         | 1,603.95 *  |            |         | 1,603.95 |





888 EL TEXON EMIT16D J17445 ACCOUNTS PAYABLE PRELIST REPT000 L.00.21 07/24/25 10:43 PAGE 4  
 BATCH: 0007 July 17, 2025 << Open >>  
 FUND : 71 BUILDING FUND - WQMS PROCEDES

| Vendor/Addr Name                     | Reg Reference          | Date | Description | Tax ID Num                                        | Deposit Type | ABA Num | Account Num | EE ES | E-Term | E-ExtRef |
|--------------------------------------|------------------------|------|-------------|---------------------------------------------------|--------------|---------|-------------|-------|--------|----------|
|                                      |                        |      |             | FD-RESC-Y-0417-50-0000-FUNC-61X-12-173-1774 Items |              |         |             |       |        |          |
|                                      |                        |      |             | 612 Amt Net Amount                                |              |         |             |       |        |          |
| 380984/00                            | EquipmentShare.com Inc |      |             | 472405753                                         |              |         |             |       |        |          |
| PV-240036 07/23/2025 RT-5454332-0000 |                        |      |             | 21-0000-0-5400-00-0000-0000-010-00-000-0000 RT    |              |         |             |       |        |          |
|                                      |                        |      |             | TOTAL PAYMENT AMOUNT 3,513.71 *                   |              |         |             |       |        |          |
|                                      |                        |      |             | 3,513.71                                          |              |         |             |       |        |          |

| Vendor/Addr Name                              | Reg Reference                | Date | Description | Tax ID Num                                                 | Deposit Type | ABA Num | Account Num | EE ES | E-Term | E-ExtRef |
|-----------------------------------------------|------------------------------|------|-------------|------------------------------------------------------------|--------------|---------|-------------|-------|--------|----------|
|                                               |                              |      |             | FD-RESC-Y-0417-50-0000-FUNC-61X-12-173-1774 Items          |              |         |             |       |        |          |
|                                               |                              |      |             | 612 Amt Net Amount                                         |              |         |             |       |        |          |
| 880983/00                                     | Well Rehabilitation Services |      |             | 462600645                                                  |              |         |             |       |        |          |
| PV-240037 07/23/2025 31808_Video Survey Run 1 |                              |      |             | 21-0000-0-5400-00-0000-0000-010-00-000-0000 RT             |              |         |             |       |        |          |
|                                               |                              |      |             | TOTAL PAYMENT AMOUNT 1,200.00 *                            |              |         |             |       |        |          |
|                                               |                              |      |             | 1,200.00                                                   |              |         |             |       |        |          |
|                                               |                              |      |             | TOTAL FUND PAYMENT 4,713.71 **                             |              |         |             |       |        |          |
|                                               |                              |      |             | 4,713.71                                                   |              |         |             |       |        |          |
|                                               |                              |      |             | TOTAL BATCH CHECKS 54,029.15 *** 0.00 54,029.15            |              |         |             |       |        |          |
|                                               |                              |      |             | TOTAL BATCH EFT 300.00 *** 0.00 300.00                     |              |         |             |       |        |          |
|                                               |                              |      |             | TOTAL BATCH PAYMENT 54,329.95 *** 0.00 54,329.95           |              |         |             |       |        |          |
|                                               |                              |      |             | TOTAL DISTRICT CHECKS 54,029.15 **** 0.00 54,029.15        |              |         |             |       |        |          |
|                                               |                              |      |             | TOTAL DISTRICT EFT 300.00 **** 0.00 300.00                 |              |         |             |       |        |          |
|                                               |                              |      |             | TOTAL DISTRICT PAYMENT 54,329.95 **** 0.00 54,329.95       |              |         |             |       |        |          |
|                                               |                              |      |             | TOTAL FOR ALL DISTRICTS CHK: 54,029.15 **** 0.00 54,029.15 |              |         |             |       |        |          |
|                                               |                              |      |             | TOTAL FOR ALL DISTRICTS EFT: 300.00 **** 0.00 300.00       |              |         |             |       |        |          |
|                                               |                              |      |             | TOTAL FOR ALL DISTRICTS: 54,329.95 **** 0.00 54,329.95     |              |         |             |       |        |          |

Number of checks to be printed: 18; not counting voids due to stub overflows. 54,029.15  
 Number of EFT generated: 3 300.00

KERN COUNTY SUPERINTENDENT OF SCHOOLS  
"B" WARRANT AUTHORIZATION FOR PAYMENT

EL TEJON UNIFIED SCHOOL DISTRICT

DATE 7/24/25

Total Cash Disbursement: \$11,361.47  
Batch: 0008

We, and each of the undersigned, as members of the governing board, or agent, by signature hereto approve each and every and all of the listed orders as proper and legal charges against school district funds.

Magg Joe

Trustee or Authorized Agent

Trustee

Trustee

Trustee

Trustee

Trustee

000 00 TELCOM UNIT

711360

ACCOUNTS PAYABLE VOUCHER

APR500 1,00.24 07/24/25 09:43 PAGE 0

Batch status: A All

From batch: 0000

To batch: 0000

Include Reversing Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor ID: Y

088 EL TEJON QUETED

JL7760

ACCOUNTS PAYABLE PRELIM  
PAGE: 0000 ESTIMATED PAYABLES  
PAGE 1 OF 1 GENERAL FUNDREV500 A.06.24 07/24/25 09:47 PAGE 1  
< Open >

| Vendor/Addr | Refit Name                 | Seq | Reference | Date | Description | Tax ID Num | Deposit Type      | PRR Num                   | Revised Num | SE MS | X-Term | K-Refit |
|-------------|----------------------------|-----|-----------|------|-------------|------------|-------------------|---------------------------|-------------|-------|--------|---------|
| 00000000    | CL DEPARTMENT OF EDUCATION |     |           |      |             |            | FD-RESC-Y-CHLT.50 | GOAL-FUND-878-13-113-1114 | Y0000       |       |        |         |

|                      |            |   |        |           |                                             |      |          |          |  |  |  |  |
|----------------------|------------|---|--------|-----------|---------------------------------------------|------|----------|----------|--|--|--|--|
| CL-250085            | 07/24/2025 | C | 075001 | AL GARCIA | 01-0000-0-5000.00-0000-1000-010-00-000-0000 | MM F | 3,000.00 | 3,000.00 |  |  |  |  |
| TOTAL PAYMENT AMOUNT |            |   |        |           |                                             |      | 3,000.00 |          |  |  |  |  |

004235/00 Robert Howell

770560424

CL-250085 07/24/2025 STED PLANGROUVE

|                                          |      |          |          |  |  |  |          |  |  |  |  |
|------------------------------------------|------|----------|----------|--|--|--|----------|--|--|--|--|
| 01-0150-0-5000.00-0000-1000-000-000-0000 | MM F | 5,620.00 | 5,620.00 |  |  |  |          |  |  |  |  |
| TOTAL PAYMENT AMOUNT                     |      |          |          |  |  |  | 5,620.00 |  |  |  |  |

001466/00 Vesta Group, Inc.

232016740

CL-250082 01/24/2025 2601731493 5/17/25  
CL-250083 07/24/2025 2601731493 5/17/25

|                                             |      |        |        |  |  |  |        |  |  |  |  |
|---------------------------------------------|------|--------|--------|--|--|--|--------|--|--|--|--|
| 01-0000-0-4300.00-0000-1000-010-00-000-0000 | MM F | 309.14 | 309.14 |  |  |  |        |  |  |  |  |
| 01-0000-0-4300.00-0000-1000-010-00-000-0000 | MM F | 501.16 | 501.16 |  |  |  |        |  |  |  |  |
| TOTAL PAYMENT AMOUNT                        |      |        |        |  |  |  | 810.30 |  |  |  |  |

|            |         |          |  |  |  |  |          |
|------------|---------|----------|--|--|--|--|----------|
| TOTAL FUND | PAYMENT | 5,490.30 |  |  |  |  | 5,490.30 |
|------------|---------|----------|--|--|--|--|----------|

008 BL TELCOM CHARGED 017366 . ACCOUNTS PAYABLE PRINTOUT APF500 11.06.24 07/24/25 09:43 PAGE 2  
 BATCH: 0008 ESTIMATED PAYABLES << Open >>  
 FROM 1 13 CAPTEALIA

| Vendor/Addr Bkmt name | Req Reference  | Date | Description | Tax ID num | Deposit type                                   | ABA num | Account num | EE SS | B-Term | E-ExtRef |
|-----------------------|----------------|------|-------------|------------|------------------------------------------------|---------|-------------|-------|--------|----------|
|                       |                |      |             |            | FD-RESC-1-06JVL 20-0006-FISC-02-113-TYP4 75005 |         |             |       |        |          |
| 002102/00             | Specialty Code |      |             | 20598553   | SS EFF                                         |         |             |       |        |          |

|                      |            |          |          |                                                  |            |          |
|----------------------|------------|----------|----------|--------------------------------------------------|------------|----------|
| CL-250084            | 07/24/2025 | 37652858 | 5/7/2025 | 13-5310-0-5000.00-0000-3700-010-00-000-0000 NW F | 1,064.17   | 1,064.17 |
| TOTAL PAYMENT AMOUNT |            |          |          |                                                  | 1,064.17 * | 1,064.17 |

002149/00 ShipBy Good Food, INC 471709302

|                      |            |       |           |                                                  |          |        |
|----------------------|------------|-------|-----------|--------------------------------------------------|----------|--------|
| CL-250085            | 07/24/2025 | 13165 | 4/18/25   | 13-5310-0-5000.00-0000-3700-010-00-000-0000 NW F | 289.00   | 289.00 |
| CL-250087            | 07/24/2025 | 13168 | 5/13/2025 | 13-5310-0-5000.00-0000-3700-010-00-000-0000 NW F | 289.00   | 289.00 |
| CL-250098            | 07/24/2025 | 13184 | 5/13/2025 | 13-5310-0-5000.00-0000-3700-010-00-000-0000 NW F | 289.00   | 289.00 |
| TOTAL PAYMENT AMOUNT |            |       |           |                                                  | 867.00 * | 867.00 |

|            |         |             |          |
|------------|---------|-------------|----------|
| TOTAL PAID | CHECKS  | 867.00 **   | 867.00   |
| TOTAL PAID | EFF     | 1,064.17 ** | 1,064.17 |
| TOTAL PAID | PAYMENT | 1,931.17 ** | 1,931.17 |

|                     |               |      |           |
|---------------------|---------------|------|-----------|
| TOTAL BATCH CHECKS  | 10,297.30 *** | 0.00 | 10,297.30 |
| TOTAL BATCH EFF     | 1,064.17 ***  | 0.00 | 1,064.17  |
| TOTAL BATCH PAYMENT | 11,361.47 *** | 0.00 | 11,361.47 |

|                        |                |      |           |
|------------------------|----------------|------|-----------|
| TOTAL DISTRICT CHECKS  | 10,297.30 **** | 0.00 | 10,297.30 |
| TOTAL DISTRICT EFF     | 1,064.17 ****  | 0.00 | 1,064.17  |
| TOTAL DISTRICT PAYMENT | 11,361.47 **** | 0.00 | 11,361.47 |

|                                 |                |      |           |
|---------------------------------|----------------|------|-----------|
| TOTAL FOR ALL DISTRICTS CHK     | 10,297.30 **** | 0.00 | 10,297.30 |
| TOTAL FOR ALL DISTRICTS EFF     | 1,064.17 ****  | 0.00 | 1,064.17  |
| TOTAL FOR ALL DISTRICTS PAYMENT | 11,361.47 **** | 0.00 | 11,361.47 |

Number of checks to be printed: 4, not counting voids due to stub mismatches.  
 Number of EFF generated: 1

10,297.30  
 1,064.17

KERN COUNTY SUPERINTENDENT OF SCHOOLS  
"B" WARRANT AUTHORIZATION FOR PAYMENT

EL TEJON UNIFIED SCHOOL DISTRICT

DATE 7/28/25

Total Cash Disbursement: \$132.00  
Batch: 0009

We, and each of the undersigned, as members of the governing board, or agent, by signature hereto approve each and every and all of the listed orders as proper and legal charges against school district funds.

May Joe

Trustee or Authorized Agent

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Batch status: A All

From batch: 0009

To batch: 0009

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y



٢٠٠٧

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0009 July 28, 2025 L. Bizzini  
 FUND : 01 GENERAL FUND

| Vendor/Addr    | Remit Name | Tax ID num  | Deposit type   | ABA num          | Account num | EST TS | E-Term  | E-ExtRef   |
|----------------|------------|-------------|----------------|------------------|-------------|--------|---------|------------|
| Xref Reference | Date       | Description | FD-REGC-Y-ORIT | SD-GOAL-FUNC-SFE | W2-TY3-TYP4 | TWP45  | Liq Amt | Net Amount |

001621/00 LIBRARY

| CL-250090                                                                                                                                                                                           | 07/28/2025 | REIMBURS Parking Fee        | CATA 6            | 01-6997-0-5800.00 | -3800.00 | -1000.00 | -1019.00 | NN F | 16.00    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------|-------------------|-------------------|----------|----------|----------|------|----------|
| CL-250091 <th>07/28/2025</th> <th>REIMBURS Parking Fee</th> <th>CATA 6</th> <th>01-6997-0-5800.00</th> <th>-3800.00</th> <th>-1000.00</th> <th>-1019.00</th> <th>NN F</th> <th>16.00</th>           | 07/28/2025 | REIMBURS Parking Fee        | CATA 6            | 01-6997-0-5800.00 | -3800.00 | -1000.00 | -1019.00 | NN F | 16.00    |
| CL-250092 <th>07/28/2025</th> <th>REIMBURS Gas for CPE Trucks</th> <th>01-6997-0-5800.00</th> <th>-3800.00</th> <th>-1000.00</th> <th>-1000.00</th> <th>-1019.00</th> <th>NN F</th> <th>132.00</th> | 07/28/2025 | REIMBURS Gas for CPE Trucks | 01-6997-0-5800.00 | -3800.00          | -1000.00 | -1000.00 | -1019.00 | NN F | 132.00   |
| TOTAL PAYMENT AMOUNT                                                                                                                                                                                |            |                             |                   |                   |          |          |          |      | 132.00 * |

|            |        |     |
|------------|--------|-----|
| TOTAL FORD | £32.00 | *** |
| PAYMENT    | £32.00 | *** |
|            | £32.00 |     |

|                     |        |        |
|---------------------|--------|--------|
| TOTAL BATCH PAYMENT | 152.00 | 0.00   |
|                     |        | 152.00 |

|                        |        |      |      |        |
|------------------------|--------|------|------|--------|
| TOTAL DISTRICT PAYMENT | 132.00 | **v* | 0.00 | 132.00 |
|------------------------|--------|------|------|--------|

|                        |            |      |        |
|------------------------|------------|------|--------|
| TOTAL FOR ALL ONSTAYS: | 132.00 *** | 0.00 | 292.00 |
|------------------------|------------|------|--------|

Number of checks to be printed: 7. net counting voids due to stub overflows.

100b-065

Submit to the District Office with relevant back-up after approval by an Administrator.

1019

☐ Purchase Order☒ Employee Reimbursement☐ Payment to Vendor

Funding Source/Code:

256090

### Vendor Information

Name:

See Bizzini

**Address:**

**Contact:**

Phone:

Fax:

**Order Information** (Complete or give an explanation with a copy of the order or receipts.)

| Order Information (Complete or give an explanation with a copy of the order or receipt)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                       | Quantity | Per Item Cost | Total Cost |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------|---------------|------------|
| <div> <div>Cal Poly</div> <div>Valid on date of purchase</div> <div>Not Authorized For</div> <div>Resident Use</div> </div> <div> <div>Licence Plate Number</div> <div>1235754</div> <div>EXPIRATION DATE/TIME</div> <div>10:00 PM</div> <div>JUN 25, 2025</div> </div> <div> <div>Date/Time: 10:23am Jun 25, 2025</div> <div>Rate: EVENT PERMIT</div> <div>Rate: \$16.00</div> <div>Star: \$16.00</div> <div>Star: 00018199</div> <div>Star: 020177381640</div> <div>Star: Grand Structure</div> <div>Star: PAC LOOP</div> </div> <div> <div>0540, Vista</div> <div>Auth #: 8822</div> <div> <div>parking-calpoly.edu</div> <div>(805) 754-6634</div> <div>NO REFUNDS OR EXCHANGES</div> <div>Display Entire Permit</div> </div> </div> | <div>Parking for CATA</div> <div>Cal Poly</div> <div>conference</div> | 1        | 16.00         | 16.00      |

**-Total:**

.25%}:

**Shipping/Handling:**

Grand Total:

PO#:

**Approval:**

Requestor

Date \_\_\_\_\_

Site/Grant/Dept Administrator

Date \_\_\_\_\_

Superintendent/Designer:

Date \_\_\_\_\_

\*Tax rate dependent on county of purchase

10/05/2018

**EL TEJON UNIFIED SCHOOL DISTRICT**  
**Request for Purchase / Payment / Reimbursement**

Submit to the District Office with relevant back-up after approval by an Administrator.

☐ Purchase Order

☒ Employee Reimbursement

☐ Payment to Vendor

Funding Source/Code: CTE

**Vendor Information**

Name: Lee Pizzini

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Order Information** (Complete or give an explanation with a copy of the order or receipts.)

| Items               | Quantity | Per Item Cost | Total Cost |
|---------------------|----------|---------------|------------|
| Parking at CATA     | 1        | 16.00         | 16.00      |
| Cal Poly conference |          |               |            |
|                     |          |               |            |
|                     |          |               |            |
|                     |          |               |            |
|                     |          |               |            |
|                     |          |               |            |
|                     |          |               |            |
|                     |          |               |            |
|                     |          |               |            |

RECEIPT  
 Cal Poly  
 valid on date of purchase  
 not authorized for  
 Resident Use

License Plate Number

**1235754**

EXPIRATION DATE/TIME

**10:00 PM**

**JUN 26, 2025**

Purchase Date/Time: 07-51am Jun 25  
 Total Due: \$16.00 Rate: EVENT PERMIT  
 Total Paid: \$16.00 Pmt Type: 02 (Cash)  
 Ticket #: 10018210  
 S/N #: 520117381540  
 Settings: Grand Structure  
 Mach Name: PAC Logo

Cal Poly  
 #0000-0560 Visa  
 Auth #: 957

parking-calpoly.edu  
 1805 755-6654  
 NO REFUNDS OR EXCHANGES  
 Display Entry Permit

total: 16.00  
 5%: 0.80  
 Shipping/Handling: 0.00  
 Grand Total: 16.00

PO#: \_\_\_\_\_

Approval: \_\_\_\_\_

Requestor: Lee Pizzini Date: \_\_\_\_\_

Site/Grant/Dept Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

\*Tax rate dependent on county of purchase

**EL TEJON UNIFIED SCHOOL DISTRICT**  
**Request for Purchase / Payment / Reimbursement**

Submit to the District Office with relevant back-up after approval by an Administrator.

☐ Purchase Order

☐ Employee Reimbursement

☒ Payment to Vendor

Funding Source/Code: CTE

**Vendor Information**

Name: Lee Bizzini

Address: FMHS

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Order Information** (Complete or give an explanation with a copy of the order or receipts.)

| Items             | Quantity | Per Item Cost | Total Cost |
|-------------------|----------|---------------|------------|
| Gas for CTE Truck |          |               | 100.00     |

TRANSACTION RECORD

Verifone  
5253 Solar Drive  
Mississauga Ontario  
L4W 5B8 Canada

REG # 1

STUFF # 2676  
INVOICE # 013893  
MERCHANT # 0  
TERMINAL # \*\*\*9607

\*\*\* DIRECT PAYMENT \*\*\*

VIA Sale  
DEBIT VISA

US DEBIT

INSERTED  
12:23:36  
RESP 55  
ISO 55

06/23/2025  
AUTH #

40000000380640  
121 0800 APC:00 CUR:0640  
102 3000048000  
9450 US DEBIT  
1450 06011203604000

NO WORKNAME:

Total USD\$ 100.00

MODE : ISSUER Declined  
CUSTOMER COPY

IMPORTANT:  
reta.: this copy for your records.

PO#: \_\_\_\_\_

Grand Total: \$100.00

**Approval:**

Requestor: Lee Bizzini

Date: \_\_\_\_\_

Site/Grant/Dept Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent/Designee: \_\_\_\_\_

Date: \_\_\_\_\_

\*Tax rate dependent on county of purchase

KERN COUNTY SUPERINTENDENT OF SCHOOLS  
"B" WARRANT AUTHORIZATION FOR PAYMENT

EL TEJON UNIFIED SCHOOL DISTRICT

DATE 7/31/25

Total Cash Disbursement: \$48,612.15  
Batch: 0010

We, and each of the undersigned, as members of the governing board, or agent, by signature hereto approve each and every and all of the listed orders as proper and legal charges against school district funds.

Mary Jo

Trustee or Authorized Agent

Trustee

Trustee

Trustee

Trustee

Trustee

Batch status: A All

From batch: 0010

To batch: 0010

Include Involving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor IIN: Y

000 EL TELON UNIFIED 321299 ACCOUNTS PAYABLE PRELIST APY200 L 00.24 07/31/25 11:26 PAGE 1  
 BATCH: 0010 Estimated Payables July 2025 << Open >>  
 FUND 1 01 GENERAL FUND

| Vendor/Addr Remit name | Req Refund | Date | Description | Ter ID num                                 | Deposit type | APA num | Account num | SS ES E-Term E-ExtRef | Liq Amt | Net Amount |
|------------------------|------------|------|-------------|--------------------------------------------|--------------|---------|-------------|-----------------------|---------|------------|
|                        |            |      |             | FD-RECD-Y-0001.00-0001-FUND-070-TX-TX-TYPE |              |         |             |                       |         |            |

|                      |            |       |                     |                                       |      |      |      |      |           |           |
|----------------------|------------|-------|---------------------|---------------------------------------|------|------|------|------|-----------|-----------|
| 000955/00            |            |       | Ag-Own Construction |                                       |      |      |      |      |           |           |
| CL-250095            | 07/28/2025 | 10052 | SEWER FUND COOLING  | 01-0000-0-0000-00-0000-0000-0000-0000 | 0000 | 0000 | 0000 | 0000 | 0000      | 0000      |
|                      |            |       |                     |                                       |      |      |      |      | 43,500.00 | 43,500.00 |
| TOTAL PAYMENT AMOUNT |            |       |                     |                                       |      |      |      |      | 43,500.00 | 43,500.00 |

|                         |                          |           |  |                                       |      |      |      |      |           |           |
|-------------------------|--------------------------|-----------|--|---------------------------------------|------|------|------|------|-----------|-----------|
| 000986/00               | Lichert Cassidy Whitmore | 933639973 |  |                                       |      |      |      |      |           |           |
| CL-250098               | 07/28/2025               | 296131    |  | 01-0000-0-0000-00-0000-0000-0000-0000 | 0000 | 0000 | 0000 | 0000 | 0000      | 0000      |
| CL-250098               | 07/28/2025               | 296132    |  | 01-0000-0-0000-00-0000-0000-0000-0000 | 0000 | 0000 | 0000 | 0000 | 0000      |           |
| TOTAL PAYMENT AMOUNT    |                          |           |  |                                       |      |      |      |      | 5,112.15  | 5,112.15  |
| TOTAL FUND PAYMENT      |                          |           |  |                                       |      |      |      |      | 48,612.15 | 48,612.15 |
| TOTAL BATCH PAYMENT     |                          |           |  |                                       |      |      |      |      | 48,612.15 | 48,612.15 |
| TOTAL DISTRICT PAYMENT  |                          |           |  |                                       |      |      |      |      | 48,612.15 | 48,612.15 |
| TOTAL FOR ALL DISTRICTS |                          |           |  |                                       |      |      |      |      | 48,612.15 | 48,612.15 |

Number of checks to be printed: 2, not counting voids due to stub overflows. 48,612.15

250095

Please Remit to:  
AG-CON CONSTRUCTION INC.  
586 Harrison Street  
San Jose, CA 95125  
PHONE: (408) 279-9922  
FAX: (408) 279-9933



# Invoice

License number 750769

Number 10052  
Date 8/9/2025

## Bill To

Accounts Payable  
El Tejon Unified School District  
P.O. Box 876  
Lebec, CA, 93243

## Ship To

## PO Number

250187

## Terms

Net 30

## Payment due date

7/9/2025

## Project

Contract #3990

## Description

## Hours

## Rate

## Amount

Greenhouse refurbishment framework complete, cooling system installed

\$43,500.00

## Total

\$43,500.00



**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
"B" WARRANT AUTHORIZATION FOR PAYMENT**

EL TEJON UNIFIED SCHOOL DISTRICT

DATE 7/31/25

Total Cash Disbursement: \$105,202.29  
Batch: 0011

We, and each of the undersigned, as members of the governing board, or agent, by signature hereto approve each and every and all of the listed orders as proper and legal charges against school district funds.

Mary Jo

Trustee or Authorized Agent

Trustee

Trustee

Trustee

Trustee

Trustee

Batch status: A All

From batch: 0011

To batch: 0011

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

| QBR         | SL                               | ICJOW                   | UNPRTED         | J41303               | ACCOUNTS PAYABLE BALANCE | APR580                                           | 1.80.24 | 07/31/25    | 11:37 PMGB | I        |          |
|-------------|----------------------------------|-------------------------|-----------------|----------------------|--------------------------|--------------------------------------------------|---------|-------------|------------|----------|----------|
| BATCH:      | 0011                             | July 29, 2025           | << Open >>      | FUND : 01            | GENERAL FUND             |                                                  |         |             |            |          |          |
| VENDOR/ADDR | REMIT NAME                       | REV REFERENCE           | DATE            | DESCRIPTION          | TAX ID NUM               | DEPOSIT TYPE                                     | ANA NUM | ACCOUNT NUM | TX IS      | E-Term   | S-ExtRef |
| 003564/00   | ADVANCED COMPLIANCE              |                         |                 |                      | 000000000                |                                                  |         |             |            |          |          |
| PV-260041   | 07/31/2025                       | 15907                   |                 |                      |                          | 01-0000-0-1800-00-0000-3600-030-00-000-0000 NM   |         |             |            | 1,011.39 |          |
|             |                                  |                         |                 | TOTAL PAYMENT AMOUNT |                          |                                                  |         | 1,011.39 *  |            |          | 1,011.39 |
| 000344/00   | TECHNICAL FIRE & SAFETY          |                         |                 |                      |                          |                                                  |         |             |            |          |          |
| PV-260060   | 07/31/2025                       | 133405                  |                 |                      |                          | 01-0000-0-1600-00-0000-3100-001-00-000-0000 NM   |         |             |            | 997.78   |          |
| PV-260060   | 07/31/2025                       | 132408                  |                 |                      |                          | 01-0000-0-1600-00-0000-3100-002-00-000-0000 NM   |         |             |            | 982.54   |          |
| PV-260060   | 07/31/2025                       | 132407                  |                 |                      |                          | 01-0000-0-1600-00-0000-3100-003-00-000-0000 NM   |         |             |            | 1,179.04 |          |
|             |                                  |                         |                 | TOTAL PAYMENT AMOUNT |                          |                                                  |         | 3,133.36 *  |            |          | 3,133.36 |
| 000281/00   | Agile Group/Operational Medicine |                         |                 |                      | 072679604                |                                                  |         |             |            |          |          |
| PV-260046   | 07/29/2025                       | 20049329                |                 |                      |                          | 01-0000-0-1800-00-0000-7200-010-00-000-0000 NM   |         |             |            | 100.00   |          |
|             |                                  |                         |                 | TOTAL PAYMENT AMOUNT |                          |                                                  |         | 100.00 *    |            |          | 100.00   |
| 006342/00   | All-Tech Fire & Security Inc.    |                         |                 |                      | 000000000                |                                                  |         |             |            |          |          |
| PV-260047   | 07/26/2025                       | 406_FireAlarmMonitoring |                 |                      |                          | 01-0000-0-1800-00-0000-8100-002-00-000-0000 NM   |         |             |            | 710.00   |          |
| PV-260047   | 07/26/2025                       | 406_FireAlarmMonitoring |                 |                      |                          | 01-0000-0-1800-00-0000-8100-007-00-000-0000 NM   |         |             |            | 210.00   |          |
| PV-260042   | 07/23/2025                       | 406_FireAlarmMonitoring |                 |                      |                          | 01-0000-0-1800-00-0000-8100-001-00-000-0000 NM   |         |             |            | 210.00   |          |
|             |                                  |                         |                 | TOTAL PAYMENT AMOUNT |                          |                                                  |         | 630.00 *    |            |          | 630.00   |
| 006351/00   | Amazon Capital Services          |                         |                 |                      |                          |                                                  |         |             |            |          |          |
| 260020      | PO-260020                        | 07/31/2025              | LING-FUGUS-PWTH |                      |                          | 01-0000-0-4300-00-0000-8100-010-00-000-0000 NW P |         |             | 128.20     | 128.20   |          |
| 260021      | PO-260021                        | 07/31/2025              | LMP6-CYLO-QLM1  |                      |                          | 01-0000-0-4300-00-0000-3600-030-00-000-0000 NW P |         |             | 1,432.39   | 1,432.39 |          |
| 260041      | PO-260041                        | 07/31/2025              | YNPL-HQOL-QIVP  |                      |                          | 01-0000-0-4300-00-0000-3400-010-00-000-0000 NW P |         |             | 24.20      | 24.20    |          |
| 260023      | PO-260023                        | 07/31/2025              | LINF-YTRC-PGEV  |                      |                          | 01-0000-0-4300-00-0000-7200-010-00-000-0000 NW P |         |             | 39.90      | 39.90    |          |
| 260023      | PO-260023                        | 07/31/2025              | LHGW-WFAT-GES3  |                      |                          | 01-0000-0-4300-00-0000-7200-010-00-000-0000 NW P |         |             | 155.62     | 155.62   |          |
| 260045      | PO-260045                        | 07/31/2025              | LWJ3-VJMH-PFM1  |                      |                          | 01-0000-0-4300-00-1100-1000-001-00-000-3032 NW E |         |             | 77.94      | 77.94    |          |
| 260063      | PO-260063                        | 07/31/2025              | LPOP-QSCM-PYB3  |                      |                          | 01-0170-L-6100-00-1190-1000-001-00-000-0000 NW P |         |             | 1,733.93   | 1,733.93 |          |
|             |                                  |                         |                 | TOTAL PAYMENT AMOUNT |                          |                                                  |         | 3,595.95 *  |            |          | 3,595.95 |
| 000002/00   | American Business Machines       |                         |                 |                      |                          |                                                  |         |             |            |          |          |
| PV-260045   | 07/29/2025                       | 018905_7/25/25          |                 |                      |                          | 01-0000-0-1500-03-0000-8100-010-00-000-0000 NW   |         |             |            | 3,413.58 |          |
|             |                                  |                         |                 | TOTAL PAYMENT AMOUNT |                          |                                                  |         | 3,413.58 *  |            |          | 3,413.58 |

| Vendor/Bidder Name                   | Line ID                                    | Invoice Number | Deposit type | ABA name | Account no. | MS #    | E-Form | E-EntRef   |
|--------------------------------------|--------------------------------------------|----------------|--------------|----------|-------------|---------|--------|------------|
| Sch. Institution Name Description    | ID=IDC+Y-CBCT-SC-SOAL-FUNC-STB-TZ-VYS-TYPE | TWTPS          |              |          |             | Qty Est |        | Net Amount |
| 000244/00 CA Department of Education |                                            |                |              |          |             |         |        |            |

```
004170/00  Corvella Plumbing
PV-260052 07/29/2025 4335_FWK SinkRemoval/Plumbi : 07-8150-0-5680.00-0008-1100-002-00-000-0000 000 2,000.00
TOTAL WORKWORTH Amount 2,000.00 *
```

|                                    |                                                |        |
|------------------------------------|------------------------------------------------|--------|
| PV-260051 07/29/2025 WASH - 172742 | 01-6500-0-5800-00-5770-3120-010-00-000-0300 NW |        |
| TOTAL PAYMENT AMOUNT               | 200.00 =                                       | 200.00 |

000317/00 Diane Holt

|           |            |                               |                                                |       |
|-----------|------------|-------------------------------|------------------------------------------------|-------|
| PV-760056 | 41/30/2025 | REDUCERS_CortexMail 7/25/2025 | 01-0000-0-4300.00-0000-2700-030-00-000-0000 NW | 20.40 |
|           |            | TOTAL PAYMENT AMOUNT          | 20.40 *                                        | 20.40 |

| 000340/00 Kweli Education Services, Inc. 102961571 |            |     |   |       |                                             |    |        |        |        |
|----------------------------------------------------|------------|-----|---|-------|---------------------------------------------|----|--------|--------|--------|
| PR-260050                                          | 07/29/2025 | 405 | - | 22561 | 01-6387-0-5800.00-3800-1000-007-00-000-0000 | WV |        | 77.08  |        |
| PR-260053                                          | 07/29/2025 | 405 | - | 22576 | 01-6387-0-5800.00-3800-1000-007-00-000-0000 | WV |        | 425.00 |        |
|                                                    |            |     |   |       | TOTAL PAYMENTS RECEIVED                     |    | 502.00 | *      | 502.00 |

| 880732/00 Gibbs Truck Centers |            |                             |                                                |
|-------------------------------|------------|-----------------------------|------------------------------------------------|
| PV-260449                     | 07/23/2025 | 872155_B06 3 EMISSION LABEL | 01-0400-0-4300.00-0000-3600-010-00-000-0000 N8 |
|                               |            |                             | 1,269.47                                       |
| PV-260457                     | 07/30/2025 | 4015918_AirFilters Bus 5    | 01-0000-0-4300.00-0000-3600-010-00-000-0000 N8 |
|                               |            |                             | 364.17                                         |
|                               |            | TOTAL PAYMENT AMOUNT        | 1,631.59                                       |

|                      |            |    |                   |                                                |  |            |
|----------------------|------------|----|-------------------|------------------------------------------------|--|------------|
|                      |            |    |                   |                                                |  |            |
| PV-260047            | D7/29/2025 | 01 | 47ISS1_Steaks Dms | C1-0000-C4360.00-0000-J5000-010-00-000-0000 MN |  | 1,078.65   |
| TOTAL PAYMENT AMOUNT |            |    |                   |                                                |  | 1,078.65 * |

088 MI Truist version 121301 ACCOUNTS PAYABLE PRELIST PAY500 L.06.74 07/31/23 11:37 PAGE 3  
 BATCH: 0013 July 28, 2023 << Open >>  
 FUND 1 01 CAPITAL FUND

| Vendor/Addr Remit name                          | Tax ID num | Deposit type                                       | ABA num | Account num  | XX XX | S-Term | E-ExchRef |
|-------------------------------------------------|------------|----------------------------------------------------|---------|--------------|-------|--------|-----------|
| Req Reference Date Description                  |            | FD-RESC-Y-DEBIT-AC-NOAL-FUNC-SITE-T2-TY3-TYP4 TYP5 |         |              |       |        |           |
| 880986/00 Lambert Community Whitewater          | 953658973  |                                                    |         |              |       |        |           |
| PV-260055 07/30/2023 299091                     |            | 01-0000-0-9510-02-0000-0000-000-000-0000 MW        |         |              |       |        | 1,422.53  |
| PV-260055 07/30/2023 299090                     |            | 01-0000-0-9510-02-0000-0000-000-000-0000 MW        |         |              |       |        | 1,759.50  |
| TOTAL PAYMENT AMOUNT                            |            |                                                    |         | 3,382.03 *   |       |        | 3,382.03  |
| 004732/00 Mexton's Garage                       |            |                                                    |         |              |       |        |           |
| PV-260048 07/29/2023 16139-1600034V1298176 Mega |            | 01-0000-0-5600-00-0000-3600-010-00-000-0000 MW     |         |              |       |        | 731.76    |
| TOTAL PAYMENT AMOUNT                            |            |                                                    |         | 731.76 *     |       |        | 731.76    |
| 000079/00 PCL                                   | 000000000  |                                                    |         |              |       |        |           |
| PV-260052 07/31/2023 6786601685-3 Stewarts7/28  |            | 01-0000-0-5500-01-0000-8100-001-00-000-0000 MW     |         |              |       |        | 212.50    |
| TOTAL PAYMENT AMOUNT                            |            |                                                    |         | 212.50 *     |       |        | 212.50    |
| 000106/00 SOUTHWEST CALIFORNIA GAS CO           | 800000000  |                                                    |         |              |       |        |           |
| PV-260043 07/31/2023 146 816 7500 6             |            | 01-0000-0-6500-02-0000-8100-010-00-000-0000 MW     |         |              |       |        | 23.55     |
| TOTAL PAYMENT AMOUNT                            |            |                                                    |         | 23.55 *      |       |        | 23.55     |
| 000012/00 T-Mobile                              |            |                                                    |         |              |       |        |           |
| PV-260041 07/28/2023 084961671_6/21-7/21        |            | 01-0000-0-3500-03-0000-8100-010-00-000-0000 MW     |         |              |       |        | 339.96    |
| PV-260041 07/28/2023 910534226_6/21-7/21        |            | 01-0000-0-3500-03-0000-8100-010-00-000-0000 MW     |         |              |       |        | 380.00    |
| TOTAL PAYMENT AMOUNT                            |            |                                                    |         | 719.96 *     |       |        | 719.96    |
| 001466/00 Vestis Group, Inc.                    | 232016963  |                                                    |         |              |       |        |           |
| PV-260055 07/30/2023 2601742546                 |            | 01-0000-0-4300-00-0000-3600-010-00-000-0000 MW     |         |              |       |        | 501.16    |
| PV-260055 07/30/2023 2601742546                 |            | 01-0000-0-4300-00-0000-3600-010-00-000-0000 MW     |         |              |       |        | 109.14    |
| TOTAL PAYMENT AMOUNT                            |            |                                                    |         | 610.30 *     |       |        | 610.30    |
| 004736/00 Winosupply                            | 33 EPT     |                                                    |         |              |       |        |           |
| PV-260044 07/29/2023 54915003                   |            | 01-0000-0-4300-00-0000-3600-010-00-000-0000 MW     |         |              |       |        | 49.67     |
| TOTAL PAYMENT AMOUNT                            |            |                                                    |         | 49.67 *      |       |        | 49.67     |
| TOTAL FUND                                      | CHECKS     |                                                    |         | 23,225.67 ** |       |        | 23,225.67 |
| TOTAL FUND                                      | EST        |                                                    |         | 49.67 **     |       |        | 49.67     |
| TOTAL FUND                                      | PAYMENTS   |                                                    |         | 23,275.34 ** |       |        | 23,275.34 |

083 EL 1230N total/120 J21301 ACCOUNTS PAYABLE EXPENSE MPY300 1.00.24 07/31/25 11:50 PAGE 4  
 WATCH: 0011 July 28, 2025 << Open >>  
 FUND 1 21 BOLLING FUND - FORD PROCEEDS

| Vendor/Addr Name     | Reg Reference | Date       | Description             | Tax ID Num                                       | Deposit type | ABA Num                                     | Account Num | EE ES | X-Term | X-Ext/Ref |
|----------------------|---------------|------------|-------------------------|--------------------------------------------------|--------------|---------------------------------------------|-------------|-------|--------|-----------|
|                      |               |            |                         | FD-KESC-X-CERT-30-00AL-FUNC-511-T2-TT3-TT4 19926 |              |                                             |             |       |        |           |
|                      |               |            |                         | Link Amt Net Payment                             |              |                                             |             |       |        |           |
| 880984/00            |               |            | EquipmentShare.com Inc. | 472405753                                        |              |                                             |             |       |        |           |
|                      | FW-260054     | 07/30/2025 | BFL-5625036-0001        |                                                  |              | 31-0000-0-5000.00-0000-0500-010-00-000-0000 | WD          |       |        | 173.20    |
| TOTAL PAYMENT AMOUNT |               |            |                         |                                                  |              | 173.20                                      |             |       |        | 173.20    |

|                      |           |            |                              |           |  |                                               |      |  |  |           |
|----------------------|-----------|------------|------------------------------|-----------|--|-----------------------------------------------|------|--|--|-----------|
| 880985/00            |           |            | SHAWNT PAPER & METAL SERVICE | 832955504 |  |                                               |      |  |  |           |
|                      | FW-260056 | 07/28/2025 | 1035                         |           |  | 1 21-0000-0-5000.00-0000-0500-010-00-000-0000 | WD P |  |  | 36,863.05 |
| TOTAL PAYMENT AMOUNT |           |            |                              |           |  | 36,863.05                                     |      |  |  | 36,863.05 |
| TOTAL FORD PAYMENT   |           |            |                              |           |  | 37,036.25                                     |      |  |  | 37,036.25 |

000 EL TEXAS UNITED J21301 ACCOUNTS PAYABLE PRELIST APY500 0.00-24 07/11/25 11:37 PAGE 5  
 BATCH: 0011 July 24, 2025 << Open >>  
 FUND : 33 SCHOOL FACILITIES FUND

| Vendor/Addr Remit name | Seq Reference           | Date       | Description                  | Tax ID Num | Deposit Type                                   | ABA Num | Account Num   | EX TO | E-Term | B-EnterRef |
|------------------------|-------------------------|------------|------------------------------|------------|------------------------------------------------|---------|---------------|-------|--------|------------|
|                        |                         |            |                              |            |                                                |         |               |       |        |            |
| 008106/00              | Yasgini Associates Inc. |            |                              |            |                                                |         |               |       |        |            |
|                        | rv-260058               | 07/30/2025 | 15686 th Classroom           |            | 33-0000-0-0000.00-0000-0500-002-00-000-0000 MN |         |               |       |        | 4,890.70   |
|                        |                         |            | TOTAL PAYMENT AMOUNT         |            |                                                |         | 4,890.70      |       |        | 4,890.70   |
|                        |                         |            | TOTAL FUND PAYMENT           |            |                                                |         | 4,890.70      |       |        | 4,890.70   |
|                        |                         |            | TOTAL BATCH CHECKS           |            |                                                |         | 65,152.62 *** | 0.00  |        | 65,152.62  |
|                        |                         |            | TOTAL BATCH EFT              |            |                                                |         | 49.67 ***     | 0.00  |        | 49.67      |
|                        |                         |            | TOTAL BATCH PAYMENT          |            |                                                |         | 65,202.29 *** | 0.00  |        | 65,202.29  |
|                        |                         |            | TOTAL DISTRICT CHECKS        |            |                                                |         | 65,152.62 *** | 0.00  |        | 65,152.62  |
|                        |                         |            | TOTAL DISTRICT EFT           |            |                                                |         | 49.67 ***     | 0.00  |        | 49.67      |
|                        |                         |            | TOTAL DISTRICT PAYMENT       |            |                                                |         | 65,202.29 *** | 0.00  |        | 65,202.29  |
|                        |                         |            | TOTAL FOR ALL DISTRICTS CHK: |            |                                                |         | 65,152.62 *** | 0.00  |        | 65,152.62  |
|                        |                         |            | TOTAL FOR ALL DISTRICTS EFT: |            |                                                |         | 49.67 ***     | 0.00  |        | 49.67      |
|                        |                         |            | TOTAL FOR ALL DISTRICTS:     |            |                                                |         | 65,202.29 *** | 0.00  |        | 65,202.29  |

Number of checks to be printed: 22, not counting voids due to stub overflows. 65,152.62  
 Number of EFT generated: 1 49.67





568 EL TEXAS GARFIBU  
Fiscal Year 12

031314

ACCOUNTS PAYABLE PRELIM

AP0500 01.30.24 07/11/25 13:55 PAGE 0

.....

Batch status: A All  
From Batch: 0012  
To Batch: 0012  
Include Reversing Code: Y  
Include Address: N  
Include Object Desc: N  
Include Vendor TTX: Y

APR300 2.09.24 67/71/25 11:32 PAGE 1  
\*\* Open \*\*

Number of sheets to be printed. 1, not counting waste due to arch overflows 19,646.30

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
"B" WARRANT AUTHORIZATION FOR PAYMENT**

EL TEJON UNIFIED SCHOOL DISTRICT

DATE 8/7/2025

**Total Cash Disbursement: \$46,619.71**

**Batch: 0013**

We, and each of the undersigned, as members of the governing board or agent, by signature hereto approve each and every and all of the listed orders as proper and legal charges against school district funds.

*Misty Johnston*

Chief Business Official,

Trustee/Authorized Agent

Trustee

Trustee

Trustee

Trustee



088 EL TEJON UNIFIED J25291 ACCOUNTS PAYABLE PRELIST May500 L.00.24 08/07/25 12:32 PAGE 1  
 BATCH: 0813 July 31, 2025 << Open >>  
 FUND : 01 GENERAL FUND

| Vendor/Addr | Bank name         | Seq        | Refrence    | DATE | Description | Tax ID num | Deposit type                                      | ABA num | Account num | EC | ES | E-Term  | E-RateRef  |
|-------------|-------------------|------------|-------------|------|-------------|------------|---------------------------------------------------|---------|-------------|----|----|---------|------------|
|             |                   |            |             |      |             |            | ID-BESC-T-UNIT-50-GOAL-FUNC-STE-T2-TY3-TYF4 TRNPS |         |             |    |    | Liq Amt | Net Amount |
| 002361/00   | A-E BOB SALES INC |            |             |      |             | 000000000  |                                                   |         |             |    |    |         |            |
|             | PV-260046         | 08/07/2025 | INVC0851049 |      |             |            | 01-0000-0-4300-00-0000-3600-010-00-000-0000 NW    |         |             |    |    |         | 338.81     |
|             |                   |            |             |      |             |            | TOTAL PAYMENT AMOUNT                              |         | 338.81 *    |    |    |         | 338.81     |

|           |                   |            |                          |  |  |  |                                                |  |         |  |  |  |       |
|-----------|-------------------|------------|--------------------------|--|--|--|------------------------------------------------|--|---------|--|--|--|-------|
| 380989/00 | Arlenik Velasquez |            |                          |  |  |  |                                                |  |         |  |  |  |       |
|           | PV-240078         | 08/06/2025 | REIMBURS McKenny V Shows |  |  |  | 01-5630-0-4300-00-2110-1000-001-00-000-0000 NW |  |         |  |  |  | 33.03 |
|           |                   |            |                          |  |  |  | TOTAL PAYMENT AMOUNT                           |  | 33.03 * |  |  |  | 33.03 |

|           |                     |            |             |  |  |           |                                                |  |            |  |  |  |          |
|-----------|---------------------|------------|-------------|--|--|-----------|------------------------------------------------|--|------------|--|--|--|----------|
| 002518/00 | CIF CENTRAL SECTION |            |             |  |  | 000000000 |                                                |  |            |  |  |  |          |
|           | PV-260096           | 08/05/2025 | CIFCS-17084 |  |  |           | 01-4127-0-4300-00-1470-4300-007-00-000-0000 NW |  |            |  |  |  | 261.36   |
|           | PV-260074           | 08/05/2025 | DUES-17082  |  |  |           | 01-4127-0-4300-00-1470-4300-007-00-000-0000 NW |  |            |  |  |  | 1,005.00 |
|           |                     |            |             |  |  |           | TOTAL PAYMENT AMOUNT                           |  | 1,266.36 * |  |  |  | 1,266.36 |

|           |                       |            |       |  |  |           |                                                |  |          |  |  |  |        |
|-----------|-----------------------|------------|-------|--|--|-----------|------------------------------------------------|--|----------|--|--|--|--------|
| 080871/00 | Circle K Truck Repair |            |       |  |  | 464723541 |                                                |  |          |  |  |  |        |
|           | PV-260075             | 08/05/2025 | 31616 |  |  |           | 01-0000-0-4300-00-0000-3600-010-00-000-0000 NW |  |          |  |  |  | 443.90 |
|           |                       |            |       |  |  |           | TOTAL PAYMENT AMOUNT                           |  | 443.90 * |  |  |  | 443.90 |

|           |                             |            |            |  |  |  |                                                    |  |            |  |  |          |          |
|-----------|-----------------------------|------------|------------|--|--|--|----------------------------------------------------|--|------------|--|--|----------|----------|
| 880657/00 | Crisis Prevention Institute |            |            |  |  |  |                                                    |  |            |  |  |          |          |
|           | 260086                      | 08/04/2025 | WAK-182161 |  |  |  | 1 01-4500-0-4300-00-5770-1120-010-00-000-0000 NW F |  |            |  |  | 1,361.55 | 1,361.55 |
|           |                             |            |            |  |  |  | TOTAL PAYMENT AMOUNT                               |  | 1,361.55 * |  |  |          | 1,361.55 |

|           |                           |            |                             |  |  |           |                                                    |  |            |  |  |          |          |
|-----------|---------------------------|------------|-----------------------------|--|--|-----------|----------------------------------------------------|--|------------|--|--|----------|----------|
| 000042/00 | FRASIER PARK LUMBER & ACE |            |                             |  |  | 924121267 |                                                    |  |            |  |  |          |          |
|           | 240084                    | 08/04/2025 | Statement 7/31/2025 Mailer  |  |  |           | 1 01-4130-0-4300-00-0000-8100-010-00-000-0000 NW F |  |            |  |  | 2,089.54 | 2,089.54 |
|           | 250043                    | 08/04/2025 | Statement 7/31/25 Job 1 KTS |  |  |           | 1 01-7010-0-4300-00-3600-1000-001-00-000-0000 NW F |  |            |  |  | 70.09    | 70.09    |
|           | 260065                    | 08/07/2025 | STATEMENT 7/31/25 JOB1 FRAS |  |  |           | 2 01-7010-0-4300-00-3600-1000-007-00-000-0000 NW F |  |            |  |  | 201.91   | 201.91   |
|           |                           |            |                             |  |  |           | TOTAL PAYMENT AMOUNT                               |  | 2,361.54 * |  |  |          | 2,361.54 |

|           |                      |            |             |  |  |           |                                                |  |          |  |  |  |        |
|-----------|----------------------|------------|-------------|--|--|-----------|------------------------------------------------|--|----------|--|--|--|--------|
| 000044/00 | FRASIER PARK UTILITY |            |             |  |  | 000000000 |                                                |  |          |  |  |  |        |
|           | PV-260049            | 08/04/2025 | 177_7/31/25 |  |  |           | 01-0000-0-5500-04-0000-8100-002-00-000-0000 NW |  |          |  |  |  | 424.52 |
|           |                      |            |             |  |  |           | TOTAL PAYMENT AMOUNT                           |  | 424.52 * |  |  |  | 424.52 |

088 EL TOLON UNIFIED 225291 ACCOUNTS PAYABLE VOUCHER 08/01/25 12:32 PAGE 2  
 SWITCH: 0013 July 31, 2023  
 FROM: 01 GENERAL FUND

| Vendor/Account Name           | Req Reference | Date       | Description          | Tax ID num | Deposit type                                | ABA num | Account num | RZ | ES | Z-Tax | E-Extra | Net Amount |
|-------------------------------|---------------|------------|----------------------|------------|---------------------------------------------|---------|-------------|----|----|-------|---------|------------|
| 080732/00 Gibbs Truck Centers |               |            |                      |            |                                             |         |             |    |    |       |         |            |
|                               | PV-240065     | 08/04/2025 | 409056R              |            | 01-0000-0-4300-00-0000-3600-010-00-000-0000 | NR      |             |    |    |       |         | 1,871.61   |
|                               | PV-240066     | 08/04/2025 | 4102748_Brush Kit    |            | 01-0000-0-4300-00-0000-3600-010-00-000-0000 | NR      |             |    |    |       |         | 713.89     |
|                               |               |            | TOTAL PAYMENT AMOUNT |            |                                             |         | 2,585.50    |    |    |       |         | 2,585.50   |

080735/00 Johnny McNamee  
 PV-240071 08/04/2025 REIMBURSE\_Cash July 2025 01-0000-0-4300-00-0000-3600-010-00-000-0000 NR  
 TOTAL PAYMENT AMOUNT 64.40

080620/00 KERN REVER POWER EQUIPMENT 00000000 99 ETT  
 PV-240079 08/06/2025 175257\_8/6/25 01-0150-0-4300-00-0000-3100-010-00-000-0000 NR  
 TOTAL PAYMENT AMOUNT 350.63

080123/00 Laurie Oliver  
 PV-240077 08/05/2025 REIMBURSE\_Credit/10/25 01-0387-0-4300-00-3000-1000-001-00-000-0000 NR  
 PV-240077 08/05/2025 REIMBURSE\_CREDIT WITHHOLDING 01-0387-0-4300-00-3000-1000-001-00-000-0000 NR  
 TOTAL PAYMENT AMOUNT 643.65

080041/00 Lehee Parks, LLC/CO of Lehee  
 240034 08/04/2025 7724; 7844; 7955; 9098; 9680 1 01-0000-0-4300-00-0000-3600-010-00-000-0000 NR P  
 TOTAL PAYMENT AMOUNT 159.50

880986/00 MAPSS \$11520075  
 PV-240074 08/05/2025 27050-061825 01-6500-0-4300-00-5770-1120-010-00-000-0000 NR  
 TOTAL PAYMENT AMOUNT 3,314.40

080200/00 MCDONALD'S AIR CONDITIONING \$53865780  
 PV-240048 08/07/2025 13043\_8/1/25 01-0000-0-5000-00-0000-8100-010-00-000-0000 NR  
 TOTAL PAYMENT AMOUNT 5,015.40

088 EL TEJON UNIFIED

J25291

ACCOUNTS PAYABLE PAYMENTS  
DATE: 0013 July 31, 2025  
FUND : 01 GENERAL FUNDAPV500 L.00.24 08/07/25 12:37 PAGE 3  
<< Open >>

| Vendor/Addr Email Name                           | Tax ID num                                          | Deposit type | ABA num      | Account num | Net Amt  | E-Trans | E-ExtRef  |
|--------------------------------------------------|-----------------------------------------------------|--------------|--------------|-------------|----------|---------|-----------|
| Ref Reference Date Description                   | FD-RESC-T-CHJT, 50-00AL-FUNC-STE-T2-TY3-TYPE1 T9HPS |              |              |             |          |         |           |
| 000089/00 MOUNTAINVIEW DISTRICT                  | 000000000                                           |              |              |             |          |         |           |
| PV-260070 08/04/2025 26055280890_August 2025     | 01-0000-0-5500.05-0000-8100-010-00-000-0000 NW      |              |              |             | 3,480.00 |         |           |
| PV-260071 08/04/2025 26055280890_August 2025     | 01-0000-0-5500.05-0000-8100-010-00-000-0000 NW      |              |              |             | 1,555.27 |         |           |
| TOTAL PAYMENT AMOUNT                             |                                                     |              |              | 5,435.27 *  |          |         | 5,435.27  |
| 001895/00 ELIOTELL                               | 341688715 99 EFT                                    |              |              |             |          |         |           |
| 260016 PD-260016 08/04/2025 262375259            | 1 01-4)27-0-4300.00-1470-4200-007-00-000-0000 NW P  |              |              |             | 1,579.10 |         |           |
| TOTAL PAYMENT AMOUNT                             |                                                     |              |              | 1,579.10 *  |          |         | 1,579.10  |
| 000094/00 SCHWABER PETROLEUM CO, INC             | 552962286                                           |              |              |             |          |         |           |
| 260013 PD-260013 08/06/2025 310076               | 1 01-0000-0-4300.00-0000-3600-010-00-000-0000 NW P  |              |              |             | 1,458.08 |         |           |
| TOTAL PAYMENT AMOUNT                             |                                                     |              |              | 1,458.08 *  |          |         | 1,458.08  |
| 000099/00 SOUTHERN CALIFORNIA Edison             | 000000000                                           |              |              |             |          |         |           |
| PV-260082 08/06/2025 200558405297_7/1/25 - 7/31/ | 01-0000-0-5500.01-0000-8100-007-00-000-0000 NW      |              |              |             | 639.92   |         |           |
| PV-260082 08/06/2025 200558405297_7/1/25 - 7/31/ | 01-0000-0-5500.01-0000-8100-007-00-000-0000 NW      |              |              |             | 529.27   |         |           |
| PV-260082 08/06/2025 200558405297_7/1/25 - 7/31/ | 01-0000-0-5500.01-0000-8100-007-00-000-0000 NW      |              |              |             | 1,627.30 |         |           |
| PV-260083 08/06/2025 200224978410_7/1/25 - 7/31/ | 01-0000-0-5500.01-0000-8100-007-00-000-0000 NW      |              |              |             | 905.46   |         |           |
| PV-260083 08/06/2025 200224978410_7/1/25 - 7/31/ | 01-0000-0-5500.01-0000-8100-007-00-000-0000 NW      |              |              |             | 8,855.07 |         |           |
| PV-260083 08/07/2025 200571913660_7/2/25-8/3/25  | 01-0000-0-5500.01-0000-8100-007-00-000-0000 NW      |              |              |             | 2,986.46 |         |           |
| TOTAL PAYMENT AMOUNT                             |                                                     |              |              | 15,544.08 * |          |         | 15,544.08 |
| 000086/00 Taramlin Processing Center             |                                                     |              |              |             |          |         |           |
| PV-260057 08/04/2025 462095595_7/25/25           | 01-0000-0-5500.07-0000-8100-001-00-000-0000 NW      |              |              |             | 172.00   |         |           |
| PV-260058 08/04/2025 462096449_7/25/25           | 01-0000-0-5500.07-0000-8100-007-00-000-0000 NW      |              |              |             | 182.00   |         |           |
| TOTAL PAYMENT AMOUNT                             |                                                     |              |              | 354.00 *    |          |         | 354.00    |
| TOTAL FUND                                       | CHECKS                                              |              | 40,606.01 ** |             |          |         | 40,606.01 |
| TOTAL FUND                                       | EFT                                                 |              | 1,829.73 **  |             |          |         | 1,829.73  |
| TOTAL FUND                                       | PAYMENT                                             |              | 42,535.74 ** |             |          |         | 42,535.74 |

088 TX: TXJCM UNIFIED 025731 ACCOUNTS PAYABLE PRELIST REFUND 1,00.74 08/07/25 12:33 PAGE 4  
 BATCH: 0013 July 31, 2025 << Open >>  
 FUND 1 11 CAFETERIA

| Vendor/Agnt Name | Ref Reference           | Date       | Description       | Tax ID num | Deposit type                                   | ABA num | Account num | TX ES | C-Term | X-ExtRef |
|------------------|-------------------------|------------|-------------------|------------|------------------------------------------------|---------|-------------|-------|--------|----------|
|                  |                         |            |                   |            | FD-RESC-T-DEBT-50-QUAL-FUNC-STR-T2-TY3-TYP4    |         |             |       |        |          |
|                  |                         |            |                   |            |                                                |         |             |       |        |          |
| 000532/00        | A.V.M.S.O./FINCO        |            |                   | 000000000  |                                                |         |             |       |        |          |
|                  | PV-260085               | 08/07/2025 | July 2025         |            | 13-5310-0-4700.00-0000-3700-010-00-000-0000 MW |         |             |       |        | 2,055.65 |
|                  |                         |            |                   |            | TOTAL PAYMENT AMOUNT                           |         | 2,055.65 *  |       |        | 2,055.65 |
| 003535/00        | JOHNSON'S               |            |                   |            |                                                |         |             |       |        |          |
|                  | PV-260084               | 08/07/2025 | 7239853           |            | 13-5310-0-4700.00-0000-3700-010-00-000-0000 MW |         |             |       |        | 1,756.73 |
|                  |                         |            |                   |            | TOTAL PAYMENT AMOUNT                           |         | 1,756.73 *  |       |        | 1,756.73 |
| 003589/00        | TK Elevator Corporation |            |                   | 000000000  |                                                |         |             |       |        |          |
|                  | PV-260072               | 08/04/2025 | 3002770767_8/1/25 |            | 13-5310-0-5000.00-0000-3700-010-00-000-0000 MW |         |             |       |        | 98.39    |
|                  |                         |            |                   |            | TOTAL PAYMENT AMOUNT                           |         | 98.39 *     |       |        | 98.39    |
|                  |                         |            |                   |            | TOTAL FUND PAYMENT                             |         | 3,910.77 ** |       |        | 3,910.77 |



J25291

### ACCOUNTS PAYABLE LIST

APYSD0 L00.26 08/07/23 7:32 PM 5

DATE: 2013 July 31, 2025

<< Open >>

7548 : 21

BUILDING FUND - 2000 PROCEEDS

| Vendor/Addr | Realt name | Tax ID num | Deposit type | ABA num                                      | Account num | EE  | ES  | E-Term | E-TxtRef |
|-------------|------------|------------|--------------|----------------------------------------------|-------------|-----|-----|--------|----------|
| Ref         | Reference  | Date       | Description  | ED-RESO-Y-0077.50-QQAL-FINCL-372-T2-TY3-IY74 | 74445       | Liq | Act | Net    | Amount   |

880384/20 Equipment Storage, Inc. 472405753

71-10000-1-5206-07-0000-0300-010-00-000-0000-128 173-20

|                      |        |        |
|----------------------|--------|--------|
| 21-1110-1-1000-20    | 173.20 | 173.20 |
| TOTAL PAYMENT AMOUNT | 173.20 | 173.20 |

|             |         |           |        |
|-------------|---------|-----------|--------|
| TOTAL FIRST | PAYMENT | 173.20 ** | 173.20 |
|-------------|---------|-----------|--------|

|                    |               |      |           |
|--------------------|---------------|------|-----------|
| TOTAL MONTH CHECKS | 44,589_98 *** | 0.00 | 44,683.96 |
|--------------------|---------------|------|-----------|

|                 |              |      |          |
|-----------------|--------------|------|----------|
| TOTAL MATCH INT | 1,942.73 *** | 0.00 | 1,928.73 |
|-----------------|--------------|------|----------|

|                      |           |      |           |
|----------------------|-----------|------|-----------|
| TOTAL BATCH PAYMENTS | 46,619.71 | 0.00 | 46,619.71 |
|----------------------|-----------|------|-----------|

|                       |           |       |      |           |
|-----------------------|-----------|-------|------|-----------|
| TOTAL DISTRICT CHECKS | 44,689.98 | 2.41% | 0.00 | 44,689.98 |
|-----------------------|-----------|-------|------|-----------|

|                    |          |      |          |
|--------------------|----------|------|----------|
| TOTAL DISTRICT EFT | 1,929.73 | 0.00 | 1,929.73 |
|--------------------|----------|------|----------|

|                        |           |     |      |           |
|------------------------|-----------|-----|------|-----------|
| TOTAL DISTRICT PAYMENT | 46,519.73 | *** | 0.00 | 46,519.73 |
|------------------------|-----------|-----|------|-----------|

|                              |                |      |           |
|------------------------------|----------------|------|-----------|
| TOTAL FOR ALL DISTRICTS CMK: | 44,589.90 **** | 0.00 | 44,589.90 |
|------------------------------|----------------|------|-----------|

|                              |               |      |          |
|------------------------------|---------------|------|----------|
| TOTAL FOR ALL DISTRICTS EFT: | 1,929.73 **** | 0.00 | 1,929.73 |
|------------------------------|---------------|------|----------|

| DISTRICT | 1970 | 1971 | 1972 | 1973 | 1974 | 1975 | 1976 | 1977 | 1978 | 1979 | 1980 | 1981 | 1982 | 1983 | 1984 | 1985 | 1986 | 1987 | 1988 | 1989 | 1990 | 1991 | 1992 | 1993 | 1994 | 1995 | 1996 | 1997 | 1998 | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | 2039 | 2040 | 2041 | 2042 | 2043 | 2044 | 2045 | 2046 | 2047 | 2048 | 2049 | 2050 | 2051 | 2052 | 2053 | 2054 | 2055 | 2056 | 2057 | 2058 | 2059 | 2060 | 2061 | 2062 | 2063 | 2064 | 2065 | 2066 | 2067 | 2068 | 2069 | 2070 | 2071 | 2072 | 2073 | 2074 | 2075 | 2076 | 2077 | 2078 | 2079 | 2080 | 2081 | 2082 | 2083 | 2084 | 2085 | 2086 | 2087 | 2088 | 2089 | 2090 | 2091 | 2092 | 2093 | 2094 | 2095 | 2096 | 2097 | 2098 | 2099 | 2100 | 2101 | 2102 | 2103 | 2104 | 2105 | 2106 | 2107 | 2108 | 2109 | 2110 | 2111 | 2112 | 2113 | 2114 | 2115 | 2116 | 2117 | 2118 | 2119 | 2120 | 2121 | 2122 | 2123 | 2124 | 2125 | 2126 | 2127 | 2128 | 2129 | 2130 | 2131 | 2132 | 2133 | 2134 | 2135 | 2136 | 2137 | 2138 | 2139 | 2140 | 2141 | 2142 | 2143 | 2144 | 2145 | 2146 | 2147 | 2148 | 2149 | 2150 | 2151 | 2152 | 2153 | 2154 | 2155 | 2156 | 2157 | 2158 | 2159 | 2160 | 2161 | 2162 | 2163 | 2164 | 2165 | 2166 | 2167 | 2168 | 2169 | 2170 | 2171 | 2172 | 2173 | 2174 | 2175 | 2176 | 2177 | 2178 | 2179 | 2180 | 2181 | 2182 | 2183 | 2184 | 2185 | 2186 | 2187 | 2188 | 2189 | 2190 | 2191 | 2192 | 2193 | 2194 | 2195 | 2196 | 2197 | 2198 | 2199 | 2200 | 2201 | 2202 | 2203 | 2204 | 2205 | 2206 | 2207 | 2208 | 2209 | 2210 | 2211 | 2212 | 2213 | 2214 | 2215 | 2216 | 2217 | 2218 | 2219 | 2220 | 2221 | 2222 | 2223 | 2224 | 2225 | 2226 | 2227 | 2228 | 2229 | 2230 | 2231 | 2232 | 2233 | 2234 | 2235 | 2236 | 2237 | 2238 | 2239 | 2240 | 2241 | 2242 | 2243 | 2244 | 2245 | 2246 | 2247 | 2248 | 2249 | 2250 | 2251 | 2252 | 2253 | 2254 | 2255 | 2256 | 2257 | 2258 | 2259 | 2260 | 2261 | 2262 | 2263 | 2264 | 2265 | 2266 | 2267 | 2268 | 2269 | 2270 | 2271 | 2272 | 2273 | 2274 | 2275 | 2276 | 2277 | 2278 | 2279 | 2280 | 2281 | 2282 | 2283 | 2284 | 2285 | 2286 | 2287 | 2288 | 2289 | 2290 | 2291 | 2292 | 2293 | 2294 | 2295 | 2296 | 2297 | 2298 | 2299 | 2300 | 2301 | 2302 | 2303 | 2304 | 2305 | 2306 | 2307 | 2308 | 2309 | 2310 | 2311 | 2312 | 2313 | 2314 | 2315 | 2316 | 2317 | 2318 | 2319 | 2320 | 2321 | 2322 | 2323 | 2324 | 2325 | 2326 | 2327 | 2328 | 2329 | 2330 | 2331 | 2332 | 2333 | 2334 | 2335 | 2336 | 2337 | 2338 | 2339 | 2340 | 2341 | 2342 | 2343 | 2344 | 2345 | 2346 | 2347 | 2348 | 2349 | 2350 | 2351 | 2352 | 2353 | 2354 | 2355 | 2356 | 2357 | 2358 | 2359 | 2360 | 2361 | 2362 | 2363 | 2364 | 2365 | 2366 | 2367 | 2368 | 2369 | 2370 | 2371 | 2372 | 2373 | 2374 | 2375 | 2376 | 2377 |
|----------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
|----------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|

Number of checks to be printed: 11, set counting voids due to scrub overflows.

44,639.98

|                                   |   |
|-----------------------------------|---|
| Number of cases of EFT generated: | 2 |
|-----------------------------------|---|

1,924.73



003 01 0000000000000000

000001

ACCOUNTS PAYABLE PRINTOUT

APR008 0.00.27 04/13/25 12:05 PAGE 0

Batch DECODE: A All

From batch: 0001

To batch: 0001

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TID: Y



3

[illegible]

2







000 21.7530M UNPFT20 J22227 ACCOUNTS PAYABLE REPORT AFVS04 5.05.23 06/11/25 12:02 PAGE 7  
 EXPIRE: 5074 JUNE 6, 2025  
 FUND : 14 CASHIERIA

| Vendor/Account Detail name | Tax ID num | Deposit type | ABA num                                     | Account num                                 | SE SE E-Tax | E-Tax Ref  |
|----------------------------|------------|--------------|---------------------------------------------|---------------------------------------------|-------------|------------|
| Reg Reference              | Date       | Description  | FD-RESO-Y-OBST-23-GOAL-FUNC-STS-T3-T41-TY94 | THRS                                        | Line Amt    | Net Amount |
| 005575/00                  | 06/11/2025 | 7211557      | 6/11/2025                                   | 13-5339-0-4799.00-0000-3700-510-00-960-2000 | NY          | 1,247.25   |
| TOTAL PAYMENT AMOUNT       |            |              |                                             |                                             | 1,247.25 *  | 1,247.25   |

|                      |                         |                  |                                             |    |         |       |
|----------------------|-------------------------|------------------|---------------------------------------------|----|---------|-------|
| 003227/00            | SE Elevator Corporation | 0000000000       |                                             |    |         |       |
| 07-272161            | 06/25/2025              | 108409146_5/1/25 | 13-5339-0-4109.00-0000-3700-010-00-000-0000 | NY | 98.79   |       |
| TOTAL PAYMENT AMOUNT |                         |                  |                                             |    | 98.79 * | 98.79 |

|                      |                            |                     |                                             |    |          |        |
|----------------------|----------------------------|---------------------|---------------------------------------------|----|----------|--------|
| 006135/00            | United Refrigeration & Air | 39 6FT              |                                             |    |          |        |
| 09-252162            | 06/25/2025                 | 95152_5/2/25_501460 | 13-5339-0-3609.00-0000-3700-510-00-000-0000 | NY | 954.02   |        |
| TOTAL PAYMENT AMOUNT |                            |                     |                                             |    | 954.02 * | 954.02 |

|            |         |             |          |
|------------|---------|-------------|----------|
| TOTAL FROM | CHECKS  | 1,745.64 ** | 1,745.64 |
| TOTAL FROM | REF     | 954.02 **   | 954.02   |
| TOTAL FROM | PAYMENT | 2,139.66 ** | 2,139.66 |

282 K. TSONOMI DRIFTED

٧٧٧٧

ACCOUNT PAYABLE 202167

NY500 7.00.21 06/11/25 12:01 PM SX 3

WATCH: 0077 Date: 6, 1975

cc: Open 20

PLANO : 21

DATE: 11/11/2011

## BCME PRODUCTS

[illegible]

|            |         |          |          |
|------------|---------|----------|----------|
| REVAL FUND | PAYMENT | 6,155.00 | 6,155.00 |
|------------|---------|----------|----------|

|                    |               |      |           |
|--------------------|---------------|------|-----------|
| TOTAL BATCH CHECKS | 71,036.50 *** | 6.05 | 77,436.34 |
|--------------------|---------------|------|-----------|

|                         |           |      |           |
|-------------------------|-----------|------|-----------|
| TOTAL BATHS SET         | 3,125.43  | 0.03 | 2,393.43  |
| TOTAL BATHS MAINTENANCE | 78,478.23 | 0.24 | 78,420.23 |

|                      |           |      |           |
|----------------------|-----------|------|-----------|
| TOTAL BASKET PAYMENT | 79,429.53 | 0.00 | 79,429.53 |
|----------------------|-----------|------|-----------|

|                      |               |      |           |
|----------------------|---------------|------|-----------|
| TOTAL DISTRICT 20239 | 17,036.35 *** | 0.33 | 77,036.10 |
|----------------------|---------------|------|-----------|

|                        |           |     |      |           |
|------------------------|-----------|-----|------|-----------|
| TOTAL DISTRICT MNT     | 1,393.43  | *** | 0.30 | 1,197.43  |
| TOTAL DISTRICT PAYROLL | 10,403.33 | *** | 0.30 | 70,470.73 |

|                         |           |      |   |    |           |
|-------------------------|-----------|------|---|----|-----------|
| TOTAL DISBURSED PAYROLL | 19,429.13 | 2000 | 0 | 50 | 70,629.76 |
|-------------------------|-----------|------|---|----|-----------|

|                              |           |      |      |           |
|------------------------------|-----------|------|------|-----------|
| TOTAL FOR ALL DISTRICTS CHG. | 77,036.30 | 100% | 0.00 | 77,036.30 |
|------------------------------|-----------|------|------|-----------|

|                              |          |     |      |          |
|------------------------------|----------|-----|------|----------|
| ***** FOR ALL REGISTERS RPT: | 2,377.43 | ++* | 0.00 | 1,393.43 |
|------------------------------|----------|-----|------|----------|

|                          |           |      |      |           |
|--------------------------|-----------|------|------|-----------|
| VOTER FOR ALL DISTRICTS: | 79,419.73 | 4444 | 3.00 | 79,429.73 |
|--------------------------|-----------|------|------|-----------|

Number of checks to be printed. 11, not counting voids due to stub overflows.

Number of IPT generated: 5

77,876.30

2,797.45



044 RD, TRUCK OFFICE  
April Cal Card Print

044502

ACCOUNTS PAYABLE PRELIST

APR100 1.00.77 06/08/25 11:51 PAGE 0

Batch status: 0 Open

From batch: 0078

To batch: 0078

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

APR 20 2009 17:51 WORK 1  
\*\* COPIES \*\*

|           |            |                               |                                              |    |
|-----------|------------|-------------------------------|----------------------------------------------|----|
| EV-251144 | 06/09/2025 | FAA_Compulsion                | 01-5137-0-4135.00-1110-1000-001-00-000-0000  | 35 |
| EV-251144 | 06/09/2025 | Attendance_Interactive_Camera | 01-0044-0-4100.00-1110-1000-001-00-000-1000  | 32 |
| EV-251144 | 06/09/2025 | Submission_Student_Videos     | 01-5770-0-4100.00-1110-1000-001-00-000-0000  | 60 |
| EV-251144 | 06/09/2025 | Students_Voice_Cookies        | 01-0044-0-4100.00-1110-1000-001-00-000-1010  | 84 |
| EV-251144 | 06/09/2025 | Attendance_Interactive_Camera | 01-0044-0-4100.00-1110-1000-001-00-000-4000  | 82 |
| EV-251144 | 06/09/2025 | Attendance_Camera_4_1         | 01-0044-0-4100.00-1110-1000-001-00-000-4000  | 72 |
| EV-251144 | 06/09/2025 | Attendance_Camera_A05         | 01-0030-0-4100.00-1110-1000-001-00-000-0000  | 82 |
| EV-251144 | 06/09/2025 | FAA_Clothing_Students         | 01-5137-0-4100.00-1000-001-00-000-0000       | 32 |
| EV-251144 | 06/09/2025 | Online_Sign_Treats            | 01-0010-0-4100.00-0000-1110-000-001-000-0000 | 80 |
| EV-251144 | 06/09/2025 | Students_Voice_Lunch          | 01-0044-0-4100.00-1110-1000-001-00-000-1000  | 80 |
| EV-251144 | 06/09/2025 | Media_FFA_Conver              | 01-2600-0-4100.00-1110-1000-001-00-000-0000  | 80 |
| EV-251144 | 06/09/2025 | Student_Voice_Lunch           | 01-0044-0-4100.00-1110-1000-001-00-000-1000  | 72 |
| EV-251144 | 06/09/2025 | Student_Media                 | 01-0000-0-4100.00-1000-1110-001-00-000-0000  | 50 |
| EV-251144 | 06/09/2025 | Media_FFA_Conver              | 01-2600-0-4100.00-1110-1000-001-00-000-0000  | 82 |
| EV-251144 | 06/09/2025 | Parking_FFA_Conver            | 01-2600-0-4100.00-1110-1000-001-00-000-1010  | 80 |
| EV-251144 | 06/09/2025 | Parking_FFA_Conver            | 01-2600-0-4100.00-1110-1000-001-00-000-1010  | 80 |
| EV-251144 | 06/09/2025 | Online_FFA_Conver             | 01-2600-0-4100.00-1110-1000-001-00-000-0000  | 80 |
| EV-251144 | 06/09/2025 | Parking_FFA_Conver            | 01-2600-0-4100.00-1110-1000-001-00-000-1010  | 80 |
| EV-251144 | 06/09/2025 | Online_FFA_Conver             | 01-2600-0-4100.00-1110-1000-001-00-000-0000  | 80 |
| EV-251144 | 06/09/2025 | Parking_FFA_Conver            | 01-2600-0-4100.00-1110-1000-001-00-000-1010  | 80 |
| EV-251144 | 06/09/2025 | Online_FFA_Conver             | 01-2600-0-4100.00-1110-1000-001-00-000-0000  | 80 |
| EV-251144 | 06/09/2025 | Parking_FFA_Conver            | 01-2600-0-4100.00-1110-1000-001-00-000-1010  | 80 |
| EV-251144 | 06/09/2025 | Online_FFA_Conver             | 01-2600-0-4100.00-1110-1000-001-00-000-0000  | 80 |
| EV-251144 | 06/09/2025 | Parking_FFA_Conver            | 01-2600-0-4100.00-1110-1000-001-00-000-1010  | 80 |
| EV-251144 | 06/09/2025 | Online_FFA_Conver             | 01-2600-0-4100.00-1110-1000-001-00-000-0000  | 80 |
| EV-251144 | 06/09/2025 | Parking_FFA_Conver            | 01-2600-0-4100.00-1110-1000-001-00-000-1010  | 80 |
| EV-251144 | 06/09/2025 | Online_FFA_Conver             | 01-2600-0-4100.00-1110-1000-001-00-000-0000  | 80 |
| EV-251144 | 06/09/2025 | Parking_FFA_Conver            | 01-2600-0-4100.00-1110-1000-001-00-000-1010  | 80 |
| EV-251144 | 06/09/2025 | Online_FFA_Conver             | 01-2600-0-4100.00-1110-1000-001-00-000-0000  | 80 |
| EV-251144 | 06/09/2025 | Parking_FFA_Conver            | 01-2600-0-4100.00-1110-1000-001-00-000-1010  | 80 |
| EV-251144 | 06/09/2025 | Online_FFA_Conver             | 01-2600-0-4100.00-1110-1000-001-00-000-0000  | 80 |
| EV-251144 | 06/09/2025 | Parking_FFA_Conver            | 01-2600-0-4100.00-1110-1000-001-00-000-1010  | 80 |
| EV-251144 | 06/09/2025 | Online_FFA_Conver             | 01-2600-0-4100.00-1110-1000-001-00-000-0000  | 80 |
| EV-251144 | 06/09/2025 | Parking_FFA_Conver            | 01-2600-0-4100.00-1110-1000-001-00-000-1010  | 80 |
| EV-251144 | 06/09/2025 | Online_FFA_Conver             | 01-2600-0-4100.00-1110-1000-001-00-000-0000  | 80 |
| EV-251144 | 06/09/2025 | Parking_FFA_Conver            | 01-2600-0-4100.00-1110-1000-001-00-000-1010  | 80 |
| EV-251144 | 06/09/2025 | Online_FFA_Conver             | 01-2600-0-4100.00-1110-1000-001-00-000-0000  | 80 |
| EV-251144 | 06/09/2025 | Parking_FFA_Conver            | 01-2600-0-4100.00-1110-1000-001-00-000-1010  | 80 |
| EV-251144 | 06/09/2025 | Online_FFA_Conver             | 01-2600-0-4100.00-1110-1000-001-00-000-0000  | 80 |

000 LG SELECT CHIEFED  
April Card Card Prelim

000002

ACCOUNTS PAYABLE PRELIST  
DATE: 0000 April Card  
PUND : 01 GENERAL FUND

REV500 L.00.23 06/03/75 13:51 PAGE 7  
cc Open >>

| Vendor/Addr | Rec'd date   | Description                | Tax ID | Depositor                                   | ABA | Account | FF | FF | R-Term | X-ExpRef |
|-------------|--------------|----------------------------|--------|---------------------------------------------|-----|---------|----|----|--------|----------|
| Req         | Debit        |                            |        |                                             |     |         |    |    |        |          |
| 000002      | (0000000000) |                            |        |                                             |     |         |    |    |        |          |
| 00-251144   | 02/09/2025   | Meal_FFA_Conver.           |        | 02-4332-0-4300-00-1110-2495-001-00-000-0000 | MM  |         |    |    |        | 33.71    |
| 00-251144   | 02/09/2025   | Meal_FFA_Conver.           |        | 01-2600-0-2600-00-1110-4000-001-00-000-0000 | MM  |         |    |    |        | 24.90    |
| 00-251144   | 02/09/2025   | Meal_FFA_Conver.           |        | 01-2600-0-2600-00-1110-4000-001-00-000-0000 | MM  |         |    |    |        | 77.20    |
| 00-251144   | 06/09/2025   | Newletter_Community_School |        | 01-6312-0-4100-00-1110-2495-001-00-000-0000 | MM  |         |    |    |        | 127.75   |
| 00-251144   | 06/09/2025   | Newletter_Community_School |        | 01-6312-0-4100-00-1110-2495-001-00-000-0000 | MM  |         |    |    |        | 127.74   |
| 00-251144   | 06/09/2025   | Term_for_PHOTO_Removal_FFA |        | 01-5610-0-4100-00-1110-1000-010-00-000-0000 | MM  |         |    |    |        | 42.64    |
| 00-251144   | 06/09/2025   | Meal_FFA_Conver.           |        | 01-2600-0-2600-00-1110-4000-001-00-000-0000 | MM  |         |    |    |        | 217.14   |
| 00-251144   | 06/09/2025   | Meal_FFA_Conver.           |        | 01-2600-0-2600-00-1110-4000-001-00-000-0000 | MM  |         |    |    |        | 175.03   |
| 00-251144   | 06/09/2025   | Parking_FFA_Conver.        |        | 01-2600-0-2600-00-1110-1000-001-00-000-0000 | MM  |         |    |    |        | 25.00    |
| 00-251144   | 06/09/2025   | Parking_FFA_Conver.        |        | 01-2600-0-2600-00-1110-1000-001-00-000-0000 | MM  |         |    |    |        | 237.73   |
| 00-251144   | 06/09/2025   | Meal_FFA_Conver.           |        | 01-2600-0-2600-00-1110-4000-001-00-000-0000 | MM  |         |    |    |        | 17.73    |
| 00-251144   | 06/09/2025   | Parking_FFA_Conver.        |        | 01-2600-0-2600-00-1110-1000-001-00-000-0000 | MM  |         |    |    |        | 14.35    |
| 00-251144   | 06/09/2025   | Meal_FFA_Conver.           |        | 01-2600-0-2600-00-1110-4000-001-00-000-0000 | MM  |         |    |    |        | 163.00   |
| 00-251144   | 06/09/2025   | Meal_FFA_Conver.           |        | 01-2600-0-2600-00-1110-4000-001-00-000-0000 | MM  |         |    |    |        | 26.51    |
| 00-251144   | 06/09/2025   | Meal_FFA_Conver.           |        | 01-2600-0-2600-00-1110-4000-001-00-000-0000 | MM  |         |    |    |        | 11.42    |
| 00-251144   | 06/09/2025   | Meal_FFA_Conver.           |        | 01-2600-0-2600-00-1110-4000-001-00-000-0000 | MM  |         |    |    |        | 190.89   |
| 00-251144   | 06/09/2025   | Meal_FFA_Conver.           |        | 01-2600-0-2600-00-1110-4000-001-00-000-0000 | MM  |         |    |    |        | 191.01   |
| 00-251144   | 06/09/2025   | Parking_FFA_Conver.        |        | 01-2600-0-2600-00-1110-1000-001-00-000-0000 | MM  |         |    |    |        | 55.00    |
| 00-251144   | 06/09/2025   | Parking_FFA_Conver.        |        | 01-2600-0-2600-00-1110-1000-001-00-000-0000 | MM  |         |    |    |        | 32.00    |
| 00-251144   | 06/09/2025   | Meal_FFA_Conver.           |        | 01-2600-0-2600-00-1110-4000-001-00-000-0000 | MM  |         |    |    |        | 147.70   |
| 00-251144   | 06/09/2025   | Parking_FFA_Conver.        |        | 01-2600-0-2600-00-1110-1000-001-00-000-0000 | MM  |         |    |    |        | 18.25    |
| 00-251144   | 06/09/2025   | Parking_FFA_Conver.        |        | 01-2600-0-2600-00-1110-1000-001-00-000-0000 | MM  |         |    |    |        | 25.00    |
| 00-251144   | 06/09/2025   | Parking_FFA_Conver.        |        | 01-2600-0-2600-00-1110-1000-001-00-000-0000 | MM  |         |    |    |        | 25.00    |

088 21 TSDGN 08/01/20  
April Cal Card Prelim

Jest32

AUXILIARY PAYABLE STATEMENT  
DATE: 08/01 April Cal Card  
FUND : 01 GENERAL FUND

APY530 5.09.23 08/01/23 17.51 PAGE 7  
// Open //

| Vendor/Adm Refr Name | Ref Reference | Date                          | Description | Tax ID Num                                  | Deposit Type | Adj Num     | Account Num | BE AS | W Yrs    | Z-ExtRef |
|----------------------|---------------|-------------------------------|-------------|---------------------------------------------|--------------|-------------|-------------|-------|----------|----------|
| Ref Reference        | Date          | Description                   | Tax ID Num  | Deposit Type                                | Adj Num      | Account Num | BE AS       | W Yrs | Z-ExtRef |          |
| 005091               | 0000000000    |                               |             |                                             |              |             |             |       |          |          |
| EV-251144            | 06/09/2025    | Parking FFA Convex.           |             | 01-2600-0-5710-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 12.00    |
| EV-251144            | 06/09/2025    | Parking FFA Convex.           |             | 01-2600-0-5710-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 12.00    |
| EV-251144            | 06/09/2025    | Parking FFA Convex.           |             | 01-2600-0-5710-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 12.00    |
| EV-251144            | 06/09/2025    | Parking FFA Convex.           |             | 01-2600-0-5710-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 12.00    |
| EV-251144            | 06/09/2025    | Media FFA Convex.             |             | 01-2600-0-5710-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 77.78    |
| EV-251144            | 06/09/2025    | Media FFA Convex.             |             | 01-2600-0-5710-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 18.76    |
| EV-251144            | 06/09/2025    | Media FFA Convex.             |             | 01-2600-0-5710-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 28.21    |
| EV-251144            | 06/09/2025    | Media FFA Convex.             |             | 01-2600-0-5710-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 155.23   |
| EV-251144            | 06/09/2025    | Media FFA Convex.             |             | 01-2600-0-5710-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 19.15    |
| EV-251144            | 06/09/2025    | Media FFA Convex.             |             | 01-2600-0-5710-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 99.86    |
| EV-251144            | 06/09/2025    | Media FFA Convex.             |             | 01-2600-0-5710-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 131.74   |
| EV-251144            | 06/09/2025    | Media FFA Convex.             |             | 01-2600-0-5710-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 204.23   |
| EV-251144            | 06/09/2025    | Principal Community Meeting   |             | 01-6710-0-7800-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 40.88    |
| EV-251144            | 06/09/2025    | Principal Community Meeting   |             | 01-6710-0-7800-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 40.88    |
| EV-251144            | 06/09/2025    | Principal Community Meeting   |             | 01-6710-0-7800-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 271.28   |
| EV-251144            | 06/09/2025    | Student Structure FFA Convex. |             | 01-2600-0-5710-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 31.24    |
| EV-251144            | 06/09/2025    | Media FFA Convex.             |             | 01-2600-0-5710-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 271.28   |
| EV-251144            | 06/09/2025    | Media FFA Convex.             |             | 01-2600-0-5710-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 216.18   |
| EV-251144            | 06/09/2025    | Media FFA Convex.             |             | 01-2600-0-5710-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 916.16   |
| EV-251144            | 06/09/2025    | Media FFA Convex.             |             | 01-2600-0-5710-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 876.76   |
| EV-251144            | 06/09/2025    | Media FFA Convex.             |             | 01-2600-0-5710-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 576.74   |
| EV-251144            | 06/09/2025    | Media FFA Convex.             |             | 01-2600-0-5710-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 407.70   |
| EV-251144            | 06/09/2025    | Transportation FFA Convex.    |             | 01-5630-0-4300-00-1110-1000-001-00-000-1010 | SN           |             |             |       |          | 75.22    |



000 XL YOUNG UNIFORMS  
Acct: Cml-Card Printal

000002

ACCOUNTS PAYABLE 00000000  
PAYM. 0076 Apr:1 Cml Card  
FUND / 01 GENERAL FUND

Amount 1,66.21 06/09/25 11:51 PAGE 6  
or Open 00

| Vendor/Addr Name   | Req Reference | Date                        | Description | Tax In | Deposit Type                                      | ABN Num | Account Num | IS ES S-Term E-Satkef |
|--------------------|---------------|-----------------------------|-------------|--------|---------------------------------------------------|---------|-------------|-----------------------|
|                    |               |                             |             |        | 30-RESC-Y-DESI-SD-CCAL-FUNC-STE-SI-TY3-TY64 70NPS |         |             | Liq Amt Net Amount    |
| 000002 (CONTINUED) |               |                             |             |        |                                                   |         |             |                       |
| FV-251144          | 06/09/2025    | Mobile_PHONE_Students_FVA   |             | 01     | 5610-0-4100-00-1110-1000-010-00-000-0000          | 25      |             | 542.55                |
| FV-251144          | 06/09/2025    | Drivers_Eu_Rent_Student     |             | 01     | 5610-0-4100-00-1110-1000-010-00-000-0000          | 25      |             | 42.30                 |
| FV-251144          | 06/09/2025    | SLIP_Oil_History            |             | 01     | 2600-0-5000-00-1110-4000-001-00-000-1010          | 25      |             | 129.24                |
| FV-251144          | 06/09/2025    | SLIP_Oil_History            |             | 01     | 1600-0-5200-00-1110-1000-010-00-000-0000          | 25      |             | 739.50                |
| FV-251144          | 06/09/2025    | SLIP_Oil_History            |             | 01     | 1600-0-5200-00-1110-1000-010-00-000-1010          | 25      |             | 171.00                |
| FV-251144          | 06/09/2025    | SLIP_Oil_History            |             | 01     | 5610-0-5200-00-1110-1000-010-00-000-0000          | 25      |             | 171.00                |
| FV-251144          | 06/09/2025    | Intuit Quickbooks           |             | 01     | 0000-0-5600-00-1110-1000-010-00-000-0000          | 25      |             | 67.00                 |
| FV-251144          | 06/09/2025    | Auto_Monthly_Fee            |             | 01     | 0000-0-4100-00-1110-1000-001-00-000-0000          | 25      |             | 21.88                 |
| FV-251144          | 06/09/2025    | FVA Office Rental           |             | 01     | 5300-0-4100-00-1110-1000-001-00-000-0000          | 25      |             | 711.00                |
| FV-251144          | 06/09/2025    | Phone_PHONE_Student         |             | 01     | 5610-0-4100-00-1110-1000-010-00-000-0000          | 25      |             | 95.55                 |
| FV-251144          | 06/09/2025    | Auto_Supplies               |             | 01     | 7010-0-4100-00-1110-1000-001-00-000-0000          | 25      |             | 36.51                 |
| FV-251145          | 06/09/2025    | FVA Office Rental           |             | 01     | 5610-0-5100-00-1110-1000-010-00-000-0000          | 25      |             | 105.00                |
| FV-251145          | 06/09/2025    | Google_Google_Home_Monthly  |             | 01     | 0000-0-4100-00-1110-1000-001-00-000-0000          | 25      |             | 14.48                 |
| FV-251145          | 06/09/2025    | Student's Home Breakfast    |             | 01     | 0011-0-4100-00-1110-1000-001-00-000-0000          | 25      |             | 51.89                 |
| FV-251145          | 06/09/2025    | Gift_Cards_PHONE_Students   |             | 01     | 5610-0-4100-00-1110-1000-010-00-000-0000          | 25      |             | 100.00                |
| FV-251145          | 06/09/2025    | Gift_Cards_PHONE_Students   |             | 01     | 5610-0-4100-00-1110-1000-010-00-000-0000          | 25      |             | 600.00                |
| FV-251145          | 06/09/2025    | Spring_Fair_Fairbaggs_PHONE |             | 01     | 5610-0-4100-00-1110-1000-010-00-000-0000          | 25      |             | 598.41                |
| FV-251145          | 06/09/2025    | Auto_Maintenance            |             | 01     | 0000-0-5100-00-1110-1000-001-00-000-1010          | 25      |             | 127.35                |
| FV-251145          | 06/09/2025    | Auto_Maintenance            |             | 01     | 0000-0-5600-00-1110-1000-001-00-000-0000          | 25      |             | 105.00                |
| FV-251145          | 06/09/2025    | Auto_Supplies               |             | 01     | 6300-0-4100-00-1110-1000-001-00-000-0000          | 25      |             | 215.19                |
| FV-251145          | 06/09/2025    | Auto_Supplies               |             | 01     | 0000-0-4100-00-1110-1000-001-00-000-0000          | 25      |             | 116.11                |
| FV-251145          | 06/09/2025    | FVA_SAME Auto_Supplies      |             | 01     | 6300-0-4100-00-1110-1000-001-00-000-0000          | 25      |             | 165.00                |
| FV-251145          | 06/09/2025    | Auto_Supplies               |             | 01     | 5610-0-4100-00-1110-1000-010-00-000-0000          | 25      |             | 137.94                |

| DDB SL (2000) 00000000 |               | Jett502    | ACCOUNTS PAYABLE 06/2015     |            | 102500                                      | 5.00.25 | 06/02/25    | 11:51 | PAGE | 5        |            |
|------------------------|---------------|------------|------------------------------|------------|---------------------------------------------|---------|-------------|-------|------|----------|------------|
| April Del-Card Payment |               |            | LATVIA, 0074 April Card Card |            | << Open >>                                  |         |             |       |      |          |            |
|                        |               |            | FUND : 01                    |            | GENERAL FUND                                |         |             |       |      |          |            |
| Vendor/Vendor Name     | Doc Reference | Date       | Description                  | TXN ID num | Deposit type                                | APA num | Account num | ES    | ES   | ES-Trans | ES-ExclRef |
|                        |               |            |                              |            | 00-0000-0-0000-00-0000-0000-0000-0000       |         |             |       |      |          |            |
| 000000 0000000000      |               |            |                              |            |                                             |         |             |       |      |          |            |
|                        | 00-251118     | 06/09/2015 | ELDP 00 Lunch 978            |            | 01-2600-0-5200-00-3000-1004-001-00-000-1010 | SM      |             |       |      |          | 167.25     |
|                        | 00-251142     | 06/09/2015 | FASSRO Training Rooms        |            | 01-7435-0-7200-00-0000-7200-010-00-000-0000 | SM      |             |       |      |          | 497.00     |
|                        | 00-251146     | 06/09/2015 | QASRO Training Rooms         |            | 01-7435-0-7200-00-0000-7200-010-00-000-0000 | SM      |             |       |      |          | 497.00     |
|                        | 00-251147     | 06/09/2015 | Saline X Principal           |            | 01-0000-0-4100-00-0000-4700-010-00-000-7010 | SM      |             |       |      |          | 72.00      |
|                        | 00-251147     | 06/09/2015 | Saline X Principal           |            | 01-0000-0-4100-00-0000-4700-010-00-000-7010 | SM      |             |       |      |          | 52.24      |
|                        | 00-251117     | 06/09/2015 | History ELDP 403             |            | 01-2500-0-5300-00-1110-4600-001-00-000-1010 | SM      |             |       |      |          | 245.00     |
|                        | 00-251157     | 06/09/2015 | Assembly LAMP 1 3            |            | 01-0000-0-4700-00-1110-1000-502-00-000-1000 | SM      |             |       |      |          | 400.00     |
|                        | 00-251147     | 06/09/2015 | Sports Uniforms              |            | 01-4127-0-4700-00-1470-4700-007-00-000-0000 | SM      |             |       |      |          | 414.06     |
|                        | 00-251149     | 06/09/2015 | CHRS Outlawry Supplies       |            | 01-6137-0-4700-00-1000-1000-007-00-000-0000 | SM      |             |       |      |          | 112.00     |
|                        | 00-251149     | 06/09/2015 | Maintenance Supplies         |            | 01-0000-0-4100-00-0000-4700-010-00-000-0000 | SM      |             |       |      |          | 26.00      |
|                        | 00-251153     | 06/09/2015 | FFA Apparel Supplies         |            | 01-6137-0-4700-00-1000-1000-007-00-000-0000 | SM      |             |       |      |          | 115.00     |
|                        | 00-251119     | 06/09/2015 | Fuel FFA Owner               |            | 01-6137-0-4700-00-1000-1000-007-00-000-0000 | SM      |             |       |      |          | 175.00     |
|                        | 00-251145     | 06/09/2015 | Repair Supplies              |            | 01-6137-0-4700-00-1000-1000-007-00-000-0000 | SM      |             |       |      |          | 74.76      |
|                        | 00-251147     | 06/09/2015 | SAT Year Book                |            | 01-6137-0-4700-00-1000-1000-007-00-000-1020 | SM      |             |       |      |          | 72.72      |
|                        | 00-251149     | 06/09/2015 | CHRS Outlawry Supplies       |            | 01-6137-0-4700-00-1110-1000-007-00-000-0000 | SM      |             |       |      |          | 422.21     |
|                        | 00-251149     | 06/09/2015 | Parking FFA Owner            |            | 01-6137-0-4700-00-1000-1000-007-00-000-0000 | SM      |             |       |      |          | 24.99      |
|                        | 00-251119     | 06/09/2015 | Art Room Supplies            |            | 01-6137-0-4700-00-1000-1000-007-00-000-0000 | SM      |             |       |      |          | 155.21     |
|                        | 00-251149     | 06/09/2015 | Ylin Repair Parts            |            | 01-6137-0-4700-00-1000-1000-007-00-000-0000 | SM      |             |       |      |          | 494.27     |
|                        | 00-251149     | 06/09/2015 | CHRS Outlawry Supplies       |            | 01-7435-0-7200-00-1110-1000-007-00-000-0000 | SM      |             |       |      |          | 20.00      |
|                        | 00-251150     | 06/09/2015 | Ready-to-Go Lunch            |            | 01-0000-0-4100-00-0000-4700-010-00-000-0000 | SM      |             |       |      |          | 771.75     |
|                        | 00-251150     | 06/09/2015 | Fuel FFA Owner               |            | 01-6137-0-4700-00-1000-1000-007-00-000-0000 | SM      |             |       |      |          | 50.00      |
|                        | 00-251150     | 06/09/2015 | Emergency Kit                |            | 01-0000-0-4100-00-0000-4700-010-00-000-0000 | SM      |             |       |      |          | 15,095.00  |
|                        | 00-251150     | 06/09/2015 | Emergency Kit Tax            |            | 01-0000-0-4100-00-0000-4700-010-00-000-0000 | SM      |             |       |      |          | 832.91     |

000 FI PERSON UNIFIED  
April Cal Card Project

040602

ACCOUNTS PAYABLE BALANCE  
DATE: 04/09/2025  
CURR : 01 CREDIT BALANCE

APR 09 11:00:23 04/09/25 13:51 5205 4  
< Open >

| Vendor/Addr Name | Ref Reference | Date       | Description              | Inv ID num | Deposit Type | AMT due | ACCOUNT 002 | EE SS E-Term | 3-ExpPer   |
|------------------|---------------|------------|--------------------------|------------|--------------|---------|-------------|--------------|------------|
|                  |               |            |                          |            |              |         |             | Lim Amt      | Net Amount |
| 000002           | 0406020001    |            |                          |            |              |         |             |              |            |
|                  |               | 04/05/2025 | Spdx Psychology Supplies | 01-6500    | 0-4500-00    | 5000    | 3120        | 010          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver.      | 02-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | FPA_Conver_Registration  | 03-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | FPA_Conver_Scale         | 04-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | FPA_Conver_Scale         | 05-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Fuel_FPA_Conver          | 06-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Fuel_FPA_Conver          | 07-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 08-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 09-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Shir_FPA_Conver          | 10-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 11-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 12-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 13-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 14-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 15-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 16-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 17-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 18-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 19-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 20-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 21-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 22-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 23-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 24-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 25-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 26-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 27-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 28-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 29-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 30-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 31-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 32-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 33-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 34-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 35-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 36-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 37-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 38-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 39-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 40-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 41-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 42-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 43-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 44-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 45-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 46-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 47-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 48-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 49-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |
|                  |               | 04/05/2025 | Parking_FPA_Conver       | 50-6500    | 0-5000-00    | 3000    | 1000        | 007          | 000        |

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Koril Cal-Card Preload

385602

ACCOUNTS PAYABLE PRESENT  
DATE: 0078 April Cal Card  
TIME / 13 CREDITED

APR7500 11.00.22 02/09/16 12.53 PAGE 8  
\*\* Open \*\*

| Vendor/Order Refert name              | Tax ID num                                  | Report type                 | ASA num   | Account num | BE 15       | E-Trans | A-Edited  |
|---------------------------------------|---------------------------------------------|-----------------------------|-----------|-------------|-------------|---------|-----------|
| Amq Reference Date Description        | FD-PESC-7-00JT                              | 80-0000-7000-500-12-TV3-TVM | TQVER     | Idg Amt     | Kat Percent |         |           |
| 000001/00 US BANK                     | 0005000000                                  |                             |           |             |             |         |           |
| IN-151118 06/09/2015 Ford Econ J 2007 | 13-5110-0-1200-00-0000-1700-010-00-000-0000 | HN                          |           |             |             |         | 461.12    |
| IN-151118 06/09/2015 Food Shop Lunch  | 12-5110-0-1200-00-0000-1700-010-00-000-0000 | HN                          |           |             |             |         | 11.88     |
| IN-151150 06/09/2015 Cafe Van Type    | 12-5110-0-1200-00-0000-1700-010-00-000-0000 | HN                          |           |             |             |         | 14.49     |
| TOTAL PAYMENT AMOUNT                  |                                             |                             | 512.49    |             |             |         | 512.49    |
| TOTAL TIME PAYMENT                    |                                             |                             | 512.49    | **          |             |         | 512.49    |
| TOTAL BATCH PAYMENT                   |                                             |                             | 17,696.84 | ***         | 0.00        |         | 17,696.84 |
| TOTAL DISTANCE PAYMENT                |                                             |                             | 17,696.84 | ****        | 0.50        |         | 17,696.84 |
| TOTAL FOR ALL DISTRICTS               |                                             |                             | 17,696.84 | ****        | 0.00        |         | 17,696.84 |

Number of checks to be printed: 1. Not counting voids due to cash overpayments.

17,696.84



DBB EL TWELVE UNIFIED                      J70024                      ACCOUNTS PAYABLE SUMMARY                      AMV500                      5.20.25 05/11/25 14:03 PAGE                      0  
Watch To Detail:

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Batch status: A All

From batch: 0075

To batch: 0076

Include Reversing Cash: Y

Include Address: N

Include Object Code: N

Include Vendor ID: F

[illegible]



000 EL TEXON UNIFIED  
Batch 75 Prelim

350074

ACCOUNTS PAYABLE PREPARED  
DATE: 0075 May Cal Clad  
TIME : 01 GENERAL FUND

APR200 1,00.17 06/11/25 14.02 PAGE 7  
44 Open 77

| Vendor/Code   | Remit name  | Pay to num             | Deposit type                                | ARR num | Account num | RR ES      | 3-Term | 5-Net Ret |
|---------------|-------------|------------------------|---------------------------------------------|---------|-------------|------------|--------|-----------|
| Aug Reference | Date        | Description            | 50-RESU-Y-0037.00-00AL-FUNC-07E-72-770-7704 | TEMP9   | Fig Amt     | Net Amount |        |           |
| 003052        | (000220000) |                        |                                             |         |             |            |        |           |
| EV-251210     | 06/13/2025  | CEBA Board Training    | 01-7415-0-5200.00-0000-7246-010-00-000-0000 | NS      |             | 125.00     |        |           |
| EV-251210     | 06/13/2025  | Cert Mail              | 01-0400-0-4300.00-0000-7200-010-00-000-0000 | NS      |             | 19.92      |        |           |
| EV-251210     | 06/13/2025  | Princ water service    | 01-0000-0-4300.00-0000-7200-010-00-000-0000 | NS      |             | 527.49     |        |           |
| EV-251210     | 06/13/2025  | Princ water service    | 01-0000-0-4300.00-0000-7200-010-00-000-0000 | NS      |             | 430.23     |        |           |
| EV-251210     | 06/13/2025  | Stamps                 | 01-0000-0-4300.00-0000-7200-010-00-000-0000 | NS      |             | 1,210.20   |        |           |
| EV-251210     | 06/13/2025  | Cert Mail              | 01-0000-0-4300.00-0000-7200-010-00-000-0000 | NS      |             | 3.45       |        |           |
| EV-251210     | 06/13/2025  | Teachware Materials    | 01-0000-0-4300.00-0000-7200-010-00-000-0000 | NS      |             | 7.00       |        |           |
| EV-251210     | 06/13/2025  | Adv. Feedback Refund   | 01-0000-0-4300.00-0000-7200-010-00-000-0000 | NS      |             | 1,641.00   |        |           |
| EV-251210     | 06/13/2025  | Community Schools DO   | 01-6332-0-5200.00-0000-7200-010-00-000-0000 | NS      |             | 363.02     |        |           |
| EV-251210     | 06/13/2025  | Community Schools DO   | 01-6332-0-5200.00-0000-7200-010-00-000-0000 | NS      |             | 361.01     |        |           |
| EV-251210     | 06/13/2025  | Caught Being Fined     | 01-6347-0-4300.00-0000-7200-010-00-000-0000 | NS      |             | 72.40      |        |           |
| EV-251210     | 06/13/2025  | Pleatstrip Lunches     | 01-0044-0-4300.00-0000-7200-010-00-000-0000 | NS      |             | 154.17     |        |           |
| EV-251210     | 06/13/2025  | Pleatstrip Lunches     | 01-0044-0-4300.00-0000-7200-010-00-000-0000 | NS      |             | 16.40      |        |           |
| EV-251210     | 06/13/2025  | NSCP Leadership Summit | 01-2000-0-3400.00-0000-7200-010-00-000-0000 | NS      |             | 3,129.00   |        |           |
| EV-251210     | 06/13/2025  | NSCP Leadership Summit | 01-2000-0-3400.00-0000-7200-010-00-000-0000 | NS      |             | 4,216.20   |        |           |
| EV-251210     | 06/13/2025  | NSCP Leadership Summit | 01-2000-0-3400.00-0000-7200-010-00-000-0000 | NS      |             | 719.00     |        |           |
| EV-251210     | 06/13/2025  | Teaching Materials     | 01-0000-0-4300.00-0000-7200-010-00-000-0000 | NS      |             | 9.50       |        |           |
| EV-251210     | 06/13/2025  | NSCP Leadership Summit | 01-2000-0-3400.00-0000-7200-010-00-000-0000 | NS      |             | 150.00     |        |           |
| EV-251210     | 06/13/2025  | NSCP Leadership Summit | 01-2000-0-3400.00-0000-7200-010-00-000-0000 | NS      |             | 21.54      |        |           |
| EV-251210     | 06/13/2025  | NSCP Leadership Summit | 01-2000-0-3400.00-0000-7200-010-00-000-0000 | NS      |             | 77.74      |        |           |
| EV-251210     | 06/13/2025  | NSCP Leadership Summit | 01-2000-0-3400.00-0000-7200-010-00-000-0000 | NS      |             | 246.38     |        |           |
| EV-251210     | 06/13/2025  | Lunch with Principals  | 01-0044-0-4300.00-0000-7200-010-00-000-0000 | NS      |             | 9.96       |        |           |
| EV-251210     | 06/13/2025  | NSCP Leadership Summit | 01-2000-0-3400.00-0000-7200-010-00-000-0000 | NS      |             | 145.57     |        |           |

DATE: 0079 May 201 12:00  
TIME . 21 G012

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| Vendor/Acct Name | Date     | Description | Tax ID num | Deposit Type | AMT num | Account num | IF OF R-Trans | I-ExtPac   |
|------------------|----------|-------------|------------|--------------|---------|-------------|---------------|------------|
| Reg Reference    | Dscr     |             |            |              |         |             | Val Acc       | Nat Amount |
| S0194            | (CREDIT) |             |            |              |         |             |               |            |

|           |            |                             |                                             |          |
|-----------|------------|-----------------------------|---------------------------------------------|----------|
| PU-251211 | 06/17/2025 | Live Transfers              | 01-9010-0-4120.00-0000-1140-010-00-000-0000 | 27.10    |
| PU-251211 | 06/13/2025 | PFA Animal Supplies         | 01-6347-0-4100.00-1000-1000-001-00-000-0000 | 180.12   |
| PU-251211 | 06/13/2025 | PFA Animal Supplies         | 01-6347-0-4100.00-1000-1000-001-00-000-0000 | 117.96   |
| PU-251211 | 06/13/2025 | PFA Medicals                | 01-6347-0-4100.00-1000-1000-001-00-000-0000 | 72.00    |
| PU-251211 | 06/11/2025 | AEH Verbius Sports          | 01-0045-0-4700.00-1110-1000-000-00-000-0000 | 117.11   |
| PU-251211 | 06/13/2025 | Community Seniors #8        | 01-6732-0-4100.00-1110-1000-001-00-000-0000 | 900.00   |
| PU-251211 | 06/13/2025 | Community Seniors #8        | 01-6732-0-4100.00-1110-1000-001-00-000-0000 | 900.00   |
| PU-251211 | 06/13/2025 | CEEP HA Supplies            | 01-6347-0-4100.00-1000-1000-001-00-000-0000 | 434.83   |
| PU-251211 | 06/13/2025 | EMCV INC Bth Shade          | 01-2600-0-4100.00-1110-1000-001-00-000-0000 | 1,480.50 |
| PU-251211 | 06/13/2025 | EMCV INC Bth Shade          | 01-2600-0-4100.00-1110-1000-001-00-000-0000 | 1,480.50 |
| PU-251211 | 06/13/2025 | Ecyst Tech 5000.7           | 01-0044-0-4700.00-0000-1700-001-00-000-0000 | 110.50   |
| PU-251211 | 06/13/2025 | Ed Material Supplies        | 01-7475-0-4100.00-1110-1000-001-00-000-0000 | 820.00   |
| PU-251211 | 06/13/2025 | ELSP VPS Universal          | 01-2600-0-4100.00-1110-1000-001-00-000-0000 | 4,950.00 |
| PU-251211 | 06/13/2025 | Essley Gou Caching          | 01-0000-0-4100.00-1110-1000-001-00-000-0000 | 10.00    |
| PU-251211 | 06/13/2025 | Staff Recruit LCP3.7        | 01-0044-0-4700.00-0000-1700-001-00-000-0000 | 70.43    |
| PU-251211 | 06/13/2025 | Staff Training LCP3.12      | 01-0044-0-4700.00-0000-1700-001-00-000-0000 | 100.00   |
| PU-251211 | 06/13/2025 | Staff College Prep Trip     | 01-2600-0-4100.00-1110-1000-001-00-000-0000 | 3,000.00 |
| PU-251211 | 06/13/2025 | Staff Lunch LCP3.7          | 01-0044-0-4700.00-0000-1700-001-00-000-0000 | 110.50   |
| PU-251211 | 06/13/2025 | Community Carnival Supplies | 01-6332-0-4100.00-1110-1000-001-00-000-0000 | 64.60    |
| PU-251211 | 06/13/2025 | Community Carnival Supplies | 01-6332-0-4100.00-1110-1000-001-00-000-0000 | 64.60    |
| PU-251211 | 06/13/2025 | Community Carnival Supplies | 01-6332-0-4100.00-1110-1000-001-00-000-0000 | 110.50   |
| PU-251211 | 06/13/2025 | Community Carnival Supplies | 01-6332-0-4100.00-1110-1000-001-00-000-0000 | 110.50   |
| PU-251211 | 06/13/2025 | PFA Tintery Pns             | 01-0745-0-4700.00-1000-1000-001-00-000-0000 | 50.00    |

088 PL TEACH UNIFORMS 090074 ACCOUNTS PAYABLE PERIODS AP5006 L.03.23 06/13/25 14:02 PAGE 4  
 Batch 70 Prelim. 06/13/2025 May 01 CLEF \*\* Open \*\*  
 FUND / 01 GENERAL FUND

| Vendor/Addr Remit name                            | Trans ID num                                   | Deposit type  | ABA num       | Account num   | Chk #         | Chk Date      | B-BAKREF      |
|---------------------------------------------------|------------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Key Reference Date Description                    | FD-RECE-7-083T                                 | 00-CCM-7-083T | 00-CCM-7-083T | 00-CCM-7-083T | 00-CCM-7-083T | 00-CCM-7-083T | 00-CCM-7-083T |
| 090074 (COMBINED)                                 |                                                |               |               |               |               |               |               |
| 09-251211 06/13/2025 Staff Recomp LCAP3.12        | 01-0044-0-4100.00-0000-2700-001-00-000-3012 NY |               |               |               |               |               | 294.24        |
| 09-251211 06/13/2025 Tanuch, Tracy Principals     | 01-0044-0-4100.00-0000-2700-002-00-000-3012 NY |               |               |               |               |               | 29.37         |
| 09-251211 06/13/2025 ROP Cooking Supplies         | 01-2600-0-4100.00-1110-4000-001-00-000-3000 NY |               |               |               |               |               | 850.15        |
| 09-251211 06/13/2025 ROP Farming Area Trip        | 01-2600-0-4100.00-1110-4000-001-00-000-3000 NY |               |               |               |               |               | 1,507.84      |
| 09-251211 06/13/2025 Staff Recomp LCAP3.12        | 01-0044-0-4100.00-0000-2700-001-00-000-3012 NY |               |               |               |               |               | 777.45        |
| 09-251211 06/13/2025 Community Carnival Supplies  | 01-4332-0-4100.00-1110-4000-001-00-000-3000 NY |               |               |               |               |               | 41.29         |
| 09-251211 06/13/2025 Community Carnival Supplies  | 01-4332-0-4100.00-1110-4000-001-00-000-3000 NY |               |               |               |               |               | 42.22         |
| 09-251211 06/13/2025 Jotula Quickbooks            | 01-0000-0-5000.00-0000-7200-010-00-000-0000 NY |               |               |               |               |               | 43.00         |
| 09-251211 06/13/2025 Year Books SHCV              | 01-5670-0-4100.00-1110-4000-001-00-000-0000 NY |               |               |               |               |               | 500.35        |
| 09-251211 06/13/2025 Monthly Google ChromeCharger | 01-0000-0-4100.00-1110-4000-001-00-000-0000 NY |               |               |               |               |               | 14.95         |
| 09-251211 06/13/2025 Student Voice Meeting        | 01-4332-0-4100.00-1110-4000-001-00-000-0000 NY |               |               |               |               |               | 129.11        |
| 09-251211 06/13/2025 Teen Fence Paving KZOP       | 01-2600-0-4100.00-1110-4000-001-00-000-0000 NY |               |               |               |               |               | 206.06        |
| 09-251211 06/13/2025 KZOP Supply Taxes            | 01-2600-0-4100.00-1110-4000-001-00-000-0000 NY |               |               |               |               |               | 47.47         |
| 09-251211 06/13/2025 Staff Recomp LCAP3.12        | 01-0044-0-4100.00-0000-2700-001-00-000-3012 NY |               |               |               |               |               | 60.10         |
| 09-251211 06/13/2025 Student Voice Lunch          | 01-4332-0-4100.00-1110-4000-001-00-000-0000 NY |               |               |               |               |               | 94.02         |
| 09-251211 06/13/2025 Student Voice Meeting        | 01-2600-0-4100.00-1110-4000-001-00-000-0000 NY |               |               |               |               |               | 94.01         |
| 09-251211 06/13/2025 Art Media Supplies           | 01-4332-0-4100.00-1110-4000-001-00-000-0000 NY |               |               |               |               |               | 420.23        |
| 09-251211 06/13/2025 PPA Building Fee             | 01-6337-0-5000.00-1110-4000-001-00-000-0000 NY |               |               |               |               |               | 12.00         |
| 09-251211 06/13/2025 Recomp LCAP3.12              | 01-0044-0-4100.00-0000-2700-001-00-000-3012 NY |               |               |               |               |               | 172.12        |
| 09-251211 06/13/2025 ETS Sports Uniforms          | 01-2400-0-4100.00-1110-4000-001-00-000-0000 NY |               |               |               |               |               | 328.38        |
| 09-251211 06/13/2025 ETS Sports Uniforms          | 01-4332-0-4100.00-1110-4000-001-00-000-0000 NY |               |               |               |               |               | 318.37        |
| 09-251211 06/13/2025 PPA Trip CTS                 | 01-4337-0-5000.00-1110-4000-001-00-000-0000 NY |               |               |               |               |               | 236.35        |
| 09-251211 06/13/2025 SHCV Students Meals          | 01-5670-0-4100.00-1110-4000-001-00-000-0000 NY |               |               |               |               |               | 17.07         |

000 21 12000 UNIFIED J50024 AUTOMATIC SAVINGS PAYMENT 202506 5.50.13 06/11/25 14:02 PAGE 5  
 Batch 73 Prelim: 06/11/2025 May Cell Card << Open >>  
 FUND : 01 GENERAL FUND

| Vendor/Addr | Bank Name  | Date | Description | Doc ID | Doc | Deposit type | ABA num | Account num | DE PS | 2-Term | 3-Party |
|-------------|------------|------|-------------|--------|-----|--------------|---------|-------------|-------|--------|---------|
| Seq         | Reference  | Date | Description |        |     |              |         |             | Seq   | Seq    | Seq     |
| 000000      | UNIVERSITY |      |             |        |     |              |         |             |       |        |         |

|                      |            |                        |                                             |    |  |  |  |           |  |  |          |
|----------------------|------------|------------------------|---------------------------------------------|----|--|--|--|-----------|--|--|----------|
| EV-251211            | 06/13/2025 | Exp Fence Panels BEOP  | 01-2500-0-5000-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 1,137.50 |
| EV-251311            | 06/13/2025 | FHCY_Randomize_Peas    | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 17.50    |
| EV-251311            | 06/13/2025 | Arr_Some_Peas_CTEG     | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 144.14   |
| EV-251211            | 06/13/2025 | Tramway_CTEG           | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 12.00    |
| EV-251211            | 06/13/2025 | FA_Ram_Randomize       | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 38.25    |
| EV-251211            | 06/13/2025 | FA_CTEG_Soil_Growth    | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 179.12   |
| EV-251211            | 06/13/2025 | CTEG_SMT               | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 79.99    |
| EV-251211            | 06/13/2025 | Plant_Randomize_CTEG   | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 247.14   |
| EV-251211            | 06/13/2025 | ARR_Peas_Randomize     | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 148.15   |
| EV-251211            | 06/13/2025 | Tramway_CTEG_Supplies  | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 171.15   |
| EV-251211            | 06/13/2025 | Staff (Lunch) (Lunch)  | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 862.42   |
| EV-251211            | 06/13/2025 | Staff (Lunch) (Lunch)  | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 783.75   |
| EV-251211            | 06/13/2025 | Tramway_CTEG_Supplies  | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 130.14   |
| EV-251211            | 06/13/2025 | ARR_Peas_Randomize     | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 163.47   |
| EV-251211            | 06/13/2025 | ARR_Peas_Randomize     | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 5,114.15 |
| EV-251211            | 06/13/2025 | AG_Supplies_CTEG       | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 80.65    |
| EV-251211            | 06/13/2025 | AG_Peas_Randomize      | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 19.36    |
| EV-251211            | 06/13/2025 | AG_Supplies_CTEG       | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 122.63   |
| EV-251211            | 06/13/2025 | AG_Supplies_CTEG       | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 141.36   |
| EV-251211            | 06/13/2025 | Keya_Peas_Supplies     | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 13.44    |
| EV-251211            | 06/13/2025 | GENERAL CHARGES SOURCE | 01-2510-0-4100-00-1110-1000-001-30-000-0000 | NY |  |  |  |           |  |  | 20.00    |
| TOTAL PAYMENT AMOUNT |            |                        |                                             |    |  |  |  | 50,521.49 |  |  |          |
| TOTAL PAID PAYMENT   |            |                        |                                             |    |  |  |  | 50,521.49 |  |  |          |

000 ML 1200N L00F12N 320024 ACCOUNTS PAYABLE PAYEE LIST PAY500 L.05.23 06/13/26 14:01 990E 6  
 Batch 79 Prelist BATCH, 0679 Key Card << Open >>  
 PAGE : 13 CANCELLERIA

| Vendor/Unit | Unit | Seq  | Reference | Date       | Description          | Tax ID     | DD | Deposit | Type | ABA  | DD | Account | Num  | EE  | ES | S-Tax | S-Rec | Ref       |
|-------------|------|------|-----------|------------|----------------------|------------|----|---------|------|------|----|---------|------|-----|----|-------|-------|-----------|
|             |      |      |           |            |                      |            |    |         |      |      |    |         |      |     |    |       |       |           |
| 007092/00   | DE   | 2000 |           |            |                      | 0000000000 |    |         |      |      |    |         |      |     |    |       |       |           |
|             |      |      |           | 06/13/2025 | Training_FIMED_Lunch |            | 13 | 5510    | 0    | 5200 | 00 | 0000    | 3100 | 010 | 00 | 000   | 0000  | 00        |
|             |      |      |           |            |                      |            |    |         |      |      |    |         |      |     |    |       |       | 30.29     |
|             |      |      |           |            |                      |            |    |         |      |      |    |         |      |     |    |       |       | 50.29     |
|             |      |      |           |            |                      |            |    |         |      |      |    |         |      |     |    |       |       | 50.29     |
|             |      |      |           |            |                      |            |    |         |      |      |    |         |      |     |    |       |       | 50.951.78 |
|             |      |      |           |            |                      |            |    |         |      |      |    |         |      |     |    |       |       | 50.951.78 |
|             |      |      |           |            |                      |            |    |         |      |      |    |         |      |     |    |       |       | 50.951.78 |
|             |      |      |           |            |                      |            |    |         |      |      |    |         |      |     |    |       |       | 50.951.78 |
|             |      |      |           |            |                      |            |    |         |      |      |    |         |      |     |    |       |       | 50.951.78 |
|             |      |      |           |            |                      |            |    |         |      |      |    |         |      |     |    |       |       | 50.951.78 |

Number of checks to be printed- 1, not covering words due to stmb overflow. 50,951.78



000 EL TESSON UNIVERSE 000078 ACCOUNTS PAYABLE REPORT APVS00 1-00-23 06/17/15 12:14 PAGE 8

Batch Status: A All  
From Batch: 0000  
To Batch: 0000  
Include Revolving Cash: Y  
Include Advances: N  
Include Object Desc: N  
Include Vendor TTX: Y

0463 00 YEDON SURFING                      059913                      ACCOUNTS PAYABLE PRELIST                      APV500      L.00.23      05/11/75      12.12      PAGE      1  
 BATCH: 0000      00000      Report      000000                      \*\* Open \*\*                      \*UPDTL000      0000  
 YEDON      .      01                      GENERAL FUND

| Vendor/Addr Party Name          | Reg Reference | Date                | Description | FAN TO WH                                   | Deposit Type | ABS DED                                        | ACCOUNT DED | BE 25 | 5 DED   | 5 EXCHG  |
|---------------------------------|---------------|---------------------|-------------|---------------------------------------------|--------------|------------------------------------------------|-------------|-------|---------|----------|
| Reg Reference                   | Date          | Description         | FAN TO WH   | Deposit Type                                | ABS DED      | ACCOUNT DED                                    | BE 25       | 5 DED | 5 EXCHG |          |
| 001466700                       | 05/11/75      | YEDON SURFING, INC. | 212810400   |                                             |              |                                                |             |       |         |          |
| 00-201103                       | 05/11/75      | 2601714079          | 5/20/75     | 01-0000-0-4700.00-0000-1000-010-10-000-0000 | NY           |                                                |             |       |         | 501.14   |
| 00-201103                       | 05/11/75      | 2601724029          | 5/20/75     | 01-0000-0-4700.00-0000-1000-010-10-000-0000 | NY           |                                                |             |       |         | 227.20   |
| 00-201103                       | 05/11/75      | 2601727875          | 5/20/75     | 01-0000-0-4700.00-0000-1000-010-10-000-0000 | NY           |                                                |             |       |         | 309.14   |
| 00-201103                       | 05/11/75      | 2601727875          | 5/20/75     | 01-0000-0-4700.00-0000-1000-010-10-000-0000 | NY           |                                                |             |       |         | 501.14   |
| 00-201103                       | 05/11/75      | 2601727875          | 5/20/75     | 01-0000-0-4700.00-0000-1000-010-10-000-0000 | NY           |                                                |             |       |         | 501.14   |
| 00-201103                       | 05/11/75      | 2601727875          | 5/20/75     | 01-0000-0-4700.00-0000-1000-010-10-000-0000 | NY           |                                                |             |       |         | 501.14   |
| TOTAL PAYMENT                   |               |                     |             |                                             |              | 2,109.62                                       |             |       |         | 2,109.62 |
| TOTAL FUND PAYMENT              |               |                     |             |                                             |              | 2,109.62                                       |             |       |         | 2,109.62 |
| TOTAL BATCH PAYMENT             |               |                     |             |                                             |              | 2,109.62                                       |             |       | 0.00    | 2,109.62 |
| TOTAL DISTRICT PAYMENT          |               |                     |             |                                             |              | 2,109.62                                       |             |       | 0.00    | 2,109.62 |
| TOTAL FOR ALL DISTRICTS:        |               |                     |             |                                             |              | 2,109.62                                       |             |       | 0.00    | 2,109.62 |
| Number of checks to be printed: |               |                     |             |                                             |              | 1, not printing inside due to cash restriction |             |       |         | 2,109.62 |



Batch status: A All  
From batch: 0002  
To batch: 0002  
Include Receiving Date: Y  
Include Address: N  
Include Object Name: Y  
Include Vendor TSN: Y

008 EL VERDE UNIFORMS                      06/20                      ACCOUNTS PAYABLE PERLUSO                      06/20/25                      5,00.34                      06/30/25                      09:24                      1  
 PAYLOC: 0081 CUBA 26. JUNE 20                      << CP25 >>  
 FUND : 01                      GENERAL FUND

| Vendor/Vendor Basic Name | Doc Reference       | Date           | Description | Doc ID num   | Deposit Type                          | ADA num    | Amount num  | EX KS   | EX Date   | EX BalRef  |
|--------------------------|---------------------|----------------|-------------|--------------|---------------------------------------|------------|-------------|---------|-----------|------------|
| Doc Reference            | Date                | Description    | Doc ID num  | Deposit Type | ADA num                               | Amount num | EX KS       | EX Date | EX BalRef | Net Amount |
| 580255/50                | Ag-Cen Construction |                |             |              |                                       |            |             |         |           |            |
| 250125                   | 06/20/25            | 06/20/25 16056 |             | 1            | 01-0183-0-0700.00-0000-0000-0000-0000 | 0000       | 34,617.50   | NY      | P         | 34,617.00  |
| TOTAL PAYMENT AMOUNT     |                     |                |             |              |                                       |            | 34,617.50 * |         |           | 34,617.00  |

| Vendor/Vendor Basic Name | Doc Reference           | Date                          | Description | Doc ID num | Deposit Type                          | ADA num | Amount num | EX KS | EX Date | EX BalRef |
|--------------------------|-------------------------|-------------------------------|-------------|------------|---------------------------------------|---------|------------|-------|---------|-----------|
| 008191/50                | Amazon Capital Services |                               |             |            |                                       |         |            |       |         |           |
| 250001                   | 06/20/25                | 06/20/25 14000-0000-0000-0000 |             | 1          | 01-0000-0-0700.00-0000-0000-0000-0000 | 0000    | 100.42     | NY    | P       | 100.42    |
| 250002                   | 06/20/25                | 06/20/25 14000-0000-0000-0000 |             | 1          | 01-0000-0-0700.00-0000-0000-0000-0000 | 0000    | 297.48     | NY    | P       | 297.48    |
| 250003                   | 06/20/25                | 06/20/25 14000-0000-0000-0000 |             | 1          | 01-0000-0-0700.00-0000-0000-0000-0000 | 0000    | 0.00       | NY    | P       | -297.69   |
| 250004                   | 06/20/25                | 06/20/25 14000-0000-0000-0000 |             | 1          | 01-0000-0-0700.00-0000-0000-0000-0000 | 0000    | 28.59      | NY    | P       | 28.59     |
| 250005                   | 06/20/25                | 06/20/25 14000-0000-0000-0000 |             | 1          | 01-0000-0-0700.00-0000-0000-0000-0000 | 0000    | 81.97      | NY    | P       | 81.97     |
| 250006                   | 06/20/25                | 06/20/25 14000-0000-0000-0000 |             | 1          | 01-0000-0-0700.00-0000-0000-0000-0000 | 0000    | 100.95     | NY    | P       | 100.95    |
| 250007                   | 06/20/25                | 06/20/25 14000-0000-0000-0000 |             | 1          | 01-0000-0-0700.00-0000-0000-0000-0000 | 0000    | 0.00       | NY    | P       | 74.64     |
| 250008                   | 06/20/25                | 06/20/25 14000-0000-0000-0000 |             | 1          | 01-0000-0-0700.00-0000-0000-0000-0000 | 0000    | 725.26     | NY    | P       | 1,663.66  |
| 250009                   | 06/20/25                | 06/20/25 14000-0000-0000-0000 |             | 1          | 01-0000-0-0700.00-0000-0000-0000-0000 | 0000    | 0.00       | NY    | P       | 210.78    |
| TOTAL PAYMENT AMOUNT     |                         |                               |             |            |                                       |         | 2,357.15 * |       |         | 2,357.25  |

| Vendor/Vendor Basic Name | Doc Reference             | Date                  | Description | Doc ID num | Deposit Type                          | ADA num | Amount num | EX KS | EX Date | EX BalRef |
|--------------------------|---------------------------|-----------------------|-------------|------------|---------------------------------------|---------|------------|-------|---------|-----------|
| 330762/50                | Credentialed School Busse |                       |             |            |                                       |         |            |       |         |           |
| 250125                   | 06/20/25                  | 06/20/25 225_June2025 |             | 1          | 01-0000-0-0700.00-0000-0000-0000-0000 | 0000    | 0.00       | NY    | P       | 2,300.00  |
| TOTAL PAYMENT AMOUNT     |                           |                       |             |            |                                       |         | 2,300.00 * |       |         | 2,300.00  |

| Vendor/Vendor Basic Name | Doc Reference                 | Date            | Description | Doc ID num | Deposit Type                          | ADA num | Amount num  | EX KS | EX Date | EX BalRef |
|--------------------------|-------------------------------|-----------------|-------------|------------|---------------------------------------|---------|-------------|-------|---------|-----------|
| 001299/50                | A & S RESTAURANT SUPPLIES INC |                 |             |            |                                       |         |             |       |         |           |
| 250008                   | 06/20/25                      | 06/20/25 410778 |             | 1          | 01-0000-0-0700.00-0000-0000-0000-0000 | 0000    | 0.00        | NY    | P       | 16,176.00 |
| TOTAL PAYMENT AMOUNT     |                               |                 |             |            |                                       |         | 16,176.00 * |       |         | 16,176.00 |

| Vendor/Vendor Basic Name | Doc Reference             | Date              | Description | Doc ID num | Deposit Type                          | ADA num | Amount num | EX KS | EX Date | EX BalRef |
|--------------------------|---------------------------|-------------------|-------------|------------|---------------------------------------|---------|------------|-------|---------|-----------|
| 330722/50                | FAZ Restaurant Supply Inc |                   |             |            |                                       |         |            |       |         |           |
| 250125                   | 06/20/25                  | 06/20/25 01_76277 |             | 1          | 01-0000-0-0700.00-0000-0000-0000-0000 | 0000    | 0.00       | NY    | P       | 1,573.25  |
| TOTAL PAYMENT AMOUNT     |                           |                   |             |            |                                       |         | 1,573.25 * |       |         | 1,573.25  |

| Vendor/Vendor Basic Name | Doc Reference                | Date          | Description | Doc ID num | Deposit Type                          | ADA num | Amount num | EX KS | EX Date | EX BalRef |
|--------------------------|------------------------------|---------------|-------------|------------|---------------------------------------|---------|------------|-------|---------|-----------|
| 008241/50                | Other Pmt's. 7/1/20 of Labor |               |             |            |                                       |         |            |       |         |           |
| 250004                   | 06/20/25                     | 06/20/25 8159 |             | 1          | 01-0000-0-0700.00-0000-0000-0000-0000 | 0000    | 0.00       | NY    | P       | 125.12    |
| TOTAL PAYMENT AMOUNT     |                              |               |             |            |                                       |         | 125.12 *   |       |         | 125.12    |

| TOTAL FUND         | TOTAL FUND    | TOTAL FUND | TOTAL FUND |
|--------------------|---------------|------------|------------|
| 40,773.42 **       | 40,773.42     | 40,773.42  | 40,773.42  |
| 16,176.00 **       | 16,176.00     | 16,176.00  | 16,176.00  |
| 56,949.42 **       | 56,949.42     | 56,949.42  | 56,949.42  |
| TOTAL BATH CHECKS  | 40,773.42 *** | 0.00       | 40,773.42  |
| TOTAL BATH EFF     | 16,176.00 *** | 0.00       | 16,176.00  |
| TOTAL BATH PAYMENT | 56,949.42 *** | 0.00       | 56,949.42  |

000 K. TEECH UNLHED

53270

ACCOUNTS PAYABLE PAGE 167

AFY500 1,00,24 06/10/75 09:24 Pk:JF 2

ΣΑΙΥΖ: 2082 Σηθε 24, 1922 10

cc BY-NC-SA

0000 : 01 GENERAL FUND

| Vendor/Vendor Split name | Inv ID num | Deposit type | ABA num                                     | Account num | TX EC   | T-Term     | E-BalRef |
|--------------------------|------------|--------------|---------------------------------------------|-------------|---------|------------|----------|
| Req Reference            | Date       | Description  | FD-RRSC-Y-CRAT-50-GGAL-TDHC-SCT-T2-TY1-7YR4 | TEMP        | Inq Act | Net Amount |          |

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FD-350C-Y-CRJT-55-GCMC--DHC-SLK-T2-TY1-7VP4 TCMPS

| Page | Act | Net Amount |
|------|-----|------------|
|------|-----|------------|

|                         |           |     |      |           |
|-------------------------|-----------|-----|------|-----------|
| TOTAL DISTRICT CHECKS   | 40,773.42 | *** | 0.00 | 40,773.42 |
| TOTAL DISTRICT SFT      | 58,278.00 | *** | 0.00 | 58,278.00 |
| TOTAL DISTRICT PAYMENTS | 58,349.42 | *** | 0.00 | 58,349.42 |

|                    |           |      |           |
|--------------------|-----------|------|-----------|
| TOTAL DISTRICT NET | 18,278.00 | 1.00 | 18,278.00 |
|--------------------|-----------|------|-----------|

|                         |           |      |           |
|-------------------------|-----------|------|-----------|
| TOTAL DISTRICT PAYMENTS | 56,949.62 | 0.00 | 56,949.62 |
|-------------------------|-----------|------|-----------|

|                              |           |      |           |
|------------------------------|-----------|------|-----------|
| TOTAL FOR ALL DISTRICTS CHY: | 40,773.62 | 0.00 | 40,773.62 |
|------------------------------|-----------|------|-----------|

|                              |           |      |           |
|------------------------------|-----------|------|-----------|
| TOTAL FOR ALL DISTRICTS CHA: | 40.173 47 | 0.00 | 40.173.47 |
| TOTAL FOR ALL DISTRICTS EST: | 16.176.06 | 0.00 | 16.176.00 |

[illegible]

Number of checks to be printed: 3, not counting voids due to stub overflow.

Hunter of PPT associated:

50,73.12

54, 176, 302

