

Tipton Elementary School District

AGENDA

REGULAR BOARD MEETING

Tuesday, August 9, 2022
7:00 p.m. District Board Room

1. **Call to order- Flag Salute**

In compliance with the Americans with Disabilities Act and the Brown Act, if you need special assistance to participate in the meeting, including the receipt of the agenda and documents in the agenda package in an alternate format, please contact the Tipton Elementary School District office at (559) 752-4213. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting (28CFR35.102-35, 104 ADA Title II), and allow for the preparation of documents in appropriate alternate format

2. **Public Input:**

*In order to ensure that Members of the public are provided a meaningful opportunity to address the board on agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public input portion of the agenda, or at the time the matter is taken up by the Board. **Board presentations are limited to 3 minutes per person and 15 minutes per topic.***

2.1 Community Relations/Citizen Comments

2.2 Reports by Employee Units CTA/CSEA

3. **CONSENT CALENDAR: Action items:**

3.1 Minutes of Regular Board Meeting – June 14, 2022

3.2 Minutes of Special Board Meeting – July 11, 2022

4. **ADMINISTRATIVE: Action items:**

4.1 Set date for Public Hearing Regarding Sufficiency of Instructional Material for the 2022-202 School Year

4.2 Agreement with TCOE for Scicon Week Trip

4.3 Agreement with TCOE for Scicon Day Trip

4.4 Agreement for Contracted Services with Nancy Akhavan for English Language Development Support for the 2022-2023 School Year

4.5 Surplus for Outdated Technology Devices

4.6 Approve Student Handbook for 2022-2023

5. **FINANCE: Action items:**

5.1 Vendor Payments

6. **INFORMATION: (Verbal Reports & Presentations)**

6.1 MOT--FOOD SERVICE—PROJECTS

6.2 Tuff Shed and Shade Structure for ELOP Program

7. **Any Other Business:**

7.1 Board Policies June 2022

8. **Adjourn to Closed Session:** The Board will consider and may act upon any of the following items in closed session. Any action taken will be reported publicly at the end of closed session as required by law.
 - 8.1 Education Code section 35146
Student transfers, inter District request, etc
 - 8.2 Government Code section 54957 Public Employee Discipline/Dismissal/Release
Consider Employees Request for Leave of Absence
 - 8.3 Government Code Section 54957
Public Employee Appointment/Employment
Title: Elementary Band/Choir Teacher
9. **Reconvene to open session**
10. **Report out from Closed Session**
11. **Adjournment**

The Board upon discussion and a vote of agreement, the Board may make any item an action item.

Notice: If documents are distributed to Board Members concerning an agenda item within 72 hours of a regular board meeting, at the same time the documents will be made available for public inspection at the District Office located at 370 N. Evans Road, Tipton CA. 93272, telephone 752-4213.

Agenda posted August 5, 2022

Distrito Escolar Primario de Tipton

AGENDA

REUNIÓN ORDINARIA DE LA JUNTA

martes, 9 de agosto de 2022

7:00 pm. Sala de Juntas de Distrito

1. Llamada al orden - Saludo a la bandera

De conformidad con la Ley de Estadounidenses con Discapacidades y la Ley Brown, si necesita asistencia especial para participar en la reunión, incluida la recepción de la agenda y los documentos en el paquete de la agenda en un formato alternativo, comuníquese con la oficina del Distrito Escolar Primario de Tipton al (559) 752-4213. La notificación 48 horas antes de la reunión permitirá que el distrito haga arreglos razonables para garantizar la accesibilidad a esta reunión (28CFR35.102-35, 104 ADA Título II) y permitirá la preparación de documentos en formato alternativo apropiado

2. Opinión pública:

Con el fin de garantizar que los miembros del público tengan una oportunidad significativa de dirigirse a la junta sobre los puntos de la agenda que están dentro de la jurisdicción de la junta, los puntos de la agenda pueden abordarse en la parte de la agenda con aportes públicos o en el momento en que se trate el asunto. asumido por la Junta. Las presentaciones de la junta están limitadas a 3 minutos por persona y 15 minutos por tema.

2.1 Relaciones con la comunidad/Comentarios de los ciudadanos

2.2 Informes por Unidades de Empleados CTA/CSEA

3. CALENDARIO DE CONSENTIMIENTO: Elementos de acción:

3.1 Acta de la Junta Ordinaria de Directorio – 14 de junio de 2022

3.2 Minutas de la Reunión Especial de la Junta - 11 de julio de 2022

4. ADMINISTRATIVO: Elementos de acción:

4.1 Fijar fecha para audiencia pública sobre la suficiencia del material didáctico
para el año escolar 2022-202

4.2 Acuerdo con TCOE para Scicon Week Trip

4.3 Acuerdo con TCOE para Scicon Day Trip

4.4 Acuerdo de Servicios Contratados con Nancy Akhavan para Idioma Inglés

Apoyo al desarrollo para el año escolar 2022-2023

4.5 Excedente por Dispositivos de Tecnología Obsoleta

4.6 Aprobar el Manual del Estudiante para 2022-2023

5. **FINANZAS:** Elementos de acción:

5.1 Pagos a proveedores

6. **INFORMACIÓN:** (Informes verbales y presentaciones)

6.1 MOT--SERVICIO DE ALIMENTOS-PROYECTOS

6.2 Cobertizo de toba y estructura de sombra para el programa ELOP

7. **Cualquier otro negocio:**

7.1 Políticas de la Junta Junio 2022

8. Aplazamiento a Sesión Cerrada: La Junta considerará y podrá actuar sobre cualquiera de los siguientes puntos en sesión cerrada. Cualquier acción tomada se informará públicamente al final de la sesión cerrada como lo exige la ley.

8.1 Código de Educación, sección 35146

Transferencias de estudiantes, solicitud interdistrital, etc.

8.2 Código de Gobierno, sección 54957, Disciplina/despido/liberación de empleados públicos

Considere la solicitud de permiso de ausencia de los empleados

8.3 Sección 54957 del Código de Gobierno

Nombramiento/empleo de empleado público

Título: Maestro de banda/coro de primaria

9. **Volver a reunirse para abrir la sesión**

10. Informe de sesión cerrada

11. Aplazamiento

La Junta luego de la discusión y un voto de acuerdo, la Junta puede convertir cualquier tema en un tema de acción.

Aviso: Si los documentos se distribuyen a los miembros de la junta con respecto a un tema de la agenda dentro de las 72 horas posteriores a una reunión regular de la junta, al mismo tiempo los documentos estarán disponibles para inspección pública en la oficina del distrito ubicada en 370 N. Evans Road, Tipton CA. 93272, teléfono 752-4213.

Agenda publicada el 5 de agosto de 2022

3. CONSENT CALENDAR: Action items:

3.1 Minutes of Regular Board Meeting – June 14, 2022

TIPTON ELEMENTARY SCHOOL DISTRICT
REGULAR BOARD MEETING
MINUTES

Tuesday, June 14, 2022
7:00 p.m. District Board Room

1. Call to order- Flag Salute

Board Clerk, Fernnando Cunha called the meeting to order at 7:00 pm and led the flag salute. Board Members present: Shelley Heeger, Iva Sousa, John Cardoza, Fernando Cunha and Greg Rice. Guest: Dr. Cherie Solian.

2. Public Input:

- 2.1** Community Relations/Citizen Comments
- 2.2** Reports by Employee Units CTA/CSEA

No Comments

3. CONSENT CALENDAR: Action items:

3.1 Minutes of the Regular Board Meeting – June 7, 2022

3.2 Library Surplus

Motion to approve the consent calendar was made by John Cardoza and second by Shelley Heeger.

Vote Yea 4 / No 0 / Abstain 0 / Absent 1

Yea - Iva Sousa, Shelley Heeger, John Cardoza, and Fernando Cunha.

No – 0

Abstain –0

Absent – Greg Rice

4 INFORMATION:

4.1 Results from California Healthy Kids Survey – Dr. Solian

Dr. Cherie Solian shared results with the Board from the California Healthy Kids Survey for 5th and 7th grade students.

4.2 California School Dashboard Local Indicators

Mrs. Stacey Bettencourt shared with the Board the Local Performance Indicators Self – reflection tool for priority 1, 2, 3, 6 and 7. Through measurement and reporting of progress within the appropriate Priority areas, reporting this information at a public meeting of the district governing board, and pending uploading of information onto the California School Dashboard, Tipton Elementary will have demonstrated having “Met” all Local Performance Indicator requirements.

5. ADMINISTRATIVE: Action items:

5.1 Board Resolution #2021-2022-15 in the Matter of Spending Determination for Funds Received from the Education Protection Account for 2022-2023 Fiscal Year

Motion to approve Board Resolution #2021-2022-15 in the Matter of Spending Determination for Funds Received from the Education Protection Account for 2022-2023 Fiscal Year was made by Fernando Cunha second by Shelley Heeger.

Vote Yea 5 / No 0 / Abstain 0 / Absent 0

Yea - Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain –0

Absent – 0

5.2 Approval of Proposed Local Control Accountability Plan (LCAP) for 2022-2023

Motion to approve the Proposed Local Control Accountability Plan (LCAP) for 2022-2023 was made by Shelley Heeger and second by Iva Sousa .

Vote Yea 5 / No 0 / Abstain 0 / Absent 0

Yea - Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain –0

Absent –0

5.3 Approval of the Districts General Fund Excess Reserve

Motion to approve the Districts General Fund Excess Reserve was made by Shelley Heeger and second by Fernando Cunha.

Vote Yea 5 / No 0 / Abstain 0 / Absent 0

Yea - Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain –0

Absent –0

5.4 Approval of Proposed School Budget for the 2022-2023 School Year

Motion to approve the Proposed School Budget for the 2022-2023 School Year was made by Iva Sousa and second by Fernando Cunha.

Vote Yea 5 / No 0 / Abstain 0 / Absent 0

Yea - Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain –0

Absent –0

5.5 Approval of the Federal Addendum

Motion to approve the Federal Addendum was made by Shelley Heeger and second by Fernando Cunha.

Vote Yea 5 / No 0 / Abstain 0 / Absent 0

Yea - Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain –0

Absent –0

5.6 Agreement Plus ONE Leadership for 2022-2023 Professional Development

Motion to approve Agreement with Plus ONE Leadership for 2022-2023 Professional Development was made by John Cardoza and second by Fernando Cunha.

Vote Yea 5 / No 0 / Abstain 0 / Absent 0

Yea - Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain –0

Absent –0

5.7 Software User Agreement Between Tulare County Superintendent of Schools and Tipton Elementary School District

Motion to approve Software User Agreement Between Tulare County Superintendent of Schools and Tipton Elementary School District was made by Iva Sousa and second by Fernando Cunha.

Vote Yea 5 / No 0 / Abstain 0 / Absent 0

Yea - Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain –0

Absent –0

6. Adjourn to Closed Session: 7:30 pm

7. Reconvene to open session 8:32 pm

8. Report out from Closed Session

6.1 Education Code 35146
Confidential Student Matters

Discussion

6.2 Government Code Section 54957.6
Conference with labor negotiators
Agency designated representatives: Superintendent
Employee Organization: California School Employees Association and its Chapter

Discussion

- 6.3** Government Code Section 54957.6
Conference with labor negotiators
Agency designated representatives: Superintendent
Employee Organization: CTA

Discussion

- 6.4** Government Code Section 54957.6
Conference with labor negotiators
Agency designated representatives: Superintendent
Employee Organization: Principal, Business Manager, and Management Employees

Discussion

- 6.5** Government Code Section 54957.6
Conference with labor negotiators
Agency designated representatives: Board President
Employee Organization: Superintendent

Discussion

- 6.6** Government Code Section 54957
Public Employee Discipline/Dismissal/Release/Complaint
Motion to ratify employee 2022-1, Substitute District Secretary's resignation effective June 14, 2022 and accepted by the Superintendent on June 8, 2022 was made by John Cardoza and second by Shelley Heeger.
Vote Yea 5 / No 0 / Abstain 0 / Absent 0
Yea - Shelley Heeger, Iva Sousa, John Cardoza, Fernando Cunha and Greg Rice
No - 0
Abstain - 0
Absent - 0

- 6.7** Government Code Section 54957
Public Employee Appointment/Employment
Title: Substitute District Secretary

Motion to approve Pamela Barraza as the Substitute District Secretary was made by John Cardoza and second by Shelley Heeger.
Vote Yea 5 / No 0 / Abstain 0 / Absent 0
Yea - Shelley Heeger, Iva Sousa, John Cardoza, Fernando Cunha and Greg Rice

No – 0
Abstain – 0
Absent – 0

9. **Adjournment 8:33 pm**

Minutes approved August 9, 2022

Greg Rice, President

Fernando Cunha, Clerk

Stacey Bettencourt, Secretary

3. CONSENT CALENDAR: Action items:

3.2 Minutes of Special Board Meeting – July 11, 2022

**TIPTON ELEMENTARY SCHOOL DISTRICT
SPECIAL BOARD MEETING**

Minutes

Monday, July 11, 2022

7:00 p.m. District Community Room

1. Call to order- Flag Salute

Board Member, Iva Sousa called the meeting to order at 7:02 pm and led the flag salute. Board Members present: Shelley Heeger, Iva Sousa and John Cardoza. Absent: Fernando Cunha and Greg Rice. Guest: Dr. Cherie Solian.

2. Public Input:

2.1 Community Relations/Citizen Comments

2.2 Reports by Employee Units CTA/CSEA

No Comments

3. ADMINISTRATIVE: Action items:

3.1 Job Description – Elementary Band/Choir Teacher

Motion to approve Job Description – Elementary Band/Choir Teacher was made by John Cardoza and second by Shelley Heeger.

Vote Yea 3 / No 0 / Abstain 0 / Absent 2

Yea - Iva Sousa, Shelley Heeger and John Cardoza

No – 0

Abstain –0

Absent – Fernando Cunha and Greg Rice

3.2 Approval for Jesus Ramirez to go on a PIP (Provisional Internship Permit) within Tipton Elementary School District as a 5th Grade Teacher for the 2022 -2023 School Year

Motion to approve Jesus Ramirez to go on a PIP (Provisional Internship Permit) within Tipton Elementary School District as a 5th Grade Teacher for the 2022 -2023 School Year was made by John Cardoza and second by Shelley Heeger.

Vote Yea 3 / No 0 / Abstain 0 / Absent 2

Yea - Iva Sousa, Shelley Heeger and John Cardoza

No – 0

Abstain –0

Absent – Fernando Cunha and Greg Rice

4. ADJOURN TO CLOSED SESSION: 7:08 pm

5. **RECONVENE TO OPEN SESSION 7:57 pm**

6. **REPORT OUT FROM CLOSED SESSION**

4.1 Government Code Section 54957

Public Employee Discipline/Dismissal/Release/Complaint

Motion to ratify employee # 20222302, Substitute District Secretary's resignation effective July 11, 2022 and accepted by the Superintendent on June 16, 2022 was made by John Cardoza and second by Shelley Heeger.

Vote Yea 3 / No 0 / Abstain 0 / Absent 2

Yea - Iva Sousa, Shelley Heeger and John Cardoza

No - 0

Abstain -0

Absent - Fernando Cunha and Greg Rice

4.2 Government Code Section 54957

Public Employee Appointment/Employment

Title: Sixth Grade Teacher for 2022-2023

Motion to approve Natalia Gomez Padilla as a Sixth Grade Teacher for the 2022-2023 school year was made by John Cardoza and second by Shelley Heeger.

Vote Yea 3 / No 0 / Abstain 0 / Absent 2

Yea - Iva Sousa, Shelley Heeger and John Cardoza

No - 0

Abstain -0

Absent - Fernando Cunha and Greg Rice

4.3 Government Code Section 54957

Public Employee Appointment/Employment

Title: Substitute District Secretary

Motion to approve Isabell Salinas as Substitute District Secretary was made by John Cardoza and second by Shelley Heeger.

Vote Yea 3 / No 0 / Abstain 0 / Absent 2

Yea - Iva Sousa, Shelley Heeger and John Cardoza

No - 0

Abstain -0

Absent - Fernando Cunha and Greg Rice

4.4 Education Code 35146

Confidential Student Matters

Discussion only

7. **ADJOURNMENT 8:06 pm**

Minutes approved August 9, 2022

Greg Rice, President

Fernando Cunha, Clerk

Stacey Bettencourt, Secretary

4. ADMINISTRATIVE: Action items:

4.2 Agreement with TCOE for Scicon Week Trip

SCICON DAY TRIP AGREEMENT

THIS AGREEMENT is entered into as of July 1, 2022 between the **Tulare County Superintendent of Schools**, referred to as COUNTY SUPERINTENDENT, and **Tipton Elementary** referred to as DISTRICT, with reference to the following:

A. Education Code § 8765 authorizes the COUNTY SUPERINTENDENT to enter into an agreement with the governing board of any school district to provide programs and classes in outdoor science education and conservation education; and

B. The DISTRICT desires to have the COUNTY SUPERINTENDENT provide a program in outdoor science education and conservation education for the DISTRICT at SCICON (The Clemmie Gill School of Outdoor Science and Conservation), referred to as the Program.

ACCORDINGLY, IT IS AGREED:

1. **COST OF PROGRAM:** SCICON Day Trip Rate Schedule for the **2022-2023** school year.

Approximately 3 classes consisting of approximately 58 students

DISTRICT shall pay COUNTY SUPERINTENDENT the sum of One Hundred dollars (\$100.00) per class for each day of participation in the instructional Program to be conducted at SCICON as the DISTRICT. No cost will accrue if reserved dates are cancelled or changed at least four (4) weeks in advance, or bad weather forces cancellation or postponement.

DISTRICT shall make full payment on or before June 30, 2023.

2. **DISTRICT RESPONSIBILITIES:** DISTRICT shall be responsible for all items listed on the reverse side of this Agreement as well as the following:

a. Require that its students are equipped with suitable and necessary clothing and supplies while attending the Program as set forth in the materials provided to the teachers.

b. **Provide meals for its students**, or require them to provide their own meals, while attending the Program.

3. **COUNTY SUPERINTENDENT RESPONSIBILITIES:** COUNTY SUPERINTENDENT shall be responsible for all items listed on the reverse side of this Agreement as well as the following:

a. Provide basic first aid supplies for students and other personnel of the DISTRICT during the periods they are attending the Program.

Tipton Elementary SCHOOL DISTRICT
Date: 8/4/2022
By: [Signature]
Title: Superintendent

COUNTY SUPERINTENDENT
Date: July 1, 2022
By: [Signature]
Tim A. Hire, Tulare County Superintendent
of Schools or Designee

A. DISTRICT RESPONSIBILITIES: DISTRICT shall be responsible for all items listed on the reverse side of this Agreement as well as the following:

1. Provide transportation for its students and personnel to and from the Program.
2. Provide one teacher per class during the period that its students are in attendance at the Program.

B. COUNTY SUPERINTENDENT RESPONSIBILITIES: COUNTY SUPERINTENDENT shall be responsible for all items listed on the reverse side of this Agreement as well as the following:

1. Provide the Program and classes in outdoor science, conservation, and environmental education pursuant to the requirements in Education Code § 8760 et seq., including coordination services.

C. INSURANCE: COUNTY SUPERINTENDENT and DISTRICT shall each provide adequate insurance coverage for its officers, employees, agents and students at and while traveling to and from said Program.

D. INDEMNIFICATION: COUNTY SUPERINTENDENT and DISTRICT shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of COUNTY SUPERINTENDENT or DISTRICT or their agents, officers and employees under this Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.

F. ENTIRE AGREEMENT REPRESENTED: This Agreement represents the entire agreement between COUNTY SUPERINTENDENT and DISTRICT as to its subject matter and no prior oral or written understanding shall be of any force or effect. No part of this Agreement may be modified without the written consent of both parties.

4. ADMINISTRATIVE: Action items:

4.3 Agreement with TCOE for Scicon Day Trip

SCICON WEEK TRIP AGREEMENT

THIS AGREEMENT is entered into as of July 1, 2022 between the **Tulare County Superintendent of Schools**, referred to as COUNTY SUPERINTENDENT, and **Tipton Elementary School District**, referred to as DISTRICT, with reference to the following:

A. Education Code § 8765 authorizes the COUNTY SUPERINTENDENT to enter into an agreement with the governing board of any school district to provide programs and classes in outdoor science education and conservation education; and

B. The DISTRICT desires to have the COUNTY SUPERINTENDENT provide a program in outdoor science education and conservation education for the DISTRICT at SCICON (The Clemmie Gill School of Outdoor Science and Conservation), referred to as the Program.

ACCORDINGLY, IT IS AGREED:

1. COST OF PROGRAM:

SCICON Week Trip Rate Schedule for the **2022-2023** school year:

\$ 70.00	Per Teacher/Aide Rate	DISTRICT shall make full payment on or before June 30, 2023.
\$ 40.00	Per High School Student Counselor Rate	
Per Student Rate:		
Five (5)-day week	\$ 249.92	Approximately <u>54</u> students (projected count)
Four (4)-day week	\$ 213.97	Approximately <u>0</u> students (projected count)
DISTRICT shall pay the per-student rates based on the greater of:		
a. 97% of the estimated number of students projected in May of the prior school year, or		
b. the actual number of students in attendance.		

2. DISTRICT RESPONSIBILITIES: DISTRICT shall be responsible for all items listed on the reverse side of this Agreement as well as the following:

a. Require its teaching and counseling staff to cooperate with the COUNTY SUPERINTENDENT'S staff in necessary preplanning and post SCICON trip follow-up to ensure carrying out of the objectives of the Program.

b. Require that its students are equipped with suitable and necessary bedding, clothing, and supplies while attending the Program as set forth in the materials provided in the teacher's packet.

c. Furnish high school student counselors at the Program at a minimum ratio of one (1) counselor to every eight (8) students (1:8), in addition to the classroom teacher. ***(Counselor shortage will result in teacher responsibility for cabins.)***

d. Notify the COUNTY SUPERINTENDENT of the number of students to attend SCICON three (3) weeks before the scheduled date of attendance.

3. COUNTY SUPERINTENDENT RESPONSIBILITIES: COUNTY SUPERINTENDENT shall be responsible for all items listed on the reverse side of this Agreement as well as the following:

a. Provide basic first aid supplies for students and other personnel of the DISTRICT during the periods they are attending the Program.

b. Provide complete food services for students and staff during the periods they are attending the Program (Monday through Friday).

c. Provide a teacher's packet for each teacher prior to visitation. The packet will include instructions, maps, schedules, registration forms, clothing and equipment lists, etc.

Tipton Elementary SCHOOL DISTRICT
 Date: 8/4/22
 By: Shirley Bettencourt
 Title: Superintendent

COUNTY SUPERINTENDENT
 Date: July 1, 2022
 By: [Signature]
 Tim A. Hire, Tulare County Superintendent of Schools or Designee

A. DISTRICT RESPONSIBILITIES: DISTRICT shall be responsible for all items listed on the reverse side of this Agreement as well as the following:

1. Provide transportation for its students and personnel to and from the Program.
2. Provide one teacher per class during the period that its students are in attendance at the Program.
3. On occasion, a school district may request that an adult volunteer accompany their students to SCICON. If those volunteers will have unsupervised contact with students, then the requesting school district shall have the volunteer successfully pass a fingerprint criminal background check as well as obtain a tuberculosis clearance.

B. COUNTY SUPERINTENDENT RESPONSIBILITIES: COUNTY SUPERINTENDENT shall be responsible for all items listed on the reverse side of this Agreement as well as the following:

1. Provide the Program and classes in outdoor science, conservation, and environmental education pursuant to the requirements in Education Code § 8760 et seq., including coordination services.

C. INSURANCE: COUNTY SUPERINTENDENT and DISTRICT shall each provide adequate insurance coverage for its officers, employees, agents and students at and while traveling to and from said Program.

D. INDEMNIFICATION: COUNTY SUPERINTENDENT and DISTRICT shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of COUNTY SUPERINTENDENT or DISTRICT or their agents, officers and employees under this Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.

F. ENTIRE AGREEMENT REPRESENTED: This Agreement represents the entire agreement between COUNTY SUPERINTENDENT and DISTRICT as to its subject matter and no prior oral or written understanding shall be of any force or effect. No part of this Agreement may be modified without the written consent of both parties.

4. ADMINISTRATIVE: Action items:

4.4 Agreement for Contracted Services with Nancy Akhavan for English Language Development Support for the 2022-2023 School Year

Standard Vendor Contract

School District: Tipton Elementary School District

Tipton Elementary School District hereinafter called DISTRICT, has need of the specialized services of Nancy Akhavan Consulting, Inc. an independent contractor, hereinafter called CONTRACTOR, for the period specified below, according to the following terms and conditions:

I. SERVICE TO BE PERFORMED

CONTRACTOR shall provide those services and/or materials and carry out the work described below, as required to complete the Contract.

CONTRACTOR agrees to: Provide Literacy Professional Development as outlined in the attached scope of work .

Scope of Work is attached. 10 days of professional development will be provided at the cost of 9 days as one day is prepaid.

II. TERM OF CONTRACT

This Contract will become effective on August 1, 2022 and will terminate upon the completion of the services or **June 30, 2023** or as set forth below.

III. TERMINATION OF CONTRACT

This Contract shall terminate as set out in Article I, except:

- (a) DISTRICT may terminate at any time if CONTRACTOR does not perform, or refuses to perform, according to this Contract.
- (b) DISTRICT may terminate services of CONTRACTOR at any time if CONTRACTOR'S performance is unsatisfactory as to the manner of performance or the product of said performance fails to meet the DISTRICT'S requirements as specified in Article I.
- (c) Either party may terminate upon 30 days written notice.
- (d) In the event of early termination, CONTRACTOR shall be paid for all work or services performed to the date of termination, based on DISTRICT and CONTRACTOR'S determination of services performed.

IV. SUPPLIES AND EQUIPMENT

DISTRICT may provide such supplies and equipment as shown below for the convenience of CONTRACTOR and such accommodation shall not operate as an indication of employment.

CONTRACTOR shall not have access to and use of supplies and equipment owned by the DISTRICT, unless stated in this paragraph for the purpose of performance of the services described in Article I. CONTRACTOR agrees to use ordinary care to safeguard and maintain supplies or equipment listed below, and shall be held accountable for loss, damage, or destruction arising within this clause.

(If none, please indicate)

V. COMPENSATION

- 1) DISTRICT shall pay CONTRACTOR a fee of \$ 19,800.
- 2) CONTRACTOR shall be allowed and authorized to incur and shall be reimbursed for the following personal expenses attendant to the performance of services (i.e., mileage, hotel, meals, etc.) \$ none.

Total Compensation (1 +2) shall not exceed \$ 19,800.

The amount listed under Total Compensation is for the performance of this Contract and includes all fees, costs, and expenses incurred by CONTRACTOR.

An invoice describing in detail the services and materials provided shall be provided to the DISTRICT at the completion of the work specified herein.

VI. COMPLIANCE WITH LAW

CONTRACTOR shall provide all necessary notices and pay all fees required by law and shall comply with all laws, ordinances, rules and regulations relating to the work and to the preservation of the public health and safety.

VII. ASSIGNMENT

The obligations of CONTRACTOR under this Contract shall not be assigned by CONTRACTOR without the express prior written consent of DISTRICT.

VIII. ENTIRE AGREEMENT

This Contract contains the entire agreement of the parties. It may not be modified except by written agreement signed by both parties.

IX. DISTRICT'S RIGHT OF RETENTION

DISTRICT shall become the owner of and entitled to exclusive possession of all records, documents, graphs, photographic or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of the DISTRICT. Proprietary materials will be exempted from this clause.

X. INDEPENDENT CONTRACTOR

CONTRACTOR enters into this Contract as, and shall continue to be, an independent contractor. Under no circumstances shall CONTRACTOR be considered an employee of DISTRICT within the meaning of any federal, state, or local law or regulation including, but not limited to, laws or regulations governing unemployment insurance, old age benefits, workers' compensation, industrial illness or accident coverage, taxes, or labor and employment in general. Under no circumstances shall CONTRACTOR look to DISTRICT as his/her employer, or as a partner, agent, or principal. CONTRACTOR shall not be entitled any benefits accorded to DISTRICT'S employees, including, without limitation, workers' compensation, disability insurance, vacation, or sick pay. CONTRACTOR shall be responsible for providing, at CONTRACTOR'S expense, and in the CONTRACTOR'S name, disability, workers' compensation or other insurance, as well as licenses and permits usual or necessary for conducting the services hereunder.

CONTRACTOR shall pay, when and as due, any and all local, state, federal income or other taxes incurred as a result of CONTRACTOR'S compensation hereunder, including estimated taxes, and shall provide DISTRICT with proof of said payments upon demand. CONTRACTOR hereby indemnifies DISTRICT

for any claims, losses, costs, fees, liabilities, damages, or injuries suffered by DISTRICT arising out of CONTRACTOR'S breach of this Section.

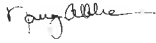
XI. INDEMNIFICATION

- (a) The CONTRACTOR agrees to hold the DISTRICT, its officers, agents, and employees harmless and defend against any and all claims and liabilities arising out of CONTRACTOR'S activity, performance, and operations under this Contract.
- (b) The CONTRACTOR will indemnify the DISTRICT against all claims, demands, and liability for damages for death or bodily injury to persons or for injury to property arising out of or connected with the services to be provided under this Contract. However, this indemnification will not extend to any loss, damage or expense arising out of the sole negligence or willful misconduct of the DISTRICT, or DISTRICT'S agents, servants, or other independent contractors.



XII. NOTICES

All notices provided for by this Contract shall be in writing and may be delivered by deposit in the United States mail, postage prepaid. Notices to the DISTRICT shall be addressed to the Superintendent of the DISTRICT. Notices to the CONTRACTOR shall be addressed to the CONTRACTOR'S address designated herein. The effective date of notice to the CONTRACTOR shall be the date of deposit in the mail or other delivery. The effective date of notice to the DISTRICT shall be the date of receipt by the District's Superintendent.

The following signatures attest the parties agreement hereto:

* Contractor Information *	
_____ Nancy Akhavan Consulting, Inc. _____ Company Name (If Applicable)	
_____ Nancy Akhavan CONTRACTOR Name (Please Print or Type)	 CONTRACTOR Signature
_____ 3766 W. Locust Ave Street Address	_____ Fresno, CA 93711 City, State, Zip
_____ 559-355-9291 Telephone Number	_____ June 12, 2022 Date

SITE/DISTRICT COMPLETES:

* Tipton Elementary Unified School District *	
 _____ Signature of Superintendent	 _____ Date

Revised: 11/21

Please go to the following website and print out a W-9 and attach the completed form to the completed Standard Vendor Contract:

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

(559) 355-9291
3766 W Locust Ave
Fresno, CA 93711
nancyakhavan.com



Proposal for Contracted Services
Tipton Elementary School District

2022 -2023 School Year

English Language Development Support

(559) 355-9291
3766 W Locust Ave
Fresno, CA 93711
nancyakhavan.com

**nancy
akhavan**



Speaker/Author/Consultant

Services

Goals:

1. Build teachers' ability to design instruction based on standards and assessment of student needs, utilizing the CA ELD Standards.
2. Build understanding in the system of what a good lesson design looks like when implemented, including a backwards design model – standards, assessment, criteria for success and lessons.
3. Develop teachers' skills in best practices for the CA ELD framework implementation.
4. Support teachers through implementation of Common Core and the changes they will make in their instructional practices.
5. Raise student achievement by increasing the competency of the teachers to teach based on assessment results, to scaffold to grade level and to increase complexity of learning to ensure language acquisition.
6. Increase teachers' competency at implementing student tasks that engage at higher DOK levels.
7. Increase teachers' competency in teaching ELD through the four modes of reading, writing, speaking and listening.
8. Increase teachers' ability to reflect on instructional tasks and ensure student independence in ELA/ELD standards.

Structure of Days:

10 days spread throughout the year, dates TBD.

Fees:

Each in-person day, per consultant (travel included)	\$2,200.00
Total not to exceed	\$22,000.00

nancyakhavan.com

4. ADMINISTRATIVE: Action items:

4.5 Surplus for Outdated Technology Devices

Asset Report

Asset Details

Needs To Be Replaced?: No
Asset type: iPad Accessory (Keyboard)
OS: None
OS Code: None
Domain: None
Manufacturer: Belkin
Model: B2B114
Model Number: 745883632770
Purchased: UNKNOWN
Warranty: None
Decommission/Removed Date: 8/1/2022

Location

IP Location:
Asset Location: Storage
Building: 600 Wing
Department: Staff
Branch Office:
Contact:
Barcode: 1414001346

Name: iPad Keyboard (30 Pin)

Serial Number: See Page 2

8/5/2022

Asset ID: N/A

Asset Tag: See Page 2

Serial Number	Asset Tag
1414001346	37
1414001103	55
1414001102	54
1414001101	53
1414001100	52
1414001108	51
1414001107	50
1414001106	49
1414001105	48
1414001104	47
1414001099	46
1414001259	65
1414001258	64
1414001257	63
1414001256	62
1414001254	61
1414001255	60
1414001250	59
1414001251	58
1414001252	57
1414001253	56
1414001347	38
1414001352	39
1414001134	40
1414001333	43
1414001129	45
1414001136	44
1414001135	41
1414001337	36
1414001335	32
1414001689	31
1414001348	33
1414001351	34
1414001350	35

4. ADMINISTRATIVE: Action items:

4.6 Approve Student Handbook for 2022-2023

TIPTON ELEMENTARY SCHOOL HANDBOOK

INTRODUCTION

The following handbook is intended as a guideline for parents and students to become familiar with the procedures and rules of Tipton Elementary School. Please read the handbook to become knowledgeable and comfortable with the regulations and expectancies of the Tipton Elementary School District.

TIPTON ELEMENTARY SCHOOL DISTRICT

BOARD OF EDUCATION TRUSTEES

Mr. Greg Rice, President

Mr. Fernando Cunha, Clerk

Mr. John Cardoza, Member

Mrs. Shelley Heeger, Member

Mrs. Iva Sousa, Member

DISTRICT ADMINISTRATORS

Mrs. Stacey Bettencourt, Superintendent

Dr. Cherie Solian, Principal

Affirmative Action Officer, Title IX and Section 504 Coordinator

**Tipton Elementary School District Office
P.O. Box 787 (370 North Evans) Tipton, CA 93272
(559) 752-4213**

Handbook Revised on 7/2022

TIPTON ELEMENTARY SCHOOL STAFF
2022-2023

ADMINISTRATIVE:

Stacey Bettencourt	Superintendent
Cherie Solian Ed.D	Principal

INSTRUCTIONAL:

Christina Diaz	TK/Kindergarten, Room 101
Julie Lowry	Kindergarten Room 102
Lori Smith	Kindergarten, Room 104
Stacy Richmond	Grade 1, Room 108
Laura Moreno	Grade 1, Room 110
Danielle Rodriguez	Grade 1, Room 107
Peter Sun	Grade 2, Room 202
Danielle Bickers	Grade 2, Room 203
Jennifer Hatfield	Grade 2, Room 204
Diana Avila	Grade 3, Room 302
Tiffani Benedetti	Grade 3, Room 303
Jacob Munoz	Grade 3, Room 301
Laura Landeros	Grade 4, Room 403
Linda McReynolds	Grade 4, Room 404
Tamara Morton	Grade 4, Room 401
Luz Valencia	Grade 5, Room 501
Debbie Gilbert	Grade 5, Room 502
Jesus Ramirez	Grade 5, Room 402
Natalia Gomez Padilla	Grade 6, Room 604
Jessica Hurtado	Grade 6, Room 608
Janet Uresti	Grade 6, Room 503
Tamara Lampe	Grade 7, Room 504
Jason Marroquin	Grade 7, Room 602
Tim Starling	Grade 7, Room 603
Michelle Nuckols	Grade 8, Room 607
Georgina Burrell	Grade 8, Room 601
Gina Manfredi	Grade 8, Room 606
Desiree Heinks	Resource Teacher

CLASSIFIED STAFF OFFICE:

Cassandra Cunha	Business Manager
Mayra Gomes	District Secretary
Gloria Burris	Attendance/Health Clerk
Yvonne Mendoza	Confidential Administrative Assistant

LIBRARY TECHNICIAN AIDE:

Megan Rice

TECHNOLOGY:

Kevin Brown

CAFETERIA:

Connie Sanchez

Food Service Manager

Lidia Rocha

Cook Helper

Sandra Cunha

Cook Helper

Mary Sanchez

Cook Helper

Minerva Mendoza

Cook Helper

Penny Williams

Cook Helper

MAINTENANCE/OPERATIONS/TRANSPORTATION:

Fausto Martin

MOT Director

Raul Bravo

Bus Driver/Custodian/Grounds/General Maintenance

Hector Cardenas

Bus Driver/Custodian/Grounds/General Maintenance

Bradley England

Bus Driver/Custodian/Grounds/General Maintenance

Kristina Gama

Bus Driver/Custodian/Grounds/General Maintenance

Santiago Moreno

Bus Driver/Custodian/Grounds/General Maintenance

Pedro Sanchez

Custodian/General Maintenance

INSTRUCTIONAL AIDES and TUTORS:

Mercedes Garcia

Katharine Haller

Silvia Domínguez

Anabela Lourenco

Brianna Reynoso

Angelica Martin - Material Aide

Lorena Sanchez

Stephanie Medina

Diane Pelaiz

Gloria Alvarez

Byanca Contreras

Leonora Acosta

Lorena Gutierrez

Mone Hernandez

SUPPORT STAFF:

Rachel Mendes

County RSP

Stephanie Solis

RSP Aide

Nathan Meyer

RSP Aide

Marisa Wright

County Speech and Language

Sylvia Rodrigez

County Psychologist

Jaelyn Padron

Family Social Worker

Lorena Campana

County Family Social Worker

Noelia Hernandez

County Family Social Worker

Lilia Perez, Supervisor

County Preschool, Room 103

Ofelia Padilla

School Nurse (RN)

Maria De Anda Perales

LVN

EARLY STEPS TO SUCCESS

Virginia Almeida

Special Friends Aide

Jessica Aguirre

AFTER SCHOOL STAFF

Jenny Mendoza

ASES Coordinator/Parent Liaison

Instructional Aides

Monica Gutierrez

Anahi Gomez

Yareli Martinez

Linda Christensen

Stephanie Solis

Karina Mudaheranwa

Karina Guerrero

SCHOOL PROCEDURES AND RULES

Absences:

The only legal excuses for absence/tardy from school are illness, doctor/dental appointments, and death in the immediate family, or a personal absence (see below). When a student is absent the easiest method to clear an absence is to phone the office (752-1230) to verify the reason. *This call should be made on the day of absence.* Should verification by phone not occur, please send a note explaining the absence with the child on his/her first day of return to class. *Tardy students must bring in a note explaining their lateness or be accompanied by a parent who will explain the tardy. A student is considered truant after 30 minutes after school begins.*

Personal Absence:

The State of California will no longer allow student absences for personal reasons. Parents who determine their student(s) must be absent for any compelling reason should contact the school at least one week in advance so that Independent Study work can be assigned to help the student keep up in coursework. **A minimum of 5 days is needed for Independent Study enrollment.**

Check-out Procedure:

During the school day, students are not to leave campus without checking-out through the office. A parent must sign their student out through the office.

Office Use:

The office is a place of business and should be regarded as such by students. Legitimate reasons for coming to the office include:

- Being sent in by a teacher or other staff
- Being called to the office
- Conference with office staff
- Emergency phone calls (Must have a pass)
- To take prescribed medication
- Illness

When waiting in the office, the student must remain quiet and orderly or he/she will lose office privileges.

Out of Class:

Any student out of class during instructional time should have a pass either from the teacher or office personnel.

Phone Use:

The phone is to be used by school employees. The office or classroom phones are not to be used by students for personal use. Personal calls may include but are not limited to transportation problems, and forgotten homework. Emergency phone calls do require a note from a teacher if the student goes to the office to phone.

Cell Phones: Students may not use cell phones during the school day. Students must keep their phones turned off and in their backpacks or personal bags. Students are not allowed to use their cell phones while on campus unless there is a school emergency. Students who do not follow the rules will lose the privilege of bringing a phone to school. 1st offense: phone will remain with the principal until the end of the day. 2nd offense: parents will be required to pick up the cell phone and the student may not bring it back to school for the remainder of the semester. 3rd offense: the student may not bring a cell phone to school for the remainder of the current school year. There is no need for a student to use a cell phone during the school day. Parents may contact the school if they need to reach their child for any reason.

Medication:

Any medication a student has to take must be kept in the office. By law, no student may take any medicine except a prescription in its original container. Even aspirin must have a doctor's note before we may allow a student to take it. A parent may come to school and give his/her child an over-the-counter medication.

Accidents:

Any student, who is injured on the way to school, while at school, or on the way home from school must report the accident to the school office the day of the injury.

Bus Rules:

Bus students are expected to understand that bus riding is a privilege, not a right. Proper behavior is expected from all students when they are on the bus and when they are waiting for the bus at school and at the neighborhood stops. Students who don't follow rules will be issued citations by the bus drivers or office personnel and may lose their transportation privilege.

At the conclusion of the school day, all bus riding students must report immediately to the bus loading area. Students who waste time and miss the bus will phone home for transportation.

Walking Students:

Walking students are not allowed on campus before 8:00 A.M. Supervision is not provided before this time. This arrival time also applies to students dropped off by parents and those who ride bikes to school.

Bicycle Rules:

Students, who ride their bicycles, are expected to follow these rules:

1. Bicycles are not to be ridden on campus.

2. All bicycles must be put in the bike racks and locked.
(Students must provide their own locks.)
3. Department of Motor Vehicles laws must be obeyed.
4. The district is not responsible for damages/theft.

Lunch/Breakfast Procedure:

The Tipton School Board of Education has established a policy regarding the breakfast and lunch program. The district continues to participate in the USDA Provision II program whereby all students will be provided meals free of charge.

Any student that chooses to bring a sack lunch to school has the option to purchase milk, if he/she chooses too. Milk is only provided free with a school meal. Students may bring juice with their sack lunch but soft drinks and candy are not permitted. Additionally, sodas may not be brought to school to add to the school lunch program meal.

- Milk prices for students and adults is \$0.30
- Adult Meals may be purchased in the office for the following prices:
Breakfast...\$2.60 Lunch...\$4.56

Cafeteria Rules:

Students who eat in the cafeteria will enter in a single file with teacher directions. After entering, students are to sit as directed by the adult on duty. Students will be excused by an adult. Students are required to show appropriate behavior while in line and while in the cafeteria. No yelling or throwing food will be allowed in the cafeteria. Students are not allowed to share food. Students displaying improper behavior may lose the opportunity to be in the cafeteria during the lunch period.

Flag Salute:

State law requires that the American Flag Salute or a patriotic exercise be held in every classroom each morning.

Saturday School:

Students in grades 4-8 who have excessive absences or tardies, homework issues, classroom assignments and/or discipline issues will be required to attend Saturday School in order to make up missing days and/or work. Saturday School takes place once or twice a month depending on need. Saturday School is in session from 8:15 AM to 11:45 AM. Parents are responsible for providing transportation to and from Saturday School.

Candy and Gum:

Candy, gum and seeds are not allowed on campus. Students with candy, gum, or seeds will have those items confiscated. Students who abuse this rule will lose extracurricular activities, sporting events, or other special school events. First offense will result in detention. Second offense will also be assigned to Saturday School. Students that defy the rule habitually will be suspended at the third offense.

Closed Campus:

Tipton School is a closed campus. This means that once a student arrives at school, he/she is not allowed to leave the campus. A student can only leave campus when accompanied by his/her

parent(s) or guardian. Also, students who have a signed permission slip on file, to allow them to go home for lunch, will be allowed to go off campus. Students going home for lunch must be under the direct supervision of their parents. It is the student's responsibility to sign in and out before leaving campus. Students must return to campus in time for class or their privileges will be revoked.

Report Cards:

Report cards are given out during parent conferences during the first quarter. All other report cards are sent home with students or mailed. Students with outstanding debts owed the school will have report cards held. Parents will be given prior notice of any outstanding debt.

Progress Reports:

At approximately the middle of each quarter, progress reports will be mailed to parents if their child is having academic problems. Parents should contact the teacher(s) sending the report to discuss the problem and what steps need to be taken for improvement.

Parent Conference:

PARENTS ARE INVITED AND ENCOURAGED TO CONFERENCE WITH THEIR CHILD'S TEACHER(S) ANY TIME DURING THE SCHOOL YEAR. If a parent has a question, concern, or just wants to check on the progress of their student, a phone call should be made to the office to schedule an appointment with your child's teacher.

Formal parent conferences are scheduled two times a year. Information regarding dates and times for conferences is sent home with students prior to conferencing.

Graduation Requirements

The Tipton Elementary School Board has established requirements for earning a diploma and participating in the graduation ceremony from the eighth grade at Tipton Elementary School. **Students who do not earn the privilege of graduation may attend the ceremony with appropriate adult supervision, but may not attend the dance held on the last day of school.**

Diplomas will not be granted to Eighth Grade students who have not met the graduation requirements:

- ✓ Pass the United States/State/Local Government test
- ✓ Earned a cumulative Grade Point Average of 2.0 or higher
- ✓ Pay any and all outstanding debts owed to Tipton Elementary School District

Participation in graduation Ceremony will be denied to any student who:

- Did not earn a Diploma
- Has attended less than 85% of the school attendance year
- Has been late to school and/or classes for more than 20% of the school days
- Has not cleared all detention time
- Has been suspended more than one time during the current school year.
- Has had frequent and/or numerous discipline problems for violating school rules

Visiting the School:

All parents are encouraged to visit the school. All visitors must check into the office before visitation and obtain a "Visitor's Pass". If parents wish to visit a classroom, arrangements for the visit should be made ahead of time, so the classroom educational progress is not interrupted.

Volunteering for Field Trips:

Volunteers are required to complete the **District's Volunteer Application form**, and the completed form must be on file in the principal's office prior to commencement of service. Those who wish to volunteer for the 8th grade trip must have all documents submitted by February 15th of each year. Please refer to the Parent Volunteer Rubric for more information.

Dress Code:

The Tipton School Board of Education has established a dress code for all students. A copy of Acceptable and non-acceptable attire is on page **20** of this handbook.

- 1st violation-after school and/or game detention
- 2nd violation- after school detention and Saturday School
- 3rd violation-Students will be suspended for defying school rules.

Students will also lose the right to attend special school activities (including sports and trips) for each violation.

School Ground Rules:

All students must stay in campus areas that are supervised and follow supervisors' directions. Hallways and building areas are off limits during breaks. Bathrooms are to be used for intended purposes only---no loitering. Inappropriate actions will be referred to the office.

Playground Rules

- All equipment is used for its original intention
- Walk on concrete, run on grass.
- Do not play in hallways, walkways, restrooms.
- No climbing or standing on fences.
- Freeze when the whistle blows, walk to line up.
- Big Red/Monkey Bars: Walking only, on bottom down slides. Climb up and down ladders facing in. Cross overhead bars with hands.
- Caterpillar: Climbing in one direction, always facing towards the ladder.
- Slide: No climbing up slide.
- Monkey Bars: Going one direction only.
- Swings: Single person on swing, on bottom. Waiting students count from the blue pole line. No pushing of students on swings or standing in general areas.
- Tetherball: Hit with hands, poles are not to be climbed

Assemblies:

At various times throughout the year assemblies will be offered. Assemblies will be held for recognition of perfect attendance, Quarter grade honors, for the Student of the Month, Character Counts, and special programs. Proper behavior is expected at all assemblies. Attendance at school assemblies, as well as other school activities, is a privilege. The opportunity to attend is a

reward to students who have exhibited proper behavior at school. Students owing detention will be ineligible to attend assemblies.

Awards Assembly:

An Awards Assembly is held at the end of each school year to honor academic and athletic achievement. For example, students maintaining a cumulative 3.26 to 4.0 Grade Point Average (GPA) for a year are recognized as Honor Roll Students.

Perfect Attendance for the School Year:

To be eligible for Perfect Attendance Honors a student must be enrolled the first day of school and finish the school year present every day until the cutoff date at the end of the year. **A student may not have 3 or more unexcused tardies and must have maintained a minimum school day for every day of the school year.** A major discipline violation or persistent discipline or behavior concerns will not allow the student to be part of the Perfect Attendance field trip.

Personal Equipment:

Cameras, Cell/Camera/Video Phones, Radios, CD players, iPODS, MP3 players, Music CDs, video games, etc. are not allowed at school. These items will be removed from the student and it will be the parent's responsibility to retrieve the item from the office. If personal property is brought to school, it is not the school's responsibility for replacement should it be lost, damaged or stolen. Baseball bats (wood or metal) and balls are not to be brought to school.

Parties:

Three parties are permitted for each school year. Room mothers will plan parties for Winter Break, Valentine's Day and Spring Break. They are held the last 30 minutes of the day.

Homework Policy:

The teachers of Tipton are sincerely dedicated to giving our students the best education possible. This can only occur through a joint effort between the school and home.

Homework given at Tipton usually falls within one of the following categories:

1. Work not finished in class....This is the most common homework assignment. A teacher has a wide range of ability levels in a classroom, so some students finish the assigned work in class while others will need to spend some extra time at home.
2. Long Term Assignments....A teacher might assign a project which is due at a later date such as Science Projects, Mission Models or Country Reports. The student is expected to do a little bit of work each night.
3. Supplementary Classroom Work....This extra work is given to supplement or reinforce what the student has learned during the daily lesson.
4. Extra Credit Work....When a student wants to improve his/her grade, he/she may have the option of doing extra credit work. This is not a mandatory assignment. This is highly recommended for any student getting a grade below satisfactory. Extra Credit Work can only raise a student's grade by one letter grade (example C to a B).

The amount of homework again depends on class work, ability level, desire to improve and other factors. One important thing to remember is, if your child is receiving any grade below "C" or "satisfactory", he/she definitely should be doing homework. Do not let your child convince you he/she is failing and there is nothing that may be done at home to solve the problem. If you have any doubts, contact the school and ask to speak with the teacher. It is important that study patterns be developed early in the school year before students fall behind the rest of the class (refer to page 19 item "Q" Homework discipline procedure).

Homework requests:

If your child is absent from school for two or more days, you may call the school to request homework. Requests made prior to 10:00 A.M. will allow the teachers the necessary time to send work to the office by the conclusion of the school day. If your child is absent one day only, he/she will be given his/her missing work on the following day.

Computers and Internet Usage:

The School Board has established a Board Policy regarding the use of computers and Internet for all staff and students. Copies of the district policy will be given to every parent and student in the first week of school. Before any student is allowed Internet access, he/she and parents or guardians will have to sign a certification document stating they have received and understood the policy of the Tipton Elementary School District. This signed document will be kept on file at the school. No students will be allowed to access the Internet with school computers unless the document is returned to school.

No Child Left Behind Act of 2001:

Every district that receives Title I funds must ensure that all teachers teaching in "Core Academic Subjects" are highly qualified. In accordance with NCLB, parents or guardians have the right to request information regarding the professional qualifications of their child's teacher including:

- Whether the teacher has met state credential or license criteria for grade level and subject matter taught
- Whether the teacher is teaching under emergency or other provisional status
- The baccalaureate degree major of the teacher and any other graduate certification or degree held
- Whether the child is provided services by paraprofessional, and, if so, their qualifications

Parents must also be notified if their child is taught by a teacher who is not "highly qualified" for four consecutive weeks.

FOGGY DAY PLAN

The foggy day plan for the 2022-2023 year is as follows:

Parents should listen to Foggy Day Broadcasts on radio stations **KJUG 106.7.**, **TV stations Channel 18, and Channel 30** will broadcast a message on television or a convenient app is available for your phone, Valley PBS. The first call informing parents and staff of a Foggy Day for Tipton "School will say, "Tipton ElementaryPlan"

PLAN A

- School classes will begin at 11:00 a.m.
- Country busses will run 3 ½ hours late.
- A town bus (west of freeway) will pick up students from 10:30 - 10:45 a.m.

If dense fog continues, a second message will appear after 10:30 a.m.

PLAN B

SCHOOL IS CANCELED causes could be due to fog, snow, power or water outage, etc.

PLAN S

Due to a safety concern on the Tipton School site school will start at 11:00 a.m.

SCHOOL BEGINS AT 11:00 AM and classes end at:

2:30 (Kindergarten)

3:20 (1-3 grades)

3:30 (4-8 grades)

SCHOOL PROGRAMS

Athletic Program:

Tipton's sports program is open for eligible 6th, 7th and 8th grade students. Any student meeting the "Activities Code" requirements is encouraged to try out for the team sports program. The sport activities offered include: volleyball, football, basketball, soccer, baseball and softball. It will be the coaches' decision to make final rosters of players that will participate on the team. Unfortunately, there are often not enough positions available for all students that try-out. If a student is cut, he/she is encouraged to try-out for the next sports season. It is important for students to understand the responsibility of their participation on Tipton's teams. Attendance at practices is mandatory to be eligible to play in during games or tournaments. Any player that misses two or more practices in a week, whether excused or unexcused, forfeits the privilege of playing that week.

Players that have lost the privilege to go to an away game must remain in school. If an ineligible player's parent checks his/her child out of school and then takes them to the away game, he/she will jeopardize the student's position on a team.

Track:

Participation is open to students in grades 4, 5, 6, 7, and 8. Students in 4th grade must meet an age requirement.

Visiting for games:

Parents are encouraged to visit and watch their child play in team sports. All visitors must have a visitor pass. Visitor's Pass can be requested through the District Office. Preschool children are welcome to come with parent supervision.

Siblings of Tipton students may not come to games unless they are over the age of 18 or have graduated from high school. All other school age people, such as friends or relatives of Tipton players may not attend any sports events.

Extracurricular Activities:

Extracurricular examples include: athletics, assemblies, dances, student council, academic competitions, graduation ceremony, or any other school-related function which is not directly related to a course requirement. These activities are a privilege, not a right. Students are prohibited from participating in any after school activity on the day of an absence or a day if they owe detention.

Activities Code:

Students may be removed from extracurricular activities, such as athletics, assemblies, dances, field trips, academic competitions, graduation ceremony, or any other school-related function which is not directly related to a course requirement. If he/she fails to comply with any one of the following will result in this removal and loss of activity:

1. Grade Point Average (GPA) under 2.0
2. Attending school less than 85% of the time
3. Late arrival to school (excused or not) and/or late to class after recess breaks exceeding 15% of the time
4. Accumulated detention time or discipline referrals (including gum, candy, or dress code violations)
5. Failure to pay outstanding school debts

BLOCK T

Students can earn a "Block T" by participating in three Varsity level sports teams during 8th grade. Block T Awards will be given to 8th grade students who qualify.

Dances:

Evening dances are offered to 6th, 7th, and 8th grade students. Students must return signed permission slips prior to the dance. The permission slips will have the due date and time for returning it. Only students absent on the due date for permission slips will be allowed to turn in late, signed slips. Parental transportation must be provided for each student at the conclusion of the dance. Students left without transportation after a dance may lose their future dance privileges. Please keep in mind the following:

- *Students must have all detention cleared to attend a dance.
- *Students absent on the day of a dance **may not** attend.
- *Outstanding debts prohibit attendance.
- *A GPA of 2.0
- *School Dress Code enforced at all activities.

Liability of Parents or Guardians-Minor's Willful Misconduct, Damage:

The parents or guardians of any minor whose willful misconduct results in injury or death to any pupil or any person employed by a school district or who willfully cuts, defaces or injures in any way any property, real or personal of any school employee, shall be liable for all damages caused by the minor. The liability of the parent or guardian shall not exceed \$16,765. The parent or guardian shall also be liable for the amount of any reward not exceeding \$16,765. The minors' parent or guardian is also liable for any/all property loaned by a public school and not returned on demand of the district.

Failure of a minor pupil to return property, or to properly pay for damages after being given due process, may result in grades, diploma, and/or transcripts being held until the property is paid for. Voluntary work shall be provided in lieu of paying for lost or damaged property should the parent or guardians be unable to pay.

Library:

The school library is available to all students. Teachers may send no more than five students at a time to the library during library hours. All classrooms will be able to visit the library once a week. All materials checked out are the responsibility of the student. If materials are lost or damaged, the student is responsible for reimbursement. Students with outstanding library debts or overdue books will not be able to check out new books until the book is returned or paid for.

Physical Education:

All students are expected to participate in P.E. activities. If a parent feels that a child is too ill to participate in P.E., a note signed by the parent will excuse the student from P.E. for a maximum of three (3) days out of P.E. If an illness or injury necessitates more than three (3) days out of P.E., a doctor's note is mandatory.

Independent Study Program:**Short Term Independent Study**

A student may be assigned to a program of Independent Study when it appears to be the best interest of the student. Such an assignment requires a signed contract between the school, parents, and pupils. An Independent Study assignment shall be based on the individual needs of the student. Such a program may be utilized as an alternative to suspension, home teaching, or an extended family vacation. To request short-term independent study **parents must contact the school at least one week prior to starting Independent Study.** To fulfill the Independent Study contract, all coursework must be completed and turned in to the office upon return. The Tipton School Board has the right to deny Independent Study to any student.

School Government:

Elections for Student Body Offices are held in the spring, prior to each new school year. Classroom representatives are selected from each 5th-8th grade homeroom for each semester.

DISCIPLINE POLICY

Students who violate school rules and policies are subject to the discipline guidelines listed below. Every incident shall be judged on its own merit. The seriousness of the offense, the conditions under which it occurred and the student's past school discipline record are factors to be considered. School site administrators reserve the right to administratively decide what course of action will be taken.

All public schools in the State of California are required to have their own discipline policies as stated by Education Code Section 3529.5. The following is a brief summary of the discipline policies for Tipton Elementary School.

Detention:

State Law (California Administration Code Title 5 Section 353) gives school personnel the right to detain a student after school for a maximum of one (1) hour per day. Tipton School will hold its school wide detention every Monday for a ½ hour after school. Any student who fails to follow rules may expect to be placed in detention. The student's time during detention is spent doing school work or other worthwhile work around the school campus. Time for detention is served either in the office or in a classroom. Any student who owes detention time may not attend or participate in school assemblies, sports, or other functions.

Students will be given at least one day's notice of the detention so parents can be informed to arrange transportation should the student need it.

Education Code 44807.5 states that a teacher may restrict for disciplinary purposes, the time a pupil under his/her supervision is allowed for recess. Students will be given an opportunity to use the restrooms. This law will be observed at Tipton School.

Tardy Policy:

School begins at 8:25 each morning. The warning bell rings at 8:20. Students are expected to be on time. It is a violation of school rules and state rules (Education Code 48900) if a child is tardy without a note or phone call verifying a valid excuse. All tardy students' need to be signed-in at the office by a parent. Tardies are excused only for the same reasons as legal absences (illness of student, doctor or dentist appointment). After three (3) unexcused tardies, students will be required to serve an after school detention (30 minutes) for each additional unexcused tardy. Parents must provide transportation for students that do not walk to school. If a child continues to be tardy without a valid excuse, the School Attendance Review Board (S.A.R.B.) will be notified and Saturday School will be assigned. A student is considered truant 30 minutes after school begins.

Truancy:

Education Code, Section 48260, states that any pupil who is absent from school without a valid excuse for more than three days or tardy in excess of thirty minutes more than three days in one school year is a truant and shall be reported to the attendance supervisor of the school district.

If a student does not attend school for one full day and the absence is due to truancy he/she may be assigned Saturday School. Saturday School can be assigned to students with excessive detentions or truanancies from school. If the problem continues, the student will be referred to the

School Attendance Review Board (S.A.R.B.) SCHOOL ATTENDANCE IS MANDATORY. IT IS THE PARENT'S RESPONSIBILITY TO INSURE THE STUDENT ATTENDS SCHOOL REGULARLY.

Tipton Student Attendance Review Board (S.A.R.B.):

California Law states that students between ages 6 and 18 must attend school regularly and arrive on time. During the school year, when your child has been absent and/or tardy more than 10% of the school time you will receive a SARB letter. Upon receiving a 3rd letter you will be required to attend a SARB hearing with your child.

Suspension/Expulsion:

Teachers may suspend a student from class for the remainder of that day and the following day. Teachers may also require the student to make up any work missed during the suspension. Administration may suspend a student a maximum of five days for any one incident. Education Code 48900 states that a pupil may be suspended for any of the following:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold, or otherwise furnished any firearm, knife or explosive, or other dangerous object, unless in the case of possession of any such object, the pupil had obtained written permission to possess the object from a certificated school employee which is concurred in by the principal or the designee.
- c. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind and then either sold, delivered, or otherwise furnished to any person another liquid substance or material as a controlled substance, alcoholic beverages, or other intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco or nicotine products.
- i. Committed an obscene act or engaged in profanity or vulgarity.
- j. Had unlawful possession of, offered, arranged, or negotiated to sell any drug paraphernalia as defined in Section 1134 of the Health and Safety Codes.
- k. Disrupted school activities or willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit a sexual assault or committed a sexual battery.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Sold prescription drugs.

q. Committed hazing.

Pupils can be expelled only for those reasons for which they can also be suspended. State law requires that the Superintendent or Principal shall recommend expulsion (except under unusual circumstances) for the following:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive or other dangerous object of no reasonable use to the pupil at the school grounds.
3. Unlawful sale of any controlled substance, as defined in Section 11007 of the Health and Safety Code.
4. Robbery or extortion
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

The following is a list of the "most serious" offenses. A mandatory recommendation and mandatory expulsion by the Board are required by Ed. Code 48915(c).

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

State law provides for due process and right to appeal any order of expulsion.

No pupil shall be suspended or expelled for any of the acts enumerated unless the act is related to school activity or school attendance.

Makeup of Work Missed During Suspension:

Any student suspended has the opportunity to make up any coursework or tests upon his/her return to school. This work must be completed within the same number of days suspended. It is the student's responsibility to inquire about missed work.

BULLYING PREVENTION POLICY

Tipton Elementary School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Tipton Elementary School District will not tolerate harassment of students or staff, such as bullying, including cyber bullying, intimidation, hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering, in accordance with the bullying board policy section.

Tipton Elementary School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. This policy applies to students on school grounds, while

traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

The Student Code of Conduct includes, but is not limited to: Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Students are expected to immediately report incidents of bullying to the principal or designee. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner. If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Disciplinary Guidelines for Specific Offenses

Note any offense listed in this section of the student handbook that states “school site discipline” refers to the different options school administrators can impose such as: in school suspension, detention before, recess, lunch and after school, community service and/or Saturday School.

- A. Alcohol
 - 1. Any Offense
 - a. Suspension and parent conference
 - b. Probable recommendation for expulsion or exclusion

- B. Arson, Vandalism/Defacing or use of explosives. In all cases, the student for damages or losses that occur will make payment, and all arson cases will be reported to the Fire Department and Police.
 - 1. First Offense
 - a. School site discipline
 - b. Suspension and parent conference
 - c. Referral to law enforcement
 - d. Severe violations will result in recommendation for expulsion and arrest.

- C. Battery
 - 1. Any Offense
 - a. Suspension and parent conference
 - b. Notify the police of the incident, possible arrest
 - c. Additional possibilities as the administrator deems necessary

- D. Assault and/or Battery on Teachers or other School Personnel
 - 1. Any Offense
 - a. Suspension and police arrest
 - b. Recommendation for expulsion

- E. Classroom Referrals and Defiance of Authority
 - 1. Any Offense
 - a. School site discipline
 - b. Possible suspension
 - c. Possible expulsion or placement in alternate program

- F. Drugs and/or Narcotics
 - 1. Any Offense
 - a. Suspension and recommendation for expulsion
 - b. Report to law enforcement, possible arrest

- G. Extortion (Force or Fear)
 - 1. First Offense
 - a. Suspension
 - b. Referral to police
 - c. Recommendation for expulsion or exclusion

- H. Forgery
 - 1. Any Offense
 - a. Parent Conference
 - b. School site discipline
 - c. Possible suspension

- I. Hazing/Student Harassment
 - 1. Any Offense
 - a. School site discipline
 - b. Suspension
 - c. More serious offenses may lead to a recommendation for expulsion.

- J. Insults and/or Abuse to School Personnel
 - 1. Any offense of this nature will not be tolerated
 - a. Suspension and parent conference
 - b. School site discipline
 - c. Possible recommendation for expulsion or exclusion

- K. Profanity, Vulgarity, Pornography
 - 1. Any Offense
 - a. School site discipline
 - b. Possible suspension
 - c. Serious or repeated violations may lead to expulsion or placement in an alternate program.

- L. Student Sexual Harassment

The governing board prohibits unlawful sexual harassment of or by any student by anyone in or from the District. Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to an including dismissal. The Board expects students or staff to immediately report incidents of sexual harassment to the Superintendent/Principal, or Designee or to another District Administrator. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Prohibited sexual harassment includes,

but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting, (Education Code 121.5). For the purpose of further clarification, sexual harassment includes but is not limited to the following:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Assault, touching, impeding, or blocking movement.
7. Continuing to express sexual interest after being informed that the interest is unwelcome.
8. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response.

M. Tobacco (Use or Possession)

1. First Offense
 - a. Suspension
 - b. Parent Conference
 - c. School site discipline

N. Threats

1. First Offense
 - a. School site discipline
 - b. Possible suspension
2. Succeeding Offenses
 - a. School site discipline and parent conference
 - b. Suspension
 - c. Possible expulsion or placement in alternate program

O. Weapons

A student in the possession of any object, which is determined by an administrator to be a weapon, with or without the intent of use, is subject to penalty as designated below:

1. Parent contact
2. Confiscation
3. Police contact
4. Suspension
5. Possible expulsion or exclusion

P. Withholding Records/Unpaid Debts

A pupil's grades, diploma and transcripts may be withheld if district property is damaged or not returned by the pupil. Unpaid debts will warrant holding records as well.

Tipton Elementary School District will honor the debts of other school districts that have notified us that a former student of theirs that is now attending Tipton has an outstanding debt. When debts are repaid, the student will have their report cards, given to them.

Q. Homework discipline procedure

To address the ongoing problem of students not completing homework Tipton School has instituted the following Homework procedure:

1. The first violation – parents are contacted by teacher either by note, phone call, or conference.
2. The second violation – parents are contacted by teacher either by note, phone call, or conference. Student is assigned 2 days of recess detention.
3. The third violation – parents are contacted by teacher either by note, phone call, or conference. Student is assigned Saturday School.

Continued violations will place the student in recess detention, lunch detention, after school detention, and/or Saturday School. Students assigned Saturday School that do not attend risk community service or suspension for non-attendance. A violation is when a student does not complete one or several homework assignments in a single day.

Tipton Elementary School District
DRESS AND APPEARANCE CODE

Tipton Elementary is striving to become an exemplary school. Our goal is to provide a safe learning environment that inspires our students with the passion, power and skills to make positive life choices. It is not our purpose to dictate specific dress, but rather to ensure that our students will be dressed in such a way as to maximize their school experience. Decency and safety are the guidelines by which the principal makes decisions regarding clothes.

Any apparel, hairstyle, cosmetic or jewelry, even if not specifically mentioned below, which creates a safety concern, draws undue attention to the wearer, or tends to detract from the educational process is prohibitive unless addressed elsewhere in this regulation. Before purchasing clothing for their children, parents are strongly urged to consider the possible gang implications of all clothing with logos or insignias.

General Guidelines

1. No clothing with North, South, or any sport team/college team logo may be worn.
2. Dress and appearance standards are in effect during all times at school, on the way to school, on the way home from school, at any school function or activity regardless of location, and at any other Tipton Elementary School District function.
3. Students that wear unacceptable clothing will be required to change to accepted dress. All time missed from class due to unacceptable dress may be made up in detention and/or Saturday School.
4. All wearing apparel must be of a size that is considered normal for the child. Oversized clothing will not be allowed.

5. Boys' shorts must be no longer than the bottom of the knee. Girls' shorts or skirts must be no longer than the bottom of the knee and extend no more than (4") above the knee. No writing or company logos on pants, shorts, skirts, or skorts. Capris for girls are allowed.
6. Black, white or tan cloth belts or brown or black leather belts with plain buckle only, no writing on belt or buckle.

The following items are NOT ALLOWED

- **Pants, shorts or cutoffs that are oversized, without hems, holes, frayed and/or slit up the side, sag or don't fit at the waist, or have excessively large legs**
- Oversized tops, halter tops, tube tops, backless dresses, mini-skirts, see-through tops, fish net, half tops, muscle shirts, undershirts, and tank tops with large arm holes, no bare midriffs
- Lycra stretch or other excessively tight or revealing clothing
- Any clothing worn inside out
- Any clothing that exposes posteriors or undergarments
- Pajama bottoms
- Students may not wear shoes with no back strap, flip flops, cleats, high heels, heelys/sport skate shoes or slippers.
- Head Covering - hats, caps, nets, bandanas. Hats, by nature of the color, arrangement, trademark, or any other attribute, those denote membership in gangs, or which advocate racial, ethnic, or religious prejudice, drug use, violence, intimidation or disruptive behavior are prohibited.
- Initialed belt buckles, wallets with attached chains, hanging belts, suspenders straps hanging off the shoulders.
- Hoop earrings larger than a dime, nose rings, facial or body studs. Jewelry or accessories that are disruptive or that might cause a health or safety hazard may not be worn.
- Glasses, other than prescription (inside buildings).
- Permanent or temporary tattoos are not allowed.
- Altered eyebrows, hair colors and/or styles that disrupt student education will not be allowed.
- Words or pictures that are not appropriate for the school environment may not be worn on clothing. (Examples include obscenities, symbols representing alcohol, drugs or tobacco, gang colors, gang materials, gang behavior, weapons, sexually explicit words or pictures, tagging, or violence.) Words and pictures on all garments may not be altered in any way. Words and pictures may not be added to plain garments.
- All clothing and materials with Old English or similar lettering will not be allowed.
- Makeup, fake or acrylic nails are not allowed in grades kindergarten through six.
- Hair styles which draw undue attention from the educational environment and not acceptable; i.e. unusual designs, colors, Mohawks (longer than 1"), tails, or unusual razor cuts.

Exception: Hats may be worn outside only and solely for the purpose of sun protection.
Hats shall be school appropriate and worn correctly.

Tipton Elementary Activities Code 2022-2023

The Student is expected to cooperate in all matters relating to school rules and procedures. The rules and procedures are established for the smooth operations of the school and to minimize conflicts and misunderstandings.

Students may be removed from extracurricular activities such as athletics, assemblies, dances, academic competitions, extended field trips (beyond school day), graduation, or any other school-related function which is not directly related to a course requirement.

Failure to comply with any one of the following may result in this removal and loss of activity:

- Grade Point Average (GPA) under 2.0
- Attending school less than 85% of the time
- Late arrival to school (excused or not) and/or late to class after recess breaks exceeding 20% of the time
- Accumulated detention time or discipline referrals (including gum, candy or dress code violations)
- Failure to pay outstanding school debts

PARENT ACKNOWLEDGMENT

I have read and shared the Tipton Elementary School Handbook with my son/daughter. We understand that the rules and procedures are established for the smooth operation of the school and to minimize conflicts and misunderstandings.

We are fully aware of what is expected in the Activities Code and of necessary requirements for participation in extracurricular activities.

Student's Name _____

Parent Signature _____

Student Signature _____

Grade _____ Homeroom Teacher _____

5. FINANCE: Action items:

5.1 Vendor Payments

APY List

FISCAL YEAR 2021-
2022

Date Paid between 06/01/2022 and 06/30/2022

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount	COVID Expenses
14446	95 PERCENT GROUP INC.	221872	06/30/2022	INV#117264	010-26000-0-11100-10000-43000-0-0000	\$1,319.21	
13456	A & G TELEPHONE SERVICE, INC.	221857	06/30/2022	7661	010-81500-0-00000-81000-56000-0-0000	\$150.00	
13971	ALMEIDA, VIRGINIA	221828	06/17/2022	REIMB.MILE.MEAL	010-90336-0-11100-10000-52000-0-0000	\$234.42	
13036	AMERICAN FIDELITY	221771	06/17/2022	MAY 2022	010-00000-0-00000-00000-95024-0-0000	\$337.31	
14504	ANAHI GOMEZ	221835	06/17/2022	REIMB.LIVESCAN	010-00000-0-00000-72000-58000-0-0000	\$76.22	
14181	Anderson's It's Elementary	221870	06/30/2022	4253028	010-26000-0-11100-10000-43000-0-0000	\$535.91	
12788	ARAMARK UNIFORM SERVICES INC	221703	06/03/2022	503000537328	010-00000-0-00000-81000-56000-0-0000	\$496.39	
12788	ARAMARK UNIFORM SERVICES INC	221769	06/17/2022	503000541214	010-00000-0-00000-81000-56000-0-0000	\$484.45	
12788	ARAMARK UNIFORM SERVICES INC	221770	06/17/2022	503000546209	010-00000-0-00000-81000-56000-0-0000	\$484.45	
12788	ARAMARK UNIFORM SERVICES INC	221875	06/30/2022	503000505178	010-00000-0-00000-81000-56000-0-0000	\$504.40	
14404	AT&T	221702	06/03/2022	0826963964-052522	010-00000-0-00000-82000-59000-0-0000	\$132.28	
14404	AT&T	220029	06/03/2022	0826962963-052522	010-00000-0-00000-82000-59000-0-0000	(\$125.54)	
14101	B&B PEST CONTROL SERVICE	221772	06/17/2022	01-TIP-05-22	010-00000-0-00000-81000-58000-0-0000	\$170.00	
14021	BAUDVILLE	221874	06/30/2022	3941338	010-07200-0-11100-10000-43000-0-0104	\$40.29	
14021	BAUDVILLE	221873	06/30/2022	3941338	010-07200-0-11100-10000-43000-0-0104	\$67.27	
13603	BURRELL, GEORGINA	221829	06/17/2022	REIMB.MILAGE CA.ED	010-90111-0-11100-10000-52000-0-0000	\$241.61	
14037	CALIFORNIA BUSINESS MACHINES	221778	06/17/2022	298294	010-11000-0-11100-10000-43000-0-0000	\$268.43	
12548	CALIFORNIA TURF EQUIP. & SUPP.	221707	06/03/2022	547259	010-81500-0-00000-81000-43000-0-0000	\$194.83	
14496	CENGAGE LEARNING, INC.	221777	06/17/2022	77800864	010-26000-0-11100-10000-43000-0-0000	\$1,973.44	
14245	CENTRAL VALLEY REFRIGERATION	221708	06/03/2022	42954	010-00000-0-00000-81000-56000-0-0000	\$176.16	
14245	CENTRAL VALLEY REFRIGERATION	221859	06/30/2022	43387	010-00000-0-00000-81000-56000-0-0000	\$1,304.92	
14245	CENTRAL VALLEY REFRIGERATION	221858	06/30/2022	43311	010-00000-0-00000-81000-56000-0-0000	\$1,162.79	
14245	CENTRAL VALLEY REFRIGERATION	221709	06/03/2022	42953	010-26000-0-00000-37000-64000-0-0000	\$4,810.00	
14491	CLAY CAFE	221856	06/21/2022	ASESARTPROJECT6.1622	010-26000-0-11100-10000-58000-0-0000	\$1,627.00	
14452	COAST CITRUS DISTRIBUTORS	221775	06/17/2022	01104321	010-26000-0-00000-37000-47000-0-0000	\$127.50	
14452	COAST CITRUS DISTRIBUTORS	221774	06/17/2022	01104326	010-26000-0-00000-37000-47000-0-0000	\$344.00	
14452	COAST CITRUS DISTRIBUTORS	221776	06/17/2022	01104323	010-26000-0-00000-37000-47000-0-0000	\$127.50	
14338	COLLEGIATE DESIGNS, INC.	221706	06/03/2022	051622TIPHR	010-07200-0-11100-10000-43000-0-0104	\$1,288.80	
14338	COLLEGIATE DESIGNS, INC.	221705	06/03/2022	051622TIPPA	010-07200-0-11100-10000-43000-0-0201	\$869.95	
14338	COLLEGIATE DESIGNS, INC.	221890	06/30/2022	060622TIPHR	010-07200-0-11100-10000-43000-0-0201	\$1,378.25	
14338	COLLEGIATE DESIGNS, INC.	221878	06/30/2022	051622TIPPA	010-07200-0-11100-10000-43000-0-0201	\$1,378.25	
13459	DELL MARKETING L.P.	221712	06/03/2022	10583979537	010-07200-0-11100-24900-43000-0-0102	\$292.71	
13181	DEMCO	221779	06/17/2022	7138322	010-07200-0-11100-24203-43000-0-0115	\$3,428.91	
13998	DUNN'S SAND, INC dba DUNN'S IN	221876	06/30/2022	60078	010-81500-0-00000-81000-43000-0-0000	\$976.50	
13796	E.M. THARP, INC.	221782	06/17/2022	01EMT5452	010-07230-0-00000-36000-56000-0-0000	\$1,377.08	
13796	E.M. THARP, INC.	221781	06/17/2022	01EMT5452	010-07230-0-00000-36000-56000-0-0000	\$5,603.00	
13796	E.M. THARP, INC.	221783	06/17/2022	01EMT5719	010-07230-0-00000-36000-56000-0-0000	\$358.32	
14374	ELAN FINANCIAL SERVICES	221738	06/10/2022	9190 BETTENCOURT	010-00000-0-00000-72000-43000-0-0000	\$6.99	
14374	ELAN FINANCIAL SERVICES	221739	06/10/2022	9190 BETTENCOURT	010-00000-0-00000-72000-59000-0-0000	\$2.76	
14374	ELAN FINANCIAL SERVICES	221740	06/10/2022	9190 BETTENCOURT	010-07200-0-00000-24950-43000-0-0301	\$120.00	
14374	ELAN FINANCIAL SERVICES	221742	06/10/2022	9190 BETTENCOURT	010-07200-0-00000-24950-43000-0-0301	\$123.80	
14374	ELAN FINANCIAL SERVICES	221741	06/10/2022	9190 BETTENCOURT	010-07200-0-11100-10000-43000-0-0201	\$65.00	
14374	ELAN FINANCIAL SERVICES	221768	06/14/2022	9190 Bettencourt	010-07200-0-11100-10000-43000-0-0201	\$1,379.40	
14374	ELAN FINANCIAL SERVICES	221743	06/10/2022	9190 BETTENCOURT	010-60100-0-11100-10000-43000-0-0000	\$132.92	
14375	ELAN FINANCIAL SERVICES	221757	06/10/2022	9281 SOLIAN	010-00000-0-00000-72000-43000-0-0000	\$707.96	
14373	ELAN FINANCIAL SERVICES	221762	06/10/2022	0461 MARTIN	010-00000-0-11100-10000-58000-0-0000	\$207.00	
14373	ELAN FINANCIAL SERVICES	221764	06/10/2022	0461 MARTIN	010-07200-0-00000-24950-43000-0-0301	\$679.60	
14375	ELAN FINANCIAL SERVICES	221760	06/10/2022	9281 SOLIAN	010-07200-0-00000-24950-58000-0-0301	\$200.00	
14373	ELAN FINANCIAL SERVICES	221763	06/10/2022	0461 MARTIN	010-07200-0-11100-10000-43000-0-0104	\$380.10	
14375	ELAN FINANCIAL SERVICES	221761	06/10/2022	9281 SOLIAN	010-07200-0-11100-10000-43000-0-0104	\$53.62	
14373	ELAN FINANCIAL SERVICES	221765	06/10/2022	0461 MARTIN	010-07200-0-11100-24203-43000-0-0115	\$448.91	
14373	ELAN FINANCIAL SERVICES	221766	06/10/2022	0461 MARTIN	010-07230-0-00000-36000-43000-0-0000	\$36.76	

14373 ELAN FINANCIAL SERVICES	221767	06/10/2022	0461 MARTIN	010-81500-0-00000-81000-43000-0-0000	\$220.77
14375 ELAN FINANCIAL SERVICES	221759	06/10/2022	9281 SOLIAN	010-901111-0-11100-10000-52000-0-0000	\$176.31
14375 ELAN FINANCIAL SERVICES	221758	06/10/2022	9281 SOLIAN	010-90111-0-11100-10000-52000-0-0000	\$176.31
14459 ELAN FINANCIAL SERVICES	221750	06/10/2022	1091 CUNHA	010-00000-0-00000-72000-59000-0-0000	\$4.14
14459 ELAN FINANCIAL SERVICES	221748	06/10/2022	1091 CUNHA	010-00000-0-11100-10000-43000-0-0000	\$13.67
14459 ELAN FINANCIAL SERVICES	221755	06/10/2022	1091 CUNHA	010-07200-0-00000-24950-43000-0-0301	\$91.58
14459 ELAN FINANCIAL SERVICES	221756	06/10/2022	1091 CUNHA	010-07200-0-00000-24950-43000-0-0301	\$795.86
14459 ELAN FINANCIAL SERVICES	221749	06/10/2022	1091 CUNHA	010-07200-0-11100-24900-43000-0-0102	\$54.10
14459 ELAN FINANCIAL SERVICES	221751	06/10/2022	1091 CUNHA	010-07200-0-11100-24900-43000-0-0102	\$22.71
14459 ELAN FINANCIAL SERVICES	221752	06/10/2022	1091 CUNHA	010-07200-0-11100-24900-43000-0-0102	\$25.26
14459 ELAN FINANCIAL SERVICES	221753	06/10/2022	1091 CUNHA	010-07200-0-11100-24900-43000-0-0102	\$130.35
14459 ELAN FINANCIAL SERVICES	221744	06/10/2022	1091 CUNHA	010-07230-0-00000-36000-58000-0-0000	\$1.00
14459 ELAN FINANCIAL SERVICES	221746	06/10/2022	1091 CUNHA	010-07230-0-00000-36000-58000-0-0000	\$4.34
14459 ELAN FINANCIAL SERVICES	221747	06/10/2022	1091 CUNHA	010-07230-0-00000-36000-58000-0-0000	\$10.66
14459 ELAN FINANCIAL SERVICES	221745	06/10/2022	1091 CUNHA	010-07230-0-00000-36000-58000-0-0000	\$1.00
14459 ELAN FINANCIAL SERVICES	221754	06/10/2022	1091 CUNHA	010-32140-0-11100-10000-43000-0-0000	\$44.72 COVID/ESSER III
13983 EWING IRRIGATION	221860	06/30/2022	16806936	010-81500-0-00000-81000-43000-0-0000	\$2.32
13983 EWING IRRIGATION	221861	06/30/2022	16708949	010-81500-0-00000-81000-43000-0-0000	\$1,221.63
13983 EWING IRRIGATION	221862	06/30/2022	16673871	010-81500-0-00000-81000-43000-0-0000	\$315.66
14474 FOLLETT CONTENT SOLUTIONS, LLC	221784	06/17/2022	475375F	010-07200-0-11100-10000-43000-0-0103	\$182.66
14474 FOLLETT CONTENT SOLUTIONS, LLC	221714	06/03/2022	464267F	010-07200-0-11100-24203-43000-0-0115	\$373.49
14474 FOLLETT CONTENT SOLUTIONS, LLC	221713	06/03/2022	464267A	010-07200-0-11100-24203-43000-0-0115	\$639.65
13920 HEINKS, DESIREE	221711	06/03/2022	REIMB.SUPPLIES	010-07200-0-11100-10000-43000-0-0104	\$62.93
14164 IEC POWER LLC	221788	06/17/2022	TESD-OM-INV37	010-99900-0-00000-81000-58000-0-0000	\$2,767.22
13471 INDEPENDENT SALES	221863	06/30/2022	16471	010-81500-0-00000-81000-43000-0-0000	\$255.17
14502 ISABEL SALINAS	221832	06/17/2022	REIMB.LIVESCAN	010-00000-0-00000-72000-58000-0-0000	\$64.00
14501 KARINA A. MUDAHERANWA	221831	06/17/2022	REIMB.LIVE SCAN	010-00000-0-00000-72000-58000-0-0000	\$47.50
14455 LINDA CHRISTENSEN	221880	06/30/2022	REIMB.FAIR PROJECT	010-60100-0-11100-10000-43000-0-0000	\$144.81
14455 LINDA CHRISTENSEN	221881	06/30/2022	REIMB.MILE ASES	010-60100-0-11100-10000-52000-0-0000	\$23.16
14455 LINDA CHRISTENSEN	221879	06/30/2022	REIMB.WRKSHP	010-60100-0-11100-10000-52000-0-0000	\$13.10
12270 LOZANO SMITH	221789	06/17/2022	2165063	010-00000-0-00000-72000-58000-0-0000	\$1,061.02
12270 LOZANO SMITH	221790	06/17/2022	2165064	010-00000-0-00000-72000-58000-0-0000	\$1,011.68
12270 LOZANO SMITH	221791	06/17/2022	2165065	010-00000-0-00000-72000-58000-0-0000	\$246.75
14503 MARICELA VILLARREAL	221834	06/17/2022	REIMB.STC MILE	010-90336-0-11100-10000-52000-0-0000	\$28.78
14503 MARICELA VILLARREAL	221833	06/17/2022	STC TESTING	010-90336-0-11100-10000-58000-0-0000	\$140.00
14024 MATH TEACHERS PRESS, INC.	221871	06/30/2022	00050242	010-26000-0-11100-10000-43000-0-0000	\$1,400.75
14255 MEGAN RICE	221726	06/03/2022	REIMB.READER PARTY	010-07200-0-11100-10000-43000-0-0104	\$14.00
13882 MOBILE MODULAR MGT. CORP.	221793	06/17/2022	2287149	010-00000-0-00000-81000-56000-0-0000	\$640.00
13882 MOBILE MODULAR MGT. CORP.	221792	06/17/2022	22877070	010-00000-0-00000-81000-56000-0-0000	\$640.00
13882 MOBILE MODULAR MGT. CORP.	221794	06/17/2022	2287150	010-00000-0-00000-81000-56000-0-0000	\$640.00
12836 OFFICE DEPOT, INC.	221852	06/17/2022	242928524001	010-11000-0-11100-10000-43000-0-0000	\$52.89
12836 OFFICE DEPOT, INC.	221840	06/17/2022	239053400001	010-11000-0-11100-10000-43000-0-0000	\$72.33
12836 OFFICE DEPOT, INC.	221842	06/17/2022	245133377001	010-11000-0-11100-10000-43000-0-0000	\$95.15
12836 OFFICE DEPOT, INC.	221850	06/17/2022	238573795001	010-11000-0-11100-10000-43000-0-0000	\$99.87
12836 OFFICE DEPOT, INC.	221851	06/17/2022	246391089001	010-11000-0-11100-10000-43000-0-0000	\$15.57
12836 OFFICE DEPOT, INC.	221853	06/17/2022	241987391001	010-11000-0-11100-10000-43000-0-0000	\$40.18
12836 OFFICE DEPOT, INC.	221854	06/17/2022	244204904001	010-11000-0-11100-10000-43000-0-0000	\$52.77
12836 OFFICE DEPOT, INC.	221839	06/17/2022	226181770001	010-11000-0-11100-10000-43000-0-0000	\$95.15
12836 OFFICE DEPOT, INC.	221841	06/17/2022	246397929001	010-11000-0-11100-10000-43000-0-0000	\$54.50
12836 OFFICE DEPOT, INC.	221846	06/17/2022	242343812001	010-74250-0-11100-10000-43000-0-0000	\$9.40 COVID/ELO
12836 OFFICE DEPOT, INC.	221848	06/17/2022	244009310001	010-74250-0-11100-10000-43000-0-0000	\$10.12 COVID/ELO
12836 OFFICE DEPOT, INC.	221849	06/17/2022	242343808001	010-74250-0-11100-10000-43000-0-0000	\$6.94 COVID/ELO
12836 OFFICE DEPOT, INC.	221838	06/17/2022	245841633001	010-74250-0-11100-10000-43000-0-0000	\$12.38 COVID/ELO
12836 OFFICE DEPOT, INC.	221845	06/17/2022	242027298001	010-74250-0-11100-10000-43000-0-0000	\$35.35 COVID/ELO
12836 OFFICE DEPOT, INC.	221836	06/17/2022	245841638001	010-74250-0-11100-10000-43000-0-0000	\$45.64 COVID/ELO
12836 OFFICE DEPOT, INC.	221847	06/17/2022	244009311001	010-74250-0-11100-10000-43000-0-0000	\$32.31 COVID/ELO
12836 OFFICE DEPOT, INC.	221837	06/17/2022	245755736001	010-74250-0-11100-10000-43000-0-0000	\$141.08 COVID/ELO
12836 OFFICE DEPOT, INC.	221843	06/17/2022	242343811001	010-74250-0-11100-10000-43000-0-0000	\$7.10 COVID/ELO
12836 OFFICE DEPOT, INC.	221844	06/17/2022	244008632001	010-74250-0-11100-10000-43000-0-0000	\$18.85 COVID/ELO
13562 ORIENTAL TRADING CO.	221866	06/30/2022	717318116-03	010-26000-0-11100-10000-43000-0-0000	\$333.53
13562 ORIENTAL TRADING CO.	221867	06/30/2022	717318116-02	010-26000-0-11100-10000-43000-0-0000	\$62.02

13562 ORIENTAL TRADING CO.	221868	06/30/2022	717318116-01	010-26000-0-11100-10000-43000-0-0000	\$1,969.00	
13562 ORIENTAL TRADING CO.	221864	06/30/2022	220088	010-60100-0-11100-10000-43000-0-0000	\$203.02	
13562 ORIENTAL TRADING CO.	221869	06/30/2022	717318116-04	010-60100-0-11100-10000-43000-0-0000	\$113.78	
13562 ORIENTAL TRADING CO.	221865	06/30/2022	716644432-02	010-60100-0-11100-10000-43000-0-0000	\$34.89	
14026 PEAP	221804	06/17/2022	268401	010-07200-0-11100-10000-43000-0-0104	\$380.30	
14026 PEAP	221805	06/17/2022	268401	010-07200-0-11100-10000-43000-0-0104	\$123.70	
14186 Porterville Sheltered Workshop	221710	06/03/2022	5.20.22	010-00000-0-11100-10000-43000-0-0000	\$280.87	
14420 RAY A MORGAN COMPANY	221806	06/17/2022	3733840	010-00000-0-11100-10000-43000-0-0000	\$403.42	
14396 S & S AG AND AUTO PARTS	221809	06/17/2022	059207	010-07230-0-00000-36000-43000-0-0000	\$35.64	
14396 S & S AG AND AUTO PARTS	221810	06/17/2022	062733	010-07230-0-00000-36000-43000-0-0000	\$12.42	
14396 S & S AG AND AUTO PARTS	221808	06/17/2022	059216	010-07230-0-00000-36000-43000-0-0000	\$5.64	
14396 S & S AG AND AUTO PARTS	220030	06/17/2022	063476	010-07230-0-00000-36000-43000-0-0000	(\$34.29)	
14396 S & S AG AND AUTO PARTS	221813	06/17/2022	063541	010-07230-0-00000-36000-43000-0-0000	\$16.14	
14396 S & S AG AND AUTO PARTS	221811	06/17/2022	062880	010-07230-0-00000-36000-43000-0-0000	\$286.41	
14396 S & S AG AND AUTO PARTS	221812	06/17/2022	063116	010-07230-0-00000-36000-43000-0-0000	\$28.54	
14396 S & S AG AND AUTO PARTS	221814	06/17/2022	063522	010-07230-0-00000-36000-43000-0-0000	\$97.89	
14396 S & S AG AND AUTO PARTS	221815	06/17/2022	61223	010-81500-0-00000-81000-43000-0-0000	\$19.66	
13717 SCHOOLWORKS, INC.	221819	06/17/2022	4012	010-60530-0-00000-72000-58000-0-0000	\$3,250.00	
14308 SHI INTERNATIONAL CORP	221807	06/17/2022	B15315880	010-32140-0-11100-10000-43000-0-0000	\$452.55	COVID/ESSER III
14308 SHI INTERNATIONAL CORP	221820	06/17/2022	B15295785	010-99901-0-00000-85000-58000-0-0000	\$2,896.24	
14111 SISC	221735	06/03/2022	JUNE HW RET.BRD.ACT	010-00000-0-00000-00000-95024-0-0000	\$73,430.26	
14111 SISC	221734	06/03/2022	JUNE HW RET.BRD.ACT	010-00000-0-00000-00000-95028-0-0000	\$2,497.20	
14111 SISC	221733	06/03/2022	JUNE HW RET.BRD.ACT	010-00000-0-00000-71000-34020-0-0000	\$7,362.40	
5388 SOUTHERN CAL GAS	221885	06/30/2022	108 416 9100 8	010-00000-0-00000-81000-55000-0-0000	\$365.46	
13902 SOUTHWEST SCH. & OFFICE SUPPLY	221715	06/03/2022	PINVO978269	010-00000-0-11100-10000-43000-0-0000	\$293.14	
13130 SYSCO FOOD SERVICES	221816	06/17/2022	384191179	010-26000-0-00000-37000-47000-0-0000	\$1,687.29	
13130 SYSCO FOOD SERVICES	221817	06/17/2022	384191180	010-26000-0-00000-37000-47000-0-0000	\$2,827.53	
13130 SYSCO FOOD SERVICES	221818	06/17/2022	384208644	010-26000-0-00000-37000-47000-0-0000	\$584.69	
13421 TAMARA LAMPE	221830	06/17/2022	REIMB.MILE.CA.ED	010-90111-0-11100-10000-52000-0-0000	\$241.02	
12264 TIPTON AUTO PARTS	221725	06/03/2022	41614	010-81500-0-00000-81000-43000-0-0000	\$124.67	
12264 TIPTON AUTO PARTS	221718	06/03/2022	40351	010-81500-0-00000-81000-43000-0-0000	\$2.59	
12264 TIPTON AUTO PARTS	221719	06/03/2022	40430	010-81500-0-00000-81000-43000-0-0000	\$6.45	
12264 TIPTON AUTO PARTS	221721	06/03/2022	40878	010-81500-0-00000-81000-43000-0-0000	\$20.46	
12264 TIPTON AUTO PARTS	221722	06/03/2022	41063	010-81500-0-00000-81000-43000-0-0000	\$28.70	
12264 TIPTON AUTO PARTS	221720	06/03/2022	40635	010-81500-0-00000-81000-43000-0-0000	\$10.53	
12264 TIPTON AUTO PARTS	221723	06/03/2022	41222	010-81500-0-00000-81000-43000-0-0000	\$32.26	
12264 TIPTON AUTO PARTS	221724	06/03/2022	41330	010-81500-0-00000-81000-43000-0-0000	\$80.75	
5760 TIPTON COMMUNITY SERVICES DIST	221729	06/03/2022	10040002	010-00000-0-00000-81000-55000-0-0000	\$380.76	
5760 TIPTON COMMUNITY SERVICES DIST	221730	06/03/2022	10040002	010-00000-0-00000-81000-55000-0-0000	\$637.94	
12899 TROPHY SHOPPE	221822	06/17/2022	19486	010-07200-0-11100-10000-43000-0-0104	\$769.12	
13605 TULARE CO. OFFICE OF EDUCATION	221886	06/30/2022	222527	010-30100-1-11100-10000-58000-0-0000	\$3,780.00	
13605 TULARE CO. OFFICE OF EDUCATION	221888	06/30/2022	222527	010-74250-0-11100-10000-58000-0-0000	\$2,362.50	COVID/ELO
13605 TULARE CO. OFFICE OF EDUCATION	221889	06/30/2022	222527	010-74250-0-11100-10000-58000-0-0000	\$2,362.50	COVID/ELO
13605 TULARE CO. OFFICE OF EDUCATION	221887	06/30/2022	222527	010-74250-0-11100-10000-58000-0-0000	\$4,200.00	COVID/ELO
13463 TULARE COUNTY OFFICE OF EDUCAT	221821	06/17/2022	222295	010-07200-0-00000-31400-58000-0-0205	\$2,458.00	
13463 TULARE COUNTY OFFICE OF EDUCAT	221823	06/17/2022	222112	010-40350-2-11100-24900-58000-0-0000	\$9,000.00	
12324 TULE TRASH COMPANY	221727	06/03/2022	237942	010-00000-0-00000-81000-58000-0-0000	\$1,152.42	
14424 U.S. BANK EQUIPMENT FINANCE	221824	06/17/2022	473428050	010-00000-0-00000-72000-58000-0-0000	\$268.15	
14424 U.S. BANK EQUIPMENT FINANCE	221826	06/17/2022	473428050	010-00000-0-00000-72000-58000-0-0000	\$2,585.28	
14424 U.S. BANK EQUIPMENT FINANCE	221827	06/17/2022	473428050	010-00000-0-11100-10000-58000-0-0000	\$563.63	
14424 U.S. BANK EQUIPMENT FINANCE	221825	06/17/2022	473428050	010-00000-0-11100-10000-58000-0-0000	\$804.39	
13496 VALLEY PACIFIC PET. SERV., INC	221883	06/30/2022	22-550978	010-07230-0-00000-36000-43000-0-0000	\$1,681.69	
13496 VALLEY PACIFIC PET. SERV., INC	221882	06/30/2022	22-556322	010-07230-0-00000-36000-43000-0-0000	\$1,893.27	
13496 VALLEY PACIFIC PET. SERV., INC	221891	06/30/2022	22-546127	010-07230-0-00000-36000-43000-0-0000	\$1,838.99	
13333 VERIZON WIRELESS	221732	06/03/2022	942004164-00001	010-00000-0-00000-81000-59000-0-0000	\$600.24	
12498 VISALIA TIMES-DELTA	221884	06/30/2022	0004645210	010-00000-0-00000-72000-58000-0-0000	\$205.40	

010-General Fund Total Expenditures:

\$191,479.52

14101 B&B PEST CONTROL SERVICE	221773	06/17/2022	01-TIP-05-22	130-53100-0-00000-37000-58000-0-0000	\$40.00	
14498 CINTAS	221704	06/03/2022	5109372425	130-53100-0-00000-37000-43000-0-0000	\$208.92	
12921 GOLD STAR FOODS INC.	221787	06/17/2022	5102270	130-53100-0-00000-37000-47000-0-0000	\$124.45	
12921 GOLD STAR FOODS INC.	221785	06/17/2022	5118169	130-53100-0-00000-37000-58000-0-0000	\$28.80	

12921 GOLD STAR FOODS INC.	221786	06/17/2022	5118717	130-53100-0-00000-37000-58000-0-0000	\$18.00
14427 R & L CROW DISTRIBUTING	221795	06/17/2022	5.3.22	130-53100-0-00000-37000-47000-0-0000	\$1,027.56
14427 R & L CROW DISTRIBUTING	221796	06/17/2022	5.6.22	130-53100-0-00000-37000-47000-0-0000	\$554.10
14427 R & L CROW DISTRIBUTING	221797	06/17/2022	5.10.22	130-53100-0-00000-37000-47000-0-0000	\$1,035.30
14427 R & L CROW DISTRIBUTING	221798	06/17/2022	5.13.22	130-53100-0-00000-37000-47000-0-0000	\$783.60
14427 R & L CROW DISTRIBUTING	221799	06/17/2022	5.17.22	130-53100-0-00000-37000-47000-0-0000	\$709.20
14427 R & L CROW DISTRIBUTING	221801	06/17/2022	5.24.22	130-53100-0-00000-37000-47000-0-0000	\$976.80
14427 R & L CROW DISTRIBUTING	221802	06/17/2022	5.27.22	130-53100-0-00000-37000-47000-0-0000	\$252.00
14427 R & L CROW DISTRIBUTING	221803	06/17/2022	5.31.22	130-53100-0-00000-37000-47000-0-0000	\$613.80
14427 R & L CROW DISTRIBUTING	221800	06/17/2022	5.20.22	130-53100-0-00000-37000-47000-0-0000	\$252.00
13130 SYSCO FOOD SERVICES	221716	06/03/2022	384191181	130-53100-0-00000-37000-47000-0-0000	\$121.67
13130 SYSCO FOOD SERVICES	221717	06/03/2022	384184265	130-53100-0-00000-37000-47000-0-0000	\$1,564.44
12324 TULE TRASH COMPANY	221728	06/03/2022	237941	130-53100-0-00000-81000-55000-0-0000	\$1,266.93
13412 US SOAP WEST, LLC	221737	06/03/2022	40969	130-53100-0-00000-37000-58000-0-0000	\$237.05

130-Cafeteria Fund Total Expenditures:

\$9,814.62

Total Payments

\$201,294.14

APY List

**FISCAL YEAR 2022-
2023**

Date Paid between 07/01/2022 and 08/04/2022

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount	COVID Expenses
13971	ALMEIDA, VIRGINIA	230027	07/15/2022	REIMB.SUPPLY	010-90336-0-11100-10000-43000-0-0000	\$19.49	
13971	ALMEIDA, VIRGINIA	230049	07/29/2022	STC.REIMB.	010-90336-0-11100-10000-43000-0-0000	\$79.94	
13971	ALMEIDA, VIRGINIA	230026	07/15/2022	REIMB.MILE.	010-90336-0-11100-10000-52000-0-0000	\$66.68	
13036	AMERICAN FIDELITY	230052	07/29/2022	JUNE 2022	010-00000-0-00000-00000-95024-0-0000	\$337.31	
12788	ARAMARK UNIFORM SERVICES INC	230038	07/15/2022	503000563769	010-00000-0-00000-81000-56000-0-0000	\$484.45	
12788	ARAMARK UNIFORM SERVICES INC	230007	07/15/2022	503000559568	010-00000-0-00000-81000-56000-0-0000	\$484.45	
12788	ARAMARK UNIFORM SERVICES INC	230005	07/15/2022	503000554646	010-00000-0-00000-81000-56000-0-0000	\$484.45	
12788	ARAMARK UNIFORM SERVICES INC	230051	07/29/2022	503000550226	010-00000-0-00000-81000-56000-0-0000	\$484.45	
13904	AT&T	230050	07/29/2022	9391028858	010-00000-0-00000-81000-59000-0-0000	\$629.58	
14404	AT&T	230010	07/15/2022	0826963964-062522	010-00000-0-00000-82000-59000-0-0000	\$786.98	
14404	AT&T	230009	07/15/2022	0826962963-062522	010-00000-0-00000-82000-59000-0-0000	\$535.90	
14101	B&B PEST CONTROL SERVICE	230059	07/29/2022	01-TIP-06-22	010-00000-0-00000-81000-58000-0-0000	\$170.00	
13286	BETTENCOURT, STACEY	230028	07/15/2022	REIMB.SUPPLS	010-00000-0-00000-72000-52000-0-0000	\$32.35	
12549	CALIFORNIA SCHOOL BOARDS ASSN.	230013	07/15/2022	INV-61195-R3K1H0	010-00000-0-00000-72000-53000-0-0000	\$7,155.00	
12549	CALIFORNIA SCHOOL BOARDS ASSN.	230014	07/15/2022	INV-62318-W0S1B1	010-00000-0-00000-72000-58000-0-0000	\$3,795.00	
12548	CALIFORNIA TURF EQUIP. & SUPP.	230080	07/29/2022	545396	010-81500-0-00000-81000-43000-0-0000	\$96.35	
13309	CASBO	230012	07/15/2022	000186559	010-00000-0-00000-72000-53000-0-0000	\$1,750.00	
14452	COAST CITRUS DISTRIBUTORS	230064	07/29/2022	01104574	010-26000-0-00000-37000-47000-0-0000	\$70.00	
14452	COAST CITRUS DISTRIBUTORS	230065	07/29/2022	01104575	010-26000-0-00000-37000-47000-0-0000	\$46.00	
14452	COAST CITRUS DISTRIBUTORS	230066	07/29/2022	01104570	010-26000-0-00000-37000-47000-0-0000	\$96.00	
13823	DFA- actuaries,LLC	230103	07/29/2022	202207261052	010-00000-0-00000-72000-58000-0-0000	\$500.00	
14328	DONNA M. LOPEZ	230060	07/29/2022	2022-2	010-07230-0-00000-36000-58000-0-0000	\$900.00	
14375	ELAN FINANCIAL SERVICES	230046	07/19/2022	9281 SOLIAN	010-07200-0-11100-10000-43000-0-0201	\$38.23	
14375	ELAN FINANCIAL SERVICES	230044	07/19/2022	9281 SOLIAN	010-26000-0-11100-10000-43000-0-0000	\$94.23	
14375	ELAN FINANCIAL SERVICES	230045	07/19/2022	9281 SOLIAN	010-26000-0-11100-10000-43000-0-0000	\$489.00	
14459	ELAN FINANCIAL SERVICES	230040	07/19/2022	1091 CUNHA	010-00000-0-00000-72000-59000-0-0000	\$71.34	
14459	ELAN FINANCIAL SERVICES	230042	07/19/2022	1091 CUNHA	010-00000-0-00000-72000-59000-0-0000	\$5.98	
14459	ELAN FINANCIAL SERVICES	230043	07/19/2022	1091 CUNHA	010-07200-0-11100-24900-43000-0-0102	\$64.64	
14459	ELAN FINANCIAL SERVICES	230041	07/19/2022	1091 CUNHA	010-60100-0-11100-10000-43000-0-0000	\$260.21	
5481	EMPLOYMENT DEVELOPMENT DEPT.	230008	07/15/2022	7/31/2022	010-00000-0-00000-00000-95025-0-0000	\$5,623.12	
13983	EWING IRRIGATION	230037	07/15/2022	17199192	010-81500-0-00000-81000-43000-0-0000	\$351.76	
14241	Explore Learning	230036	07/15/2022	5579296	010-30100-3-11100-10000-58000-0-0000	\$8,896.50	
12614	FRESNO'S CHAFFEE ZOO CORP.	230016	07/15/2022	5272	010-07200-0-11100-10000-58000-0-0107	\$258.00	
12921	GOLD STAR FOODS INC.	230068	07/29/2022	5134985	010-26000-0-00000-37000-47000-0-0000	\$20.25	
12921	GOLD STAR FOODS INC.	230067	07/29/2022	5134957	010-26000-0-00000-37000-47000-0-0000	\$36.00	
12476	HOUGHTON MIFFLIN COMPANY	230032	07/15/2022	955603463	010-07200-0-11100-10000-43000-0-0103	\$237.74	
12476	HOUGHTON MIFFLIN COMPANY	230031	07/15/2022	955603464	010-07200-0-11100-10000-43000-0-0103	\$16,205.07	
12577	HOUSTON INSURANCE SERVICES	230088	07/29/2022	3537	010-00000-0-00000-72000-54500-0-0000	\$36,813.00	
12577	HOUSTON INSURANCE SERVICES	230087	07/29/2022	3537	010-07230-0-00000-36000-54500-0-0000	\$3,400.00	
13721	KINGS COUNTY AIR COND., INC.	230075	07/29/2022	4679	010-32120-0-00000-81000-56000-0-0000	\$69,142.00	COVID/ESSER II
12270	LOZANO SMITH	230055	07/29/2022	2167313	010-00000-0-00000-72000-58000-0-0000	\$789.60	
12270	LOZANO SMITH	230056	07/29/2022	2167314	010-00000-0-00000-72000-58000-0-0000	\$493.50	
12270	LOZANO SMITH	230057	07/29/2022	2167315	010-00000-0-00000-72000-58000-0-0000	\$1,209.08	
14208	MARISA WRIGHT	230019	07/15/2022	REIMB.STC.MILAGE	010-90336-0-11100-10000-52000-0-0000	\$25.50	
14208	MARISA WRIGHT	230024	07/15/2022	6/29/2022	010-90336-0-11100-10000-58000-0-0000	\$105.00	
14486	MASTERY CODING, INC.	230047	07/29/2022	INV1200	010-26000-0-11100-10000-58000-0-0000	\$2,995.00	

14477 MD MATERIALS CO	230001	07/05/2022	118515	010-81500-0-00000-81000-43000-0-0000	\$1,112.00	
14509 MICHAEL FLOORING, INC.	230104	07/29/2022	I-6064	010-32130-0-00000-85000-62000-0-0000	\$7,292.40	COVID/ESSER III
14509 MICHAEL FLOORING, INC.	230105	07/29/2022	5783	010-32130-0-00000-85000-62000-0-0000	\$191,647.00	COVID/ESSER III
13882 MOBILE MODULAR MGT. CORP.	230033	07/15/2022	2297891	010-00000-0-00000-81000-56000-0-0000	\$640.00	
13882 MOBILE MODULAR MGT. CORP.	230034	07/15/2022	2297675	010-00000-0-00000-81000-56000-0-0000	\$640.00	
13882 MOBILE MODULAR MGT. CORP.	230035	07/15/2022	2297985	010-00000-0-00000-81000-56000-0-0000	\$640.00	
14499 NCS PEARSON, INC.	230079	07/29/2022	18125268	010-90336-0-11100-10000-43000-0-0000	\$260.52	
12836 OFFICE DEPOT, INC.	230099	07/29/2022	249342805001	010-60100-0-11100-10000-43000-0-0000	\$56.08	
12836 OFFICE DEPOT, INC.	230095	07/29/2022	249342784001	010-60100-0-11100-10000-43000-0-0000	\$1,193.88	
12836 OFFICE DEPOT, INC.	230096	07/29/2022	249342797001	010-60100-0-11100-10000-43000-0-0000	\$503.10	
12836 OFFICE DEPOT, INC.	230097	07/29/2022	249342789001	010-60100-0-11100-10000-43000-0-0000	\$27.58	
12836 OFFICE DEPOT, INC.	230098	07/29/2022	249331062001	010-60100-0-11100-10000-43000-0-0000	\$162.55	
12836 OFFICE DEPOT, INC.	230083	07/29/2022	247839025001	010-74250-0-11100-10000-43000-0-0000	\$144.33	COVID /ELO
12836 OFFICE DEPOT, INC.	230086	07/29/2022	250019391001	010-74250-0-11100-10000-43000-0-0000	\$3.76	COVID /ELO
12836 OFFICE DEPOT, INC.	230089	07/29/2022	247771705001	010-74250-0-11100-10000-43000-0-0000	\$95.52	COVID /ELO
12836 OFFICE DEPOT, INC.	230090	07/29/2022	547772075001	010-74250-0-11100-10000-43000-0-0000	\$103.85	COVID /ELO
12836 OFFICE DEPOT, INC.	230091	07/29/2022	247839778001	010-74250-0-11100-10000-43000-0-0000	\$103.70	COVID /ELO
12836 OFFICE DEPOT, INC.	230092	07/29/2022	247870673001	010-74250-0-11100-10000-43000-0-0000	\$95.15	COVID /ELO
12836 OFFICE DEPOT, INC.	230093	07/29/2022	248892196001	010-74250-0-11100-10000-43000-0-0000	\$131.82	COVID /ELO
12836 OFFICE DEPOT, INC.	230094	07/29/2022	24882814001	010-74250-0-11100-10000-43000-0-0000	\$13.53	COVID /ELO
12836 OFFICE DEPOT, INC.	230100	07/29/2022	252223811001	010-74250-0-11100-10000-43000-0-0000	\$111.83	COVID /ELO
12836 OFFICE DEPOT, INC.	230082	07/29/2022	252223916001	010-74250-0-11100-10000-43000-0-0000	\$272.37	COVID /ELO
12836 OFFICE DEPOT, INC.	230081	07/29/2022	252223915001	010-74250-0-11100-10000-43000-0-0000	\$132.67	COVID /ELO
12836 OFFICE DEPOT, INC.	230084	07/29/2022	247859201001	010-74250-0-11100-10000-43000-0-0000	\$54.84	COVID /ELO
12836 OFFICE DEPOT, INC.	230085	07/29/2022	250001790001	010-74250-0-11100-10000-43000-0-0000	\$196.01	COVID /ELO
14427 R & L CROW DISTRIBUTING	230077	07/29/2022	602022	010-26000-0-00000-37000-47000-0-0000	\$303.30	
14427 R & L CROW DISTRIBUTING	230078	07/29/2022	6.9.22	010-26000-0-00000-37000-47000-0-0000	\$530.60	
14507 ROQ and Associates	230002	07/05/2022	1560	010-32130-0-00000-81000-58000-0-0000	\$4,650.00	COVID/ESSER III
14396 S & S AG AND AUTO PARTS	230029	07/15/2022	062983	010-07230-0-00000-36000-43000-0-0000	\$26.59	
14111 SISC	230003	07/05/2022	JULY HW RET.BRD.ACT	010-00000-0-00000-00000-95024-0-0000	\$69,030.82	
14111 SISC	230003	07/05/2022	JULY HW RET.BRD.ACT	010-00000-0-00000-00000-95028-0-0000	\$2,479.20	
14111 SISC	230003	07/05/2022	JULY HW RET.BRD.ACT	010-00000-0-00000-71000-34020-0-0000	\$7,362.40	
14372 SOF FALL INC	230076	07/29/2022	12028	010-81500-0-00000-81000-43000-0-0000	\$2,947.19	
5383 SOUTHERN CALIF EDISON CO	230020	07/15/2022	700142519619	010-99900-0-00000-81000-55000-0-0000	\$1,554.72	
12264 TIPTON AUTO PARTS	230062	07/29/2022	41935	010-81500-0-00000-81000-43000-0-0000	\$17.22	
12264 TIPTON AUTO PARTS	230063	07/29/2022	42046	010-81500-0-00000-81000-43000-0-0000	\$6.45	
5760 TIPTON COMMUNITY SERVICES DIST	230039	07/15/2022	10040002	010-00000-0-00000-81000-55000-0-0000	\$1,219.28	
14414 T-MOBILE USA INC.	230061	07/29/2022	970029235	010-32120-0-11100-10000-59000-0-0000	\$808.00	COVID/ESSER II
14426 TRAFERA, LLC	230101	07/29/2022	1000461659	010-32140-0-11100-10000-43000-0-0000	\$58,749.50	COVID/ESSER III
13463 TULARE COUNTY OFFICE OF EDUCAT	230030	07/15/2022	222622	010-07200-0-00000-31200-58000-0-0202	\$22,240.00	
13463 TULARE COUNTY OFFICE OF EDUCAT	230102	07/29/2022	222711	010-07200-0-00000-31400-58000-0-0000	\$9,279.50	
13463 TULARE COUNTY OFFICE OF EDUCAT	230030	07/15/2022	222622	010-74250-0-00000-31200-58000-0-0000	\$42,140.00	COVID /ELO
13496 VALLEY PACIFIC PET. SERV., INC	230022	07/15/2022	INV 22-561399	010-07230-0-00000-36000-43000-0-0000	\$1,165.09	
13333 VERIZON WIRELESS	230023	07/15/2022	9909232635	010-00000-0-00000-81000-59000-0-0000	\$510.04	

010-General Fund Total Expenditures:

\$597,283.52

14101 B&B PEST CONTROL SERVICE	230058	07/29/2022	01-TIP-06-22	130-53100-0-00000-37000-58000-0-0000	\$40.00	
12921 GOLD STAR FOODS INC.	230071	07/29/2022	5118717	130-53100-0-00000-37000-58000-0-0000	\$18.00	
12921 GOLD STAR FOODS INC.	230072	07/29/2022	5118717	130-53100-0-00000-37000-58000-0-0000	\$18.00	
12921 GOLD STAR FOODS INC.	230074	07/29/2022	5152500	130-53100-0-00000-37000-58000-0-0000	\$25.20	
12921 GOLD STAR FOODS INC.	230069	07/29/2022	5146672	130-53100-0-00000-37000-58000-0-0000	\$87.40	
12921 GOLD STAR FOODS INC.	230070	07/29/2022	5118169	130-53100-0-00000-37000-58000-0-0000	\$28.80	
12921 GOLD STAR FOODS INC.	230073	07/29/2022	5152889	130-53100-0-00000-37000-58000-0-0000	\$14.40	
14315 HCI SYSTEMS, Inc	230017	07/15/2022	10015852	130-53100-0-00000-37000-58000-0-0000	\$874.58	
14500 TULARE COUNTY AIR CONDITIONING	230106	07/29/2022	220223-1	130-53100-0-00000-37000-58000-0-0000	\$3,311.00	

Total Payments

\$601,700.90

7. Any Other Business:

7.1 Board Policies June 2022

Exhibit 0420.41-E(2): Charter School Oversight

Status: DRAFT

Original Adopted Date: Pending

REQUIREMENTS FOR CHARTER SCHOOLS

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 6250-6270), 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 its governing body 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)

Operations

4. 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)
5. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)

Admission/Enrollment

6. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)
7. 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)
8. Serve students with disabilities in the same manner as such students are served in other district schools (Education Code 47646, 56145)
9. 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. (Education Code 47605)
10. 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, homeless, 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 web site the California Department of Education's (CDE) 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)
 11. Comply with the requirements of Education Code 48850-48859 regarding enrollment, identification, and placement of homeless children and unaccompanied youth (Education Code 48850, 48851, 48852.5, 48852.6; 42 USC 11431-11435)
 12. Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)
 13. 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

14. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)
15. Adopt policy that is consistent with the model policy developed by the California Attorney General addressing the charter school's response to 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 fulfill other requirements of Education Code 234.7
16. 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 web site or on the web site of the charter operator (Education Code 221.61)
17. If the charter school offers competitive athletics, annually post on the school's web site or on the web site 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)
18. 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)
19. 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)

Tuition and Fees

20. Not charge tuition (Education Code 47605)
21. 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
22. 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

23. 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). As part of the LCAP adoption and annual update to the LCAP, the governing body of the charter school shall separately adopt a local control funding formula budget overview for parents/guardians, based on the template developed by the SBE. (Education Code 47604.33, 47606.5, 52064, 52064.1)
24. 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)
25. Develop a comprehensive safety plan in accordance with Education Code 32282 and review and update the plan by March 1 each year (Education Code 47605)
26. 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. In addition, 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

27. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 47612.5)
28. If the charter school offers a kindergarten program, also offer a transitional kindergarten (TK) program to students in accordance with Education Code 48000
29. 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)
30. 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)
31. 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)
32. 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)
33. 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)
34. 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 with the planned date, time, and location of

the fair (Labor Code 3074.2)

35. 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)
36. Develop a plan for offering independent study to affected students pursuant to Education Code 46393 if the governing body of the charter school submits an affidavit pursuant to Education Code 46392 necessitated by an emergency condition that resulted in a school closure (Education Code 46392, 46393)
37. Accept and provide full or partial credit for coursework satisfactorily completed by a foster youth, homeless student, former juvenile court school student, child of a military family, migrant student, or a student participating in a newcomer program while attending another school (Education Code 51225.2)
38. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605)

Special Education

39. 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)
40. 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

41. Exempt a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers between schools after the second year of high school, or a student participating in a newcomer program for newly immigrant students in grades 11-12, 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)
42. 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)
43. 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

44. 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)
45. 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

46. 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. Teachers employed by the charter school during the 2019-20 school year shall have until July 1, 2025 to obtain the required certificate required. (Education Code 47605, 47605.4)
47. If the charter school offers TK, require credentialed teachers first assigned to a TK class to meet one of three specified criteria establishing qualification for the position by August 1, 2023, and to maintain adult to student ratios as specified in Education Code 48000 (Education Code 48000)
48. Review potential misassignments and vacant positions in the charter school, including data from CTC, respond to the County Superintendent of Schools when necessary to show that an employee is legally authorized for an assignment, and correct any misassignments if notified by the County Superintendent that an assignment is not legally authorized (Education Code 44258.9)
49. 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)
50. 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)
51. 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)
52. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)
53. 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)

Parent/Guardian Involvement

54. On a regular basis, consult with parents/guardians and teachers regarding the charter school's educational programs (Education Code 47605)
55. 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)
56. 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

57. Provide breakfast and/or lunch free of charge during each school day to students requesting a meal regardless of the student's free or reduced-price meal eligibility. If the charter school participates in the National School Lunch Program and School Breakfast Program and is a very 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)
58. 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)

Student Health

59. 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)
60. If the charter school serves grades 7-12 and issues student identification cards, print the telephone numbers of the National Suicide Prevention Lifeline and the National Domestic Violence Hotline on the identification cards (Education Code 215.5)
61. 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)
62. 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)
63. 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)
64. 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, 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)
65. 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 cardiopulmonary resuscitation training throughout the duration of the event (Education Code 35179.6)
66. 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)
67. If the charter school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, comply with the requirements of Education Code 49414.3, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist

Student Conduct/Discipline

68. Adopt a policy on bullying and cyberbullying prevention, post specified information on bullying and harassment prevention, 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)
69. 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)
70. 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)
71. Neither recommend for expulsion a student in grades K-12 nor suspend a student in grades K-8 for disrupting school activities or otherwise willfully defying the authority of school personnel in the performance of their duties (Education Code 48901.1)
72. 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)

Student and Parent/Guardian Records

73. 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)
74. 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)
75. 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)
76. 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)
77. 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

78. 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.
79. If the charter school serves students in any of grades 6-12, 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)

Finance

80. Promptly respond to all reasonable inquiries from the district, the county office of education, or the Superintendent of Public Instruction (SPI), including, but not limited to, inquiries regarding the charter school's financial records (Education Code 47604.3)
81. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
82. 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)
83. 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)
84. 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

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

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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
5 CCR 11700-11705	Independent study
5 CCR 11960-11969.10	Charter schools
5 CCR 4600-4670	Uniform complaint procedures
Bus. Code 7583.45	Training for security officers
CA Constitution Article 16, Section 8.5	Public finance; school accountability report card - https://simbli.eboardsolutions.com/SU/5WGCQeQCplusFH2CplOCVLEpzQ==
CA Constitution Article 9, Section 5	Common school system - https://simbli.eboardsolutions.com/SU/5LDHgacplGqiftuxZapslshQg==
Corp. Code 5110-6910	Nonprofit public benefit corporations - https://simbli.eboardsolutions.com/SU/up9YZpTJb4gRf50Hwlsish9Og==
Ed. Code 1006	Prohibition against school district employees serving on county board of education - https://simbli.eboardsolutions.com/SU/Qnj8IKKU84qMv8ZX5ZPu1w==
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act - https://simbli.eboardsolutions.com/SU/fu4PsUtUAb4qYYOY9breHg==
Ed. Code 17280-17317	Field Act; approval of plans and supervision of construction
Ed. Code 17365-17374	Field Act; fitness for occupancy; liability of board members
Ed. Code 215	Suicide prevention policies
Ed. Code 215.5	Student identification cards; inclusion of safety hotlines
Ed. Code 220	Prohibition of discrimination
Ed. Code 221.61	Posting of Title IX information on web site
Ed. Code 221.9	Sex equity in competitive athletics
Ed. Code 222	Reasonable accommodations; lactating students

Ed. Code 222.5	Pregnant and parenting students; notification of rights
Ed. Code 231.5-231.6	Sexual harassment policy
Ed. Code 234.4	Mandated policy on bullying prevention
Ed. Code 234.6	Bullying and harassment prevention information
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 32282	School safety plans
Ed. Code 32283.5	Bullying; online training
Ed. Code 33479-33479.9	The Eric Parades Sudden Cardiac Arrest Prevention Act
Ed. Code 35179.4-35179.6	Interscholastic athletic programs, safety; swimming pool safety that is not part of interscholastic athletic program
Ed. Code 35183.1	Graduation ceremonies; tribal regalia or recognized object of religious/cultural significance
Ed. Code 35292.6	Stocking of menstrual products
Ed. Code 35330	Field trips and excursions; student fees
Ed. Code 38001.5	Training for security officers
Ed. Code 38080-38086	School meals
Ed. Code 39831.3	Transportation safety plan
Ed. Code 39843	Disciplinary action against bus driver; report to Department of Motor Vehicles
Ed. Code 41024	Report of expenditure of state facility funds
Ed. Code 42100	Annual statement of receipts and expenditures
Ed. Code 44030.5	Reporting change in employment status due to alleged misconduct
Ed. Code 44237	Criminal record summary
Ed. Code 44258.9	Monitoring of teacher assignments
Ed. Code 44691	Information on detection of child abuse; annual training
Ed. Code 44830.1	Certificated employees; conviction of a violent or serious felony
Ed. Code 45122.1	Classified employees; conviction of a violent or serious felony
Ed. Code 45125.1	Criminal records summary; employees of contracting entity
Ed. Code 46015	Accommodations for pregnant and parenting students; parental leave
Ed. Code 46390-46393	Emergency average daily attendance
Ed. Code 47600-47616.7	Charter Schools Act of 1992
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	Minimum age of admission for kindergarten; transitional kindergarten
Ed. Code 48010-48011	Minimum age of admission (first grade)
Ed. Code 48206.3-48208	Students with temporary disabilities; individual instruction
Ed. Code 48850-48859	Education of foster youth and homeless students
Ed. Code 48901.1	Suspension and expulsion; willful defiance
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48913.5	Suspended students; homework assignments
Ed. Code 48950	Speech and other communication
Ed. Code 48985	Notices to parents in language other than English

Ed. Code 49005-49006.4	Seclusion and restraint
Ed. Code 49011	Student fees
Ed. Code 49014	Public School Fair Debt Collection Act
Ed. Code 49061	Definitions, directory information
Ed. Code 49062.5	Student records, name or gender change
Ed. Code 49070	Challenging student records
Ed. Code 49073.2	Privacy of student and parent/guardian personal information; minutes of board meeting
Ed. Code 49076.7	Student records; data privacy; social security numbers
Ed. Code 49110	Authority to issue work permits
Ed. Code 49381	Human trafficking prevention
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Ed. Code 49428	Notification of mental health services
Ed. Code 49430-49434	The Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49431.9	Prohibition of advertisement of non-nutritious foods
Ed. Code 49475	Health and safety; concussions and head injuries
Ed. Code 49501.5	Free breakfast and lunch to all students
Ed. Code 49557.5	Child Hunger Prevention and Fair Treatment Act of 2017
Ed. Code 49564	Meals for needy students
Ed. Code 49564.3	Provision of federal universal meal service
Ed. Code 49700-49701	Education of children of military families
Ed. Code 51224.7	Mathematics placement policy
Ed. Code 51225.1-51225.2	Exemption from local graduation requirements; acceptance of coursework
Ed. Code 51225.3	High school graduation requirements
Ed. Code 51225.6	Instruction in cardiopulmonary resuscitation
Ed. Code 51225.7-51225.8	Completion and submission of the Free Application for Federal Student Aid and California Dream Act Application
Ed. Code 51413	Diploma of graduation without passage of high school exit examination
Ed. Code 51745-51749.6	Independent study
Ed. Code 51925-51929	Mandatory mental health education
Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 52052	Accountability; numerically significant student subgroups
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52075	Uniform complaint procedures
Ed. Code 56026	Special education
Ed. Code 56040.3	Availability of assistive technology device
Ed. Code 56145-56146	Special education services in charter schools
Ed. Code 56365-56366.12	Nonpublic, nonsectarian schools
Ed. Code 60600-60648.5	Assessment of academic achievement
Ed. Code 64000	Categorical programs included in consolidated application
Ed. Code 64001	School plan for student achievement; consolidated application programs

Ed. Code 65000-65001	School site councils
Ed. Code 69432.9-69432.92	Cal Grant program; notification of grade point average and high school graduation
Gov. Code 1090-1099	Prohibitions applicable to specified officers
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 3555-3559	Public employee communication, information and orientation
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 6250-6270	California Public Records Act
Gov. Code 81000-91014	Political Reform Act of 1974
H&S Code 104420	Tobacco Use Prevention Education grant program
H&S Code 104559	Tobacco-free schools
Lab. Code 1198.5	Personnel records related to performance and grievance
Lab. Code 3074.2	Notice of college and career fairs
Pen. Code 1192.7	Definition of serious felony
Pen. Code 667.5	Definition of violent felony
Veh. Code 28160	Child safety alert system

Federal References

20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6311	State plan
20 USC 7221-7221j	Charter schools
34 CFR 200.1-200.78	Accountability
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act

Description

Management Resources References

Attorney General Opinion	104 Ops.Cal.Atty.Gen. 66 (2021)
Attorney General Opinion	101 Ops.Cal.Atty.Gen. 92 (2018)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 297 (1995)
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 166 (2006)
Attorney General Opinion	80 Ops.Cal.Atty.Gen. 52 (1997)
CA Department of Education Publication	California School Accounting Manual
CA Office of Administrative Hearings Decisions	Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763
California Department of Education Publication	Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 20-01, July 23, 2020
California Dept. of Pesticide Reg. Publication	School District Integrated Pest Management Plan Template
California Interscholastic Federation Publication	Pursuing Victory with Honor, 1999
Court Decision	Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986
CSBA Publication	Charter Schools: A Guide for Governance Teams, rev. 2016
CSBA Publication	Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017
CSBA Publication	Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018

Description

U.S. DOE Guidance	Charter Schools Program: Title V, Part B of the ESEA, Nonregulatory Guidance, January 2014
Website	U.S. Department of Agriculture - https://simbli.eboardsolutions.com/SU/RslshJVkZjGiBHO8TX9tA3tqQ==
Website	National Suicide Prevention Lifeline - https://simbli.eboardsolutions.com/SU/yAd89LtBVSINaH2almpg2Q==
Website	National Domestic Violence Hotline - https://simbli.eboardsolutions.com/SU/d1fBFpjosh4yvBXfU68zMWg==
Website	California State Teachers Retirement System - https://simbli.eboardsolutions.com/SU/dDkW9gdO2YplusqCvo1qG2vslshw==
Website	California Public Employees Retirement System - https://simbli.eboardsolutions.com/SU/BtrWsDRenb5z2ZZethXOCw==
Website	California Department of General Services, Office of Administrative Hearings - https://simbli.eboardsolutions.com/SU/hkXUvTmkSbRSTlh3V79tXg==
Website	California Commission on Teacher Credentialing - https://simbli.eboardsolutions.com/SU/Eg0pluss7NDrgK1KmPo9MgqplusA==
Website	California Commission on Peace Officer Standards and Training - https://simbli.eboardsolutions.com/SU/T42f3sLyPIGPzJCTWmplusqxA==
Website	California Bureau of Security and Investigative Services - https://simbli.eboardsolutions.com/SU/7cVjGFEMAXplusS8ldHUhceYQ==
Website	California State Controller - https://simbli.eboardsolutions.com/SU/P16GQ6rhv8oslqGWli7phA==
Website	California Department of Pesticide Regulation - https://simbli.eboardsolutions.com/SU/oAOBdj0jGZedpcK5jhJiw==
Website	California Student Aid Commission - https://simbli.eboardsolutions.com/SU/YTrTI0NffizjZQWhb3fewg==
Website	National Association of Charter School Authorizers - https://simbli.eboardsolutions.com/SU/9nzhOG5X2VVH42kMJnO6kg==
Website	California Charter Schools Association - https://simbli.eboardsolutions.com/SU/aplushtDM8pluszN2tpwTckx11kA==
Website	California Department of Education, Charter Schools - https://simbli.eboardsolutions.com/SU/PdGgkCs2YZ3fwPslshslshoGe7iQ==
Website	California Interscholastic Federation - https://simbli.eboardsolutions.com/SU/QthhhDMKplusJ3akAI8GRP72g==
Website	California Office of the Attorney General - https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	U.S. Department of Education - https://simbli.eboardsolutions.com/SU/XcSsJimoslsh3XhJKy4tplus7wplusA==

Cross References

Description

0420.4	Charter School Authorization - https://simbli.eboardsolutions.com/SU/TvsK7pvvQ44IGpAB6Nbs8Q==
0420.4	Charter School Authorization - https://simbli.eboardsolutions.com/SU/SCpk29slsh1062j6plus9a3z9sRg==
0420.42	Charter School Renewal - https://simbli.eboardsolutions.com/SU/3jdsMxuez4RJ6nLslsh9E5QrQ==
0420.43	Charter School Revocation - https://simbli.eboardsolutions.com/SU/XB47BhplusBYplus4Zly83Lou9g==

0460 Local Control And Accountability Plan -
<https://simbli.eboardsolutions.com/SU/2qDbRoM9LIslshnmiReAkDA==>

0460 Local Control And Accountability Plan -
<https://simbli.eboardsolutions.com/SU/RtR9yPmGKREIzz7MiqzG8Q==>

0500 Accountability -
<https://simbli.eboardsolutions.com/SU/PLPvXslshWqsZ5tZLJzI4U9A==>

1312.3 Uniform Complaint Procedures -
<https://simbli.eboardsolutions.com/SU/trYFVpB6mtnrFEznOU5Nyw==>

1312.3 Uniform Complaint Procedures -
<https://simbli.eboardsolutions.com/SU/vg16byuXChvBplusv2vK49B4Q==>

1312.3-E PDF(1) Uniform Complaint Procedures -
<https://simbli.eboardsolutions.com/SU/mRYG8UhkShslshmbXlslsheHD3ug==>

1312.3-E PDF(2) Uniform Complaint Procedures -
<https://simbli.eboardsolutions.com/SU/oHplusvkuIEOvE4q43jqdlcplusQ==>

1431 Waivers -
<https://simbli.eboardsolutions.com/SU/puNrua2zslshcHN682zuqVIXA==>

6162.51 State Academic Achievement Tests -
<https://simbli.eboardsolutions.com/SU/t8QjlslnSpASQqkZmcpslshAQ1A==>

6162.51 State Academic Achievement Tests -
<https://simbli.eboardsolutions.com/SU/5GAhpH2hslshV9fKDGTYhoguQ==>

7160 Charter School Facilities -
<https://simbli.eboardsolutions.com/SU/hvTSaslsbhZfslsh7ais0zIYgASg==>

7160 Charter School Facilities -
<https://simbli.eboardsolutions.com/SU/ftksplusCj9GtyctdmDGCOJlw==>

Exhibit 1113-E(1): District And School Web Sites

Status: DRAFT

Original Adopted Date: Pending

MATERIALS REQUIRED TO BE POSTED ON DISTRICT WEB SITE

Materials to Prominently Display

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

1. 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). See AR 0460 - Local Control and Accountability Plan.
2. 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). Post at least 72 hours before a regular board meeting or 24 hours before a special meeting. See BB 9320 - Meetings and Notices and BB 9322 - Agenda/Meeting Materials.
3. The district's policy on student suicide prevention including, for grades K-6, the age appropriateness of the policy (Education Code 234.6). See BP 5141.52 - Suicide Prevention.
4. 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). See AR 5131.2 - Bullying and AR 5145.3 - Nondiscrimination/Harassment.
5. The district's policy on preventing and responding to hate violence, if the district has adopted such a policy (Education Code 234.6). See BP 5145.9 - Hate-Motivated Behavior.
6. 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). See AR 5145.3 - Nondiscrimination/Harassment.
7. Information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including 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 web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights, 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 the California Department of Education's (CDE) web site (Education Code 221.6, 221.61, 234.6; 34 CFR 106.8). See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment.
8. 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). See AR 5145.3 - Nondiscrimination/Harassment.
9. Posters published by the California Department of Fair Employment and Housing (DFEH) including, "California Law Prohibits Workplace Discrimination and Harassment," and for districts with five or more employees, "Transgender Rights in the Workplace," "Your Rights and Obligations as a Pregnant Employee," and "Family Care and Medical Leave and Pregnancy Disability Leave" (Government Code 12950). See AR 4030 - Nondiscrimination in Employment and AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.
10. 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. See BP 7212 - Mello-Roos Districts.

Other Postings

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

1. 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). See AR 0430 - Comprehensive Local Plan for Special Education.
2. The district's nondiscrimination policy and regulation, including the complaint procedure and the compliance coordinator's contact information (34 CFR 100.6, 106.8). See BP 0410 - Nondiscrimination in District Programs and Activities and AR 4030 - Nondiscrimination in Employment.
3. Training materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person(s) who facilitate an informal resolution process in response to a Title IX sexual harassment complaint (34 CFR 106.45). See AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. 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). See AR 6173 - Education for Homeless Children.
5. 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 web site or, if the school does not have a web site, on the district's web site. See AR 6145.2 - Athletic Competition.
6. 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). See AR 5117 - Interdistrict Transfer.
7. 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). See AR 5117 - Interdistrict Transfer.
8. For districts that offer grade 9, the district's policy and protocols related to student placement in mathematics courses (Education Code 51224.7). See AR 6152.1 - Placement in Mathematics Courses.
9. The section(s) of the district's employee code of conduct addressing interactions with students (Education Code 44050). Post these section(s) or a link to them on each school's web site or, if a school does not have its own web site, on the district's web site in a manner that is accessible to the public without a password. See BP 4119.21/4219.21/4319.21 - Professional Standards and BP 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions.
10. The district's meal payment collection policy and procedures (U.S. Department of Agriculture (USDA) Memorandum SP 46-2016). See BP/AR 3551 - Food Services Operations/Cafeteria Fund.
11. If the district includes information about the free and reduced-priced meal program on its web site, a 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 (USDA FNS Instruction 113-1). For the required wording of the statement, see E 3555 - Nutrition Program Compliance.
12. 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). Post on the school's web site or, if

the school does not have a web site, then on the district's web site. See AR 3514.2 Integrated Pest Management.

13. 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).
14. 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). See AR 7214 - General Obligation Bonds.
15. Copy of each school's school accountability report card, on or before February 1 of each year (Education Code 35258). See BP 0510 - School Accountability Report Card.
16. 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. (This notification could be made in writing to parents/guardians instead of or in addition to posting the results on the district's web site.) In addition, if a school loses its WASC or other agency's accreditation, the district and school shall post on their web sites a notice of the loss of accreditation and potential consequences (Education Code 35178.4). See BP 6190 - Evaluation of the Instructional Program.

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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Bus. Code 22580-22582	Privacy Rights for California Minors in the Digital World - https://simbli.eboardsolutions.com/SU/XpZUgtS77ETvzOJMtcapFA==
Bus. Code 22584-22585	Student Online Personal Information Protection Act - https://simbli.eboardsolutions.com/SU/FnauJhplusaffvcCQodyGJng==
Bus. Code 22586-22587	Early Learning Personal Information Protection Act - https://simbli.eboardsolutions.com/SU/HVBisqFqyGv3GFCOYAFARQ==
Ed. Code 35182.5	Contracts for advertising
Ed. Code 35258	Internet access to school accountability report cards
Ed. Code 48852.6	Information regarding homelessness
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 49061	Definitions, directory information
Ed. Code 49073	Release of directory information
Ed. Code 60048	Commercial brand names, contracts or logos
Gov. Code 11135	Nondiscrimination; accessibility to state web sites - https://simbli.eboardsolutions.com/SU/PcUFWeMcCJnzBrKALOEtfQ==
Gov. Code 12950	California Department of Fair Employment and Housing posters
Gov. Code 3307.5	Publishing identity of public safety officers
Gov. Code 6254.21	Publishing addresses and telephone numbers of officials
Gov. Code 6254.24	Definition of public safety official
Pen. Code 14029.5	Prohibition against publishing personal information of person in witness protection program
Pub. Res. Code 21082.1	California Environmental Quality Act environmental review documents

Pub. Res. Code 21092
Pub. Res. Code 21092.2

California Environmental Quality Act environmental review documents
California Environmental Quality Act environmental review documents

Federal References

16 CFR 312.1-312.12
17 USC 101-122
17 USC 504
20 USC 1232g
29 USC 705
29 USC 794
34 CFR 104.1-104.61
34 CFR 99.1-99.67
42 USC 12101-12213

Description

Children's Online Privacy Protection Act
Subject matter and scope of copyright
Penalties for copyright infringement
Family Educational Rights and Privacy Act (FERPA) of 1974
Definitions; Vocational Rehabilitation Act
Rehabilitation Act of 1973; Section 504
Nondiscrimination on the basis of disability
Family Educational Rights and Privacy
Americans with Disabilities Act

Management Resources References

CA Dept of Fair Employment and Housing
Publication
CA Dept of Fair Employment and Housing
Publication
CA Dept of Fair Employment and Housing
Publication
CA Dept of Fair Employment and Housing
Publication
Court Decision
Court Decision
U.S. Department of Agriculture Publication
U.S. Department of Justice Publication
U.S. DOE Office For Civil Rights Publication
U.S. DOE Office for Civil Rights Publication

Description

Family Care and Medical Leave and Pregnancy Disability Leave
California Law Prohibits Workplace Discrimination and Harassment
Transgender Rights in the Workplace
Your Rights and Obligations as a Pregnant Employee
Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112
City of San Jose v. Superior Court, (2017) 2 Cal.5th 608
Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016
Accessibility of State and Local Government Websites to People with
Disabilities, June 2003
Dear Colleague Letter, May 26, 2011
Joint Dear Colleague Letter: Electronic Book Readers, June 29, 2010
Governor's Office of Planning and Research, The California Environmental
Quality Act -
<https://simbli.eboardsolutions.com/SU/n5xh7yqpDOayP5DTOPda0A==>
California Department of Education, Web Accessibility Standards -
<https://simbli.eboardsolutions.com/SU/ZXERSvILs5Tm5Y5TnRi4NA==>
California School Public Relations Association -
<https://simbli.eboardsolutions.com/SU/csB0m6f7E6wVaFPfZWZFCw==>
U.S. Department of Justice, Civil Rights Division, Disability Rights Section -
<https://simbli.eboardsolutions.com/SU/9sZBTK5qxS65pFY07h6ktA==>
World Wide Web Consortium, Web Accessibility Initiative -
<https://simbli.eboardsolutions.com/SU/bidXfpUplusS7mVvFEQmsT1yhA==>
CSBA -
<https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>
U.S. Department of Education, Office for Civil Rights -
<https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==>
California Department of Fair Employment and Housing -
<https://simbli.eboardsolutions.com/SU/RRvNseNogmlnMLy18K40jw==>

Website

Website

Website

Website

Website

Website

Website

Website

Cross References

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DescriptionVision - <https://simbli.eboardsolutions.com/SU/EjslshvX3cBlfvr97slsh9cCdbg==>

0410

Nondiscrimination In District Programs And Activities -
<https://simbli.eboardsolutions.com/SU/H06jSsDZG3iOslsheGrQplusa7DA==>

0440

District Technology Plan -
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0440

District Technology Plan -
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0460

Local Control And Accountability Plan -
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0460

Local Control And Accountability Plan -
<https://simbli.eboardsolutions.com/SU/RtR9yPmGKREIZZ7MiqzG8Q==>

0500

Accountability -
<https://simbli.eboardsolutions.com/SU/PLPvXslshWqsZ5tIzLJzI4U9A==>

0510

School Accountability Report Card -
<https://simbli.eboardsolutions.com/SU/kJ7vjiUaefQ7sGtI7D7qcg==>

1100

Communication With The Public -
<https://simbli.eboardsolutions.com/SU/8DXSbhkshAlTVLNia9vnREg==>

1112

Media Relations -
<https://simbli.eboardsolutions.com/SU/q1qotcOGi3Nslshyl37Iz1Rww==>

1312.3

Uniform Complaint Procedures -
<https://simbli.eboardsolutions.com/SU/trYFVpB6mtrFEznOU5Nyw==>

1312.3

Uniform Complaint Procedures -
<https://simbli.eboardsolutions.com/SU/vg16byuXChvBpluv2vK49B4Q==>

1312.3-E PDF(1)

Uniform Complaint Procedures -
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1312.3-E PDF(2)

Uniform Complaint Procedures -
<https://simbli.eboardsolutions.com/SU/oHplusvkUIEOvE4q43jqdlcplusQ==>

1325

Advertising And Promotion -
<https://simbli.eboardsolutions.com/SU/eAEIh6U5k3Aplus4plusEv1JQRGQ==>

1340

Access To District Records -
<https://simbli.eboardsolutions.com/SU/EMOsFkfUe7TGVP1yYkli8A==>

1340

Access To District Records -
<https://simbli.eboardsolutions.com/SU/2p3NC48Jw6zGb638CG0YrQ==>

3290

Gifts, Grants And Bequests -
<https://simbli.eboardsolutions.com/SU/eCJ1M7JbMFAZU0qNI2ZdnQ==>

3311

Bids -
<https://simbli.eboardsolutions.com/SU/9TsWRinplust6tfsIshJfEE6fQwQ==>

3311

Bids - <https://simbli.eboardsolutions.com/SU/asIshqEbX8YLY4U5yMVLlbcKA==>

3513.3

Tobacco-Free Schools -
<https://simbli.eboardsolutions.com/SU/M92AXslgWyxICseF4XRksw==>

3513.3

Tobacco-Free Schools -
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3515.3

District Police/Security Department -
<https://simbli.eboardsolutions.com/SU/XJDesIshFQtF94vBjBWY0nk0g==>

3515.7

Firearms On School Grounds -
<https://simbli.eboardsolutions.com/SU/pTyplusOjvU6KLtApluspcPiWdiA==>

3516 Emergencies And Disaster Preparedness Plan -
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3516 Emergencies And Disaster Preparedness Plan -
<https://simbli.eboardsolutions.com/SU/L9dvrMHikHOaGsXfvsPqZg==>

3516.5 Emergency Schedules -
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3551 Food Service Operations/Cafeteria Fund -
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3551 Food Service Operations/Cafeteria Fund -
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3580 District Records -
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3580 District Records -
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4030 Nondiscrimination In Employment -
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4030 Nondiscrimination In Employment -
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4040 Employee Use Of Technology -
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4040 Employee Use Of Technology -
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4119.21 Professional Standards -
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4119.21-E PDF(1) Professional Standards -
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4119.23 Unauthorized Release Of Confidential/Privileged Information -
<https://simbli.eboardsolutions.com/SU/oClryXiNWyF1HyLSkDUdfQ==>

4131 Staff Development -
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4131 Staff Development -
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4132 Publication Or Creation Of Materials -
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4161.8 Family Care And Medical Leave -
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4219.21 Professional Standards -
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4219.21-E PDF(1) Professional Standards - Code Of Ethics -
<https://simbli.eboardsolutions.com/SU/YLqRCiplusdkzr68iplusc4slshkr8Q==>

4219.23 Unauthorized Release Of Confidential/Privileged Information -
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4231 Staff Development -
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4231 Staff Development -
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4232 Publication or Creation of Materials -
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4261.8 Family Care And Medical Leave -
<https://simbli.eboardsolutions.com/SU/FZL4ipluspluszjdQsjOJWu5nLQQ==>

4319.21 Professional Standards -
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4319.21-E PDF(1) Professional Standards -
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4319.23 Unauthorized Release Of Confidential/Privileged Information -
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4331 Staff Development -
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4331 Staff Development -
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4332 Publication or Creation of Materials -
<https://simbli.eboardsolutions.com/SU/WQraiB1TMOocgA8lWoZglg==>

4361.8 Family Care And Medical Leave -
<https://simbli.eboardsolutions.com/SU/5W36c7sdZrqeHjFm6slshplusW7w==>

5022 Student And Family Privacy Rights -
<https://simbli.eboardsolutions.com/SU/Swvhk4l8lUesK1ixBLdpQQ==>

5022 Student And Family Privacy Rights -
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5125 Student Records -
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5125 Student Records -
<https://simbli.eboardsolutions.com/SU/kUqrj6x0dMbXAx3JhjTplusFA==>

5125.1 Release Of Directory Information -
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5125.1 Release Of Directory Information -
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5125.1-E PDF(1) Release Of Directory Information -
<https://simbli.eboardsolutions.com/SU/plusSTC2G3WGAP2KQq85rEpnA==>

5131.2 Bullying -
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5131.2 Bullying -
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6020 Parent Involvement -
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6145.2 Athletic Competition -
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6145.2 Athletic Competition -
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6162.6 Use Of Copyrighted Materials -
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6162.6 Use Of Copyrighted Materials -
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6163.4 Student Use Of Technology -
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6163.4 Student Use Of Technology -
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6173 Education For Homeless Children -
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6173 Education For Homeless Children -
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6173-E PDF(1) Education For Homeless Children -
<https://simbli.eboardsolutions.com/SU/YyslshwTKYYydxZb3nTSa1yw==>

6173-E PDF(2) Education For Homeless Children -
<https://simbli.eboardsolutions.com/SU/4wwFZFTMnexU6qAbNptLag==>

6173-E PDF(3) Education For Homeless Children -
<https://simbli.eboardsolutions.com/SU/jeRMZd0jqdcAeogV7bdt8Q==>

6190 Evaluation Of The Instructional Program -
<https://simbli.eboardsolutions.com/SU/MUdqplusP1640jqqn9p0pB7Gg==>

7214 General Obligation Bonds -
<https://simbli.eboardsolutions.com/SU/nSBUhbG9Flx9tV78n7Elw==>

7214 General Obligation Bonds -
<https://simbli.eboardsolutions.com/SU/Ykx1edkx5pt67v4JplusKJxSw==>

9010 Public Statements -
<https://simbli.eboardsolutions.com/SU/NhmlMR1oJJplusFKKUettc7Gg==>

9012 Board Member Electronic Communications -
<https://simbli.eboardsolutions.com/SU/2RpKZRtw6MOytslshblP4B9mQ==>

9310 Board Policies -
<https://simbli.eboardsolutions.com/SU/c4gTHCs2HnXtXZ6QfW7yhQ==>

9320 Meetings And Notices -
<https://simbli.eboardsolutions.com/SU/jWJhwYmImYuVrjkGYAbRwQ==>

9322 Agenda/Meeting Materials -
<https://simbli.eboardsolutions.com/SU/vXrDioLplusIDlhRmUUbg29Q==>

Exhibit 1312.4-E(1): Williams Uniform Complaint Procedures

Status: DRAFT

Original Adopted Date: Pending

**K-12 COMPLAINT FORM:
WILLIAMS UNIFORM COMPLAINT PROCEDURES**

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

Response requested? ___ Yes ___ No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

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

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

- A semester begins and a teacher vacancy exists. A *teacher vacancy* is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
- A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

- A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.
- A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.
- For a school serving any of grades 6-12, the school has not, at all times, stocked and made available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.
- The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Please file this complaint at the following location:

Dr. Cherie Solian
 Principal
 370 N. Evans Rd. Tipton, CA 93272

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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

5 CCR 4600-4670

5 CCR 4680-4687

Ed. Code 1240

Ed. Code 17592.72

Description

Uniform complaint procedures

Williams uniform complaint procedures

County superintendent of schools, duties - <https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==>

Urgent or emergency repairs; School Facility Emergency Repair Account

Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 33126	School accountability report card
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 60119	Hearing on sufficiency of instructional materials

Federal References

20 USC 6314

Description

Title I schoolwide program

Management Resources References

Website

State Allocation Board, Office of Public School Construction - <https://simbli.eboardsolutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==>

Website

California Department of Education, Williams Case - <https://simbli.eboardsolutions.com/SU/lgEokv15m4hnKA9yXFZS8A==>

Website

California County Superintendents Educational Services Association - <https://simbli.eboardsolutions.com/SU/Wyr1WplusZPL9SDth52IMoLrg==>

Website

CSBA - <https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References

0460

Local Control And Accountability Plan - <https://simbli.eboardsolutions.com/SU/2qDbRoM9LlslshnrmiReAkDA==>

0460

Local Control And Accountability Plan - <https://simbli.eboardsolutions.com/SU/RtR9yPmGKREIZZ7MiqzG8Q==>

1100

Communication With The Public - <https://simbli.eboardsolutions.com/SU/8DXSbhkslshALtVLNia9vnREg==>

1250

Visitors/Outsiders - <https://simbli.eboardsolutions.com/SU/RslshiajHQR8POrvCSJT5rnQ==>

1250

Visitors/Outsiders - <https://simbli.eboardsolutions.com/SU/Wgkj0uquY8Q5Fh7vUXJQaA==>

1312.2

Complaints Concerning Instructional Materials - <https://simbli.eboardsolutions.com/SU/jRTdAJurqXQ6QqJNpluss86Fg==>

1312.2

Complaints Concerning Instructional Materials - <https://simbli.eboardsolutions.com/SU/lnrHQhslshdD1dFplusoNOFslshxMYw==>

1312.2-E PDF(1)

Complaints Concerning Instructional Materials - <https://simbli.eboardsolutions.com/SU/Mm6MSmLYpINrDdsnVCLsbg==>

1312.3

Uniform Complaint Procedures - <https://simbli.eboardsolutions.com/SU/trYFVpB6mtnrFEznOU5Nyw==>

1312.3

Uniform Complaint Procedures - <https://simbli.eboardsolutions.com/SU/vg16byuXChvBplusv2vK49B4Q==>

1312.3-E PDF(1)

Uniform Complaint Procedures - <https://simbli.eboardsolutions.com/SU/mRYG8UhkShslshmbXlslsheHD3ug==>

1312.3-E PDF(2)

Uniform Complaint Procedures - <https://simbli.eboardsolutions.com/SU/oHplusvkUIEOvE4q43jqdlcplusQ==>

1340

Access To District Records - <https://simbli.eboardsolutions.com/SU/EMOsFkfUe7TGVP1yYkli8A==>

1340

Access To District Records - <https://simbli.eboardsolutions.com/SU/2p3NC48Jw6zGb638CG0YrQ==>

3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/DXaU7M0D0slshkkGVliiaVbgA==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/4DWwGbJ9v1GgXFQlc0if3Q==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/yk6hF35VqplusoMMoJ4X1IDQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/YFWsR9UoJJ8cvyOrU474A==
3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/slsh8gplusG5ycsMeuPUTFtoJGkw==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/d6VflUn0wplusvcCm2pxPklZQ==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/bXslshKOISPaebplusNZgSVvHslshKw==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/DzdsMCOlJxUD7wdUyHbPMg==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/PzQCYiplusKzLhRzslsh4GhyLc3w==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/4slshJzjHrYmlxxqBUL5slshXRkQ==
4112.22	Staff Teaching English Learners - https://simbli.eboardsolutions.com/SU/qjahdyGkIWAxplusuRwke8iXQ==
4113	Assignment - https://simbli.eboardsolutions.com/SU/izTslshRcSpluspC4oZrxyHMalzg==
4113	Assignment - https://simbli.eboardsolutions.com/SU/RZxA48nHkxPJhNaZKw0rsQ==
4144	Complaints - https://simbli.eboardsolutions.com/SU/flVlkqzplusZo7c7V8mag2xZBQ==
4144	Complaints - https://simbli.eboardsolutions.com/SU/tYi4IZ36QZPbDAllz2ZwkQ==
4244	Complaints - https://simbli.eboardsolutions.com/SU/slsh9NqTTzSXplusZldQeZZ4n1LQ==
4244	Complaints - https://simbli.eboardsolutions.com/SU/NqSVNDmDomCZV0Vv1kkRKQ==
4344	Complaints - https://simbli.eboardsolutions.com/SU/zLybAVi1uz168ad0rlXmCg==
4344	Complaints - https://simbli.eboardsolutions.com/SU/epri6wkiUNMWIN6uDFjx0w==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/52lhvRr2HgRweev7Ns2Jmg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/MkB1KHcmD0bslshXKPFh8WZnQ==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/dDAF2hymB7WdMi7ut0hQsQ==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/YeYsQe2DslshdGDGIWXYW6TqA==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/DsslshRGhr29xBAXj9qym28uA==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/uGujvwlmOzUlxNt8Xy0D4Q==

- 9012 Board Member Electronic Communications -
<https://simbli.eboardsolutions.com/SU/2RpKZRtw6MOytslshblP4B9mQ==>
- 9200 Limits Of Board Member Authority -
<https://simbli.eboardsolutions.com/SU/OZvefR1JHFe3SjPrplusz3NEw==>
- 9322 Agenda/Meeting Materials -
<https://simbli.eboardsolutions.com/SU/vXrDioLpluslDlhRmUUBg29Q==>

Exhibit 3517-E(1): Facilities Inspection

Status: DRAFT

Original Adopted Date: Pending

NOTICE REGARDING MENSTRUAL PRODUCTS

Education Code 35292.6 requires that:

- a. On or before the start of the 2022–23 school year, a public school, including a school operated by a school district, county office of education, or charter school, maintaining any combination of classes from grades 6 to 12, inclusive, shall 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 and all-gender restrooms, and in at least one men's restroom.
- b. A public school described in subdivision (a) shall not charge for any menstrual products provided to pupils.
- c. A public school described in subdivision (a) shall post a notice regarding the requirements of this section in a prominent and conspicuous location in every restroom required to stock menstrual products, available and accessible, free of cost, pursuant to this section. This notice shall include the text of this section and contact information, including an email address and telephone number, for a designated individual responsible for maintaining the requisite supply of menstrual products.
- d. For purposes of this section, "menstrual products" means menstrual pads and tampons for use in connection with the menstrual cycle.
- e. This section shall become operative on July 1, 2022.

The name and contact information for the individual responsible for maintaining the requisite supply of menstrual products is:

MOT Director
559-752-4213
fmartin@tipton.k12.ca.us

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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

2 CCR 1859.300-1859.330

Emergency Repair Program -
<https://simbli.eboardsolutions.com/SU/ZtX55Ue9ctaSCHdnkNBQAw==>

Ed. Code 1240

County superintendent of schools, duties -
<https://simbli.eboardsolutions.com/SU/zxiNblNKXQ1Z3w2H1beZIA==>

Ed. Code 17002

State School Building Lease-Purchase Law, including definition of good repair -
<https://simbli.eboardsolutions.com/SU/SWCTtYtHLbJV2oTkKplusAVTw==>

Ed. Code 17070.10-17077.10

Leroy F. Greene School Facilities Act of 1998 -
<https://simbli.eboardsolutions.com/SU/fu4PsUtUAb4qYYOY9breHg==>

Ed. Code 17565-17591

Property maintenance and control

Ed. Code 17592.72

Urgent or emergency repairs; School Facility Emergency Repair Account

Ed. Code 33126

School accountability report card

Ed. Code 35186

Complaints regarding teacher vacancy or misassignment

Ed. Code 35292.5-35292.6

Restrooms; maintenance and cleanliness

Federal References

20 USC 6314

Description

Schoolwide programs

42 USC 300f-300j-27

Safe Drinking Water Act

Management Resources References

Description

State Allocation Board, Public School Construction Facility Inspection Tool: School Facility Conditions Evaluation

Website

California County Superintendents Educational Services Association - <https://simbli.eboardsolutions.com/SU/FJy7Gf2djdpluso3aMdrmcKQ==>

Website

California Department of Education, Williams Case - <https://simbli.eboardsolutions.com/SU/IgEokv15m4hnKA9yXFZS8A==>

Website

State Allocation Board, Office of Public School Construction - <https://simbli.eboardsolutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==>

Website

Coalition for Adequate School Housing - <https://simbli.eboardsolutions.com/SU/zOaL3RZeOCPBOQ9GOYjpAg==>

Website

CSBA - <https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References

Description

0460

Local Control And Accountability Plan - <https://simbli.eboardsolutions.com/SU/2qDbaRoM9LlslshnrmReAkDA==>

0460

Local Control And Accountability Plan - <https://simbli.eboardsolutions.com/SU/RtR9yPmGKREIZZ7MiqzG8Q==>

0510

School Accountability Report Card - <https://simbli.eboardsolutions.com/SU/kJ7vjiUaefQ7sGtI7D7qcg==>

1312.4

Williams Uniform Complaint Procedures - <https://simbli.eboardsolutions.com/SU/rpTjKHGwJuc4uWYVrIPMFQ==>

1312.4-E PDF(1)

Williams Uniform Complaint Procedures - <https://simbli.eboardsolutions.com/SU/aX4swtV0Qswb2lslshsMpQrlw==>

3000

Concepts And Roles - <https://simbli.eboardsolutions.com/SU/OZLmhuNVUI68ASWZ5pplusdrw==>

3311

Bids - <https://simbli.eboardsolutions.com/SU/9TsWRinplust6tflshJfEE6fQwQ==>

3311

Bids - <https://simbli.eboardsolutions.com/SU/aslshqEbX8YLY4U5yMVLlbcKA==>

3511.1

Integrated Waste Management - <https://simbli.eboardsolutions.com/SU/ZtNQdLfvMKqo9YNvrsslshplus7g==>

3511.1

Integrated Waste Management - <https://simbli.eboardsolutions.com/SU/JhiEplusocmslshx4aHrxKhH8xRA==>

3514

Environmental Safety - <https://simbli.eboardsolutions.com/SU/yk6hF35VqplusoMMoJj4X1IDQ==>

3514

Environmental Safety - <https://simbli.eboardsolutions.com/SU/YFWsR9UoJJl8cvyOrU474A==>

3514.2

Integrated Pest Management - <https://simbli.eboardsolutions.com/SU/slsh8gplusG5ycsMeuPUTFtoJGkw==>

3516

Emergencies And Disaster Preparedness Plan - <https://simbli.eboardsolutions.com/SU/X9uyAX4h0xvYgyCqcGcNslshg==>

3516

Emergencies And Disaster Preparedness Plan - <https://simbli.eboardsolutions.com/SU/L9dvrMHikHOaGsXfvsPqZg==>

- 3550 Food Service/Child Nutrition Program -
<https://simbli.eboardsolutions.com/SU/bXslshKOISPaebplusNZgSVvHslshKw==>
- 3550 Food Service/Child Nutrition Program -
<https://simbli.eboardsolutions.com/SU/DzdsMCOLjxUD7wdUyHbPMg==>
- 6117 Year-Round Schedules -
<https://simbli.eboardsolutions.com/SU/REL3GTWBCSOzwDeRbjuh1w==>
- 6117 Year-Round Schedules -
<https://simbli.eboardsolutions.com/SU/QBWyxXCnMUgXfxH3oH53znQ==>
- 7110 Facilities Master Plan -
<https://simbli.eboardsolutions.com/SU/oPT9NOIOP39ZZz6bIL7wJw==>
- 7111 Evaluating Existing Buildings -
<https://simbli.eboardsolutions.com/SU/E7un7QTYO4nxSHFIGsotzw==>
- 9000 Role Of The Board -
<https://simbli.eboardsolutions.com/SU/uGujvwlmOzUlxNt8Xy0D4Q==>

Policy 0420.41: Charter School Oversight

Status: DRAFT

Original Adopted Date: 06/09/2020

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 and is providing a high-quality educational program for students enrolled in the charter school.

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 or designated charter school contact shall attend meetings of the charter school governing body whenever possible and shall periodically meet with a representative of the charter school.

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 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

The charter school may purchase administrative or other services from the district or any other source. (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 memorandum of understanding (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)

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)

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 meeting. (Education Code 47605, 47607)

The Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision of the approved charter.

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 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 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)

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

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 and/or an MOU, 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 3110: Transfer Of Funds

Status: DRAFT

Original Adopted Date: 05/01/2012 | **Last Revised Date:** 06/08/2021

The Governing Board recognizes its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

The total amount budgeted by the district for each major classification of expenditures, as listed in the California Department of Education's budget forms, shall be the maximum amount which the district may expend for that classification for the school year. (Education Code 42600)

However, when it is in the best interest of the district, the Board may:

1. At any time, adopt a written resolution providing for transfers from the designated fund balance or the unappropriated fund balance to any expenditure classification or between classifications. The resolution shall be filed with the County Superintendent of Schools and the County Auditor. (Education Code 42600)
2. Direct the temporary transfer of monies held in any district fund or account to another fund or account as necessary for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. No more than 75 percent of the maximum amount held in any fund or account during the current fiscal year may be transferred. Amounts transferred shall be repaid in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. (Education Code 42603)
3. At the close of a school year, request that the County Superintendent make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s), or balance any expenditure classifications of the district budget as necessary for the payment of obligations incurred during that school year. (Education Code 42601)
4. If any special reserve funds that are maintained for capital outlay or other purposes pursuant to Education Code 42842 are not actually encumbered for ongoing expenses, transfer those monies into the general fund for the general operating purposes of the district. If any monies remain in the special reserve fund at the conclusion of a project, the Board may submit a written request to the County Superintendent, Auditor, and Treasurer to discontinue the special reserve fund and transfer those monies to the district's general fund. (Education Code 42841-42843)
5. Transfer monies between other funds or accounts when authorized by 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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Ed. Code 16095	Transfer of district funds to district state school building fund - https://simbli.eboardsolutions.com/SU/DckNjgplus9tDnTa0uS0C6Kdw==
Ed. Code 41301	Section A state school fund allocation schedule
Ed. Code 42125	Designated and unappropriated fund balances
Ed. Code 42238-42251	Apportionments to districts
Ed. Code 42238.01-42238.07	Local control funding formula
Ed. Code 42600	District budget limitation on expenditure
Ed. Code 42601	Transfers between funds to permit payment of obligations at close of year
Ed. Code 42603	Transfer of monies held in any fund or account to another fund; repayment
Ed. Code 42840-42843	Special reserve fund
Ed. Code 5200	Districts governed by boards of education
Ed. Code 52616.4	Expenditures from adult education fund

Ed. Code 78

Definition, governing board

Management Resources References

CA Department of Education Publication

Website

Website

Website

Description

California School Accounting Manual

California Department of Education -

<https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==>

CSBA -

<https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Fiscal Crisis and Management Assistance Team -

<https://simbli.eboardsolutions.com/SU/1KDBnxplus9GCiDTyFvbLOOxQ==>

Cross References

0460

Local Control And Accountability Plan -

<https://simbli.eboardsolutions.com/SU/2qDBaRoM9LlslshnmiReAkDA==>

0460

Local Control And Accountability Plan -

<https://simbli.eboardsolutions.com/SU/RtR9yPmGKREIZZ7MiqzG8Q==>

3000

Concepts And Roles -

<https://simbli.eboardsolutions.com/SU/OZLmhuNVUI68ASWZ5pplusdrw==>

3100

Budget -

<https://simbli.eboardsolutions.com/SU/J9EaRZ1H0ocHRPFRxPj5Pg==>

3100

Budget -

<https://simbli.eboardsolutions.com/SU/v2w26slshqMAHX7643KPRcxtA==>

3300

Expenditures And Purchases -

<https://simbli.eboardsolutions.com/SU/3V4IjDeTXRX2Sypp2dCPHA==>

3350

Travel Expenses -

<https://simbli.eboardsolutions.com/SU/iiRQszMTPWjUGvPtgQ19KA==>

3400

Management Of District Assets/Accounts -

<https://simbli.eboardsolutions.com/SU/IX12plusTFyObah6O48YEwsFA==>

3400

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<https://simbli.eboardsolutions.com/SU/Po9IcJ2caUkCKzyRBsCMAQ==>

3460

Financial Reports And Accountability -

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Financial Reports And Accountability -

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Food Service Operations/Cafeteria Fund -

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3551

Food Service Operations/Cafeteria Fund -

<https://simbli.eboardsolutions.com/SU/yq9rP2MWc0tAS92plusV3MQDQ==>

Policy 3523: Electronic Signatures

Status: DRAFT

Original Adopted Date: Pending

The Governing Board believes that the use of electronic records and signatures is a convenient paperless option that can increase efficiency in commercial and administrative transactions, reduce costs, and contribute to environmental sustainability in district operations. The Board authorizes the use of electronic signatures in district operations when authorized by law.

The Superintendent or designee shall ensure that any electronic signature utilized by the district conforms with criteria described in law and that the level of security is sufficient for the transaction being conducted. (Government Code 16.5; 2 CCR 22003, 22005)

The Superintendent or designee shall retain electronic records in accordance with law and regulations, and as specified in BP/AR 3580 - District Records.

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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
2 CCR 22000-22005	Public entity use of electronic signatures - https://simbli.eboardsolutions.com/SU/jjoxXkoplusn!SsKsUaPslshQplusYg==
5 CCR 16020-16022	Records, general provisions
5 CCR 16023-16027	District records, retention and destruction
5 CCR 430	Individual student records; definition
5 CCR 432	Student records
Civ. Code 1633.1-1633.17	Uniform Electronic Transactions Act
Civ. Code 1798.29	District records; breach of security - https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w==
Ed. Code 35252-35255	Records and reports
Ed. Code 44031	Personnel file contents and inspection
Ed. Code 49060-49079.7	Student records
Ed. Code 8234	Electronic signatures; child care and development programs
Gov. Code 16.5	Electronic signatures
Gov. Code 6252-6265	Inspection of public records
Gov. Code 811.2	Definition of public entity

Federal References

Federal References	Description
15 USC 7001-7006	Electronic Records and Signatures in Commerce Act
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
34 CFR 300-300.818	Assistance to states for the education of students with disabilities
34 CFR 99.1-99.8	Family Educational Rights and Privacy Act

Management Resources References

Management Resources References	Description
CA Department of Education Publication	Management Bulletin 17-13, October 2017

Cross References

Description

- 3510 Green School Operations -
<https://simbli.eboardsolutions.com/SU/8pluslf21JdrwQNEvOI4f3pvA==>
- 3580 District Records -
<https://simbli.eboardsolutions.com/SU/slshnptNHdcnJJ1UwTmT9FEQ==>
- 3580 District Records -
<https://simbli.eboardsolutions.com/SU/lzWOCxSBezQvqmAKVy9wWA==>
- 5148 Child Care And Development -
<https://simbli.eboardsolutions.com/SU/U6OxO0NLVmpnslsh9K8T5tDfw==>
- 5148 Child Care And Development -
<https://simbli.eboardsolutions.com/SU/CemG9OFcWGrBbPXl2RUXqg==>
- 5148.3 Preschool/Early Childhood Education -
<https://simbli.eboardsolutions.com/SU/0YxsGZCfh8oiM5DslshYCKijw==>
- 5148.3 Preschool/Early Childhood Education -
<https://simbli.eboardsolutions.com/SU/63C2dHw1fqN2JpR7Xl1yEQ==>
- 6159.1 Procedural Safeguards And Complaints For Special Education -
<https://simbli.eboardsolutions.com/SU/rGqslshe3QyiaAu4SdcTv21HA==>
- 6159.1 Procedural Safeguards And Complaints For Special Education -
<https://simbli.eboardsolutions.com/SU/znFIWXEc338iZpCvltA7tQ==>

Policy 3550: Food Service/Child Nutrition Program

Status: DRAFT

Original Adopted Date: 01/09/2007

The Governing Board recognizes that adequate, nourishing food is essential to student health and well-being, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to and participation in the district's food service programs and maintain fiscal integrity of the programs in accordance with law.

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease
2. Meet or exceed nutrition standards specified in law
3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits
4. Be served in age-appropriate portions
5. Be provided at no cost to students who request a meal

At the beginning of each school year, the Superintendent or designee shall communicate information related to the district's food service programs to the public through available means, including, but not limited to, the district's web site, social media, flyers, and school publications.

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

To the extent possible, the school meal program shall be coordinated with the nutrition education program, instructional program for teachers, parents/guardians and food service employees, available community resources, and other related district programs.

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

Students shall be allowed adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to promote participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school cafeterias and facilities for food preparation and consumption.

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation and service process.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition

programs and the extent to which the district's food service program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the 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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
5 CCR 15510	Mandatory meals for needy students
5 CCR 15530-15535	Nutrition education
5 CCR 15550-15565	School lunch and breakfast programs
5 CCR 15575-15578	Requirements for foods and beverages outside the federal meals program
Ed. Code 35182.5	Contracts for advertising
Ed. Code 38080-38103	Cafeteria; establishment and use
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 48432.3	Voluntary enrollment in continuation education
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49501.5	California Universal Meals Program
Ed. Code 49510-49520	Nutrition
Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49540-49546	Child care food program
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49562	Meals for needy students
Ed. Code 49570	National School Lunch Act
Ed. Code 51795-51797	School instructional gardens
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements

Federal References

	Description
42 USC 1751-1769j	National School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1761	Summer Food Service Program and Seamless Summer Feeding Option
42 USC 1769a	Fresh Fruit and Vegetable Program
42 USC 1771-1793	Child Nutrition Act
42 USC 1772	Special Milk Program
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 215.1-215.18	Special Milk Program
7 CFR 220.2-220.22	National School Breakfast Program
7 CFR 245.1-245.13	Eligibility for free and reduced-price meals and free milk

Management Resources References

Description

CA Project Lean Publication	Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006
California Department of Education Publication	Healthy Children Ready to Learn, January 2005
California Department of Education Publication	Professional Standards in the School Nutrition Programs, Management Bulletin SNP-13-2020, Updated January 2022
CSBA Publication	Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009
CSBA Publication	Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007
CSBA Publication	Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007
CSBA Publication	Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006
U.S. Department of Agriculture Publication	School Breakfast Toolkit
U.S. Department of Agriculture Publication	Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005
U.S. Department of Agriculture Publication	Dietary Guidelines for Americans, 2005
U.S. Department of Agriculture Publication	Food Buying Guide for Child Nutrition Programs, December 2007
U.S. Department of Agriculture Publication	Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010
U.S. Department of Agriculture Publication	Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005
Website	U.S. Department of Agriculture, Food and Nutrition Service - https://simbli.eboardsolutions.com/SU/Wry6HD6BSTBkfn7BqplusR7BQ==
Website	California Farm Bureau Federation - https://simbli.eboardsolutions.com/SU/9DOFpFd6z2oylYGKzj0qKA==
Website	Nourish California - https://simbli.eboardsolutions.com/SU/5GeuVdU7HE4aLG3NFy4PTg==
Website	California Project LEAN (Leaders Encouraging Activity and Nutrition) - https://simbli.eboardsolutions.com/SU/lzuCbbhn3rBrfeZTSNnVCw==
Website	Centers for Disease Control and Prevention - https://simbli.eboardsolutions.com/SU/UUjirqtk65lplusLWplusApdRjg==
Website	National Alliance for Nutrition and Activity - https://simbli.eboardsolutions.com/SU/GZJffQ4Hi71GbK8lPjKsg==
Website	California School Nutrition Association - https://simbli.eboardsolutions.com/SU/KnWOpY7WknrOcdh5fJ85QQ==
Website	California Department of Education, Nutrition Services Division - https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==
Website	California Department of Public Health - https://simbli.eboardsolutions.com/SU/plusKghL3cnZRJOzDybcVsugA==
Website	California Healthy Kids Resource Center - https://simbli.eboardsolutions.com/SU/Ve9Yf61snLK7fRzOPU1xiQ==
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Cross References

0470

Description

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0500

Accountability - <https://simbli.eboardsolutions.com/SU/PLPvXslshWqsZ5tlZLJz4U9A==>

1312.4 Williams Uniform Complaint Procedures -
<https://simbli.eboardsolutions.com/SU/rpTjKHGwJuc4uWYVriPMFQ==>

1312.4-E PDF(1) Williams Uniform Complaint Procedures -
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1325 Advertising And Promotion -
<https://simbli.eboardsolutions.com/SU/eAEIh6U5k3Aplus4plusEv1JQRGQ==>

1340 Access To District Records -
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3000 Concepts And Roles -
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3260 Fees And Charges -
<https://simbli.eboardsolutions.com/SU/dlbpe3xlXzn1LyuUx856Qw==>

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3510 Green School Operations -
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3514 Environmental Safety -
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3517 Facilities Inspection -
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3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/hCslshVLhOhslshPnrbchaV17Q7w==>

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<https://simbli.eboardsolutions.com/SU/yq9rP2MWc0tAS92plusV3MQDQ==>

3553 Free And Reduced Price Meals -
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3553 Free And Reduced Price Meals -
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3554 Other Food Sales -
<https://simbli.eboardsolutions.com/SU/gY5IbH5zDaErv281QXblxw==>

3554 Other Food Sales -
<https://simbli.eboardsolutions.com/SU/JC64QORNpywD7Gg50qdXlg==>

3555 Nutrition Program Compliance -
<https://simbli.eboardsolutions.com/SU/vd3brewyA1PtMFttU34e8A==>

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4131 Staff Development -
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4141.6 Concerted Action/Work Stoppage -
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4231 Staff Development -
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4231 Staff Development -
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4241.6 Concerted Action/Work Stoppage -
<https://simbli.eboardsolutions.com/SU/f82sW6RsGmbyAUjOIW3SmA==>

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5030 Student Wellness -
<https://simbli.eboardsolutions.com/SU/JWaZslsh5GSosG5Jg4MyzcPhQ==>

5141.27 Food Allergies/Special Dietary Needs -
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5148 Child Care And Development -
<https://simbli.eboardsolutions.com/SU/U6OxO0NLVmpnslsh9K8T5tDfw==>

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5148.2 Before/After School Programs -
<https://simbli.eboardsolutions.com/SU/wdYzThV68slshkgI2tUlhr5Kw==>

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<https://simbli.eboardsolutions.com/SU/gFa0Vo5kf3o8S12wNAQ8gA==>

5148.3 Preschool/Early Childhood Education -
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6142.8 Comprehensive Health Education -
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6142.8 Comprehensive Health Education -
<https://simbli.eboardsolutions.com/SU/qQCLsbwovn2HKyslsh6FzjU1Q==>

6173 Education For Homeless Children -
<https://simbli.eboardsolutions.com/SU/QEqQgHQVqBZkNSXWr1jj4w==>

6173 Education For Homeless Children -
<https://simbli.eboardsolutions.com/SU/WqYbShx2PQjFnPslsh2hFrVg==>

6173-E PDF(1) Education For Homeless Children -
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<https://simbli.eboardsolutions.com/SU/4wwFZFTMnexU6qAbNptLag==>

6173-E PDF(3) Education For Homeless Children -
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6176 Weekend/Saturday Classes -
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7110 Facilities Master Plan -
<https://simbli.eboardsolutions.com/SU/oPT9NOIOP39ZZz6bIL7wJw==>

Policy 3551: Food Service Operations/Cafeteria Fund

Status: DRAFT

Original Adopted Date: 05/03/2018 | **Last Revised Date:** 06/09/2020

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by CDE. (42 USC 1776)

Meal Sales

Any student who requests a meal shall be served a nutritionally adequate breakfast and lunch free of charge, each school day. (Education Code 49501.5)

As permitted by law, additional or second meals, adult meals, and other nonprogram foods, such as smart snack compliant food and beverages sold in vending machines, may be sold to students. (Education Code 38082, 49501.5)

Meals may be sold to district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are authorized by the Superintendent or designee to be on campus. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments. Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

Cafeteria Fund and Account

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and for reasonable and necessary indirect program costs as allowed by law.

OPTION 2: The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by CDE to ensure compliance of the district's food service program with federal requirements.

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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

5 CCR 15550-15565
Ed. Code 38080-38086
Ed. Code 38090-38095
Ed. Code 38100-38103
Ed. Code 42646
Ed. Code 45103.5
Ed. Code 49490-49493

Description

School lunch and breakfast programs
School meals
Cafeterias, funds and accounts
Cafeterias, allocation of charges
Alternate payroll procedure
Contracts for management consulting services; restrictions
School breakfast and lunch programs

Ed. Code 49500-49505	School meals
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49554	Contract for services
Ed. Code 49580-49581	Food recovery program
F&A Code 58595	Preference for California-grown agricultural products
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements
Pub. Cont. Code 2000-2002	Responsive bidders
Pub. Cont. Code 20111	Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

Federal References

2 CFR 200	Appendix VII Indirect cost proposals
2 CFR 200.318-200.326	Procurement standards
2 CFR 200.400-200.475	Cost principles
2 CFR 200.56	Indirect costs, definition
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1793	Child nutrition
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 210.1-210.33	National School Lunch Program
7 CFR 220.1-220.21	National School Breakfast Program
7 CFR 220.1-220.22	National School Breakfast Program
7 CFR 245.8	Nondiscrimination practices for students eligible for free and reduced price meal and free milk
7 CFR 250.1-250.70	USDA foods

Management Resources References

CA Department of Education Publication	California School Accounting Manual
California Department of Education Publication	Pricing of Adult Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin, SNP-04-2021, August 2021
California Department of Education Publication	Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015
California Department of Education Publication	Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-05-2020, February 2020
California Department of Education Publication	Food Distribution Program Administrative Manual
California Department of Education Publication	Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018
U.S. Department of Agriculture Publication	Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016
U.S. Department of Agriculture Publication	Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP-38-2017, June 2017
U.S. Department of Agriculture Publication	Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Local Meal Charge Policies, SP-46-2016, July 2016
U.S. Dept of Agriculture Publication	School Meals - FAQs

Website	U.S. Department of Agriculture, Food and Nutrition Service - https://simbli.eboardsolutions.com/SU/Wry6HD6BSTBkfn7BqplusR7BQ==
Website	California Department of Education, Nutrition Services Division - https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==
Website	California School Nutrition Association - https://simbli.eboardsolutions.com/SU/KnWOpY7WknrOcdh5fJ85QQ==

Cross References

Description

0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/H06jSsDZG3iOslsheGrQplusa7DA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/wy7J7Bd8GUelgMZcjYbzplusw==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/NMbmX6V6de8MOj9eGTEqkQ==
1113-E PDF(1)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/jskzaVzeFdryTVCWkSICfA==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/EMOsFkfUe7TGVP1yYkli8A==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/2p3NC48Jw6zGb638CG0YrQ==
3100	Budget - https://simbli.eboardsolutions.com/SU/J9EaRZ1H0ocHRPfrRxPj5Pg==
3100	Budget - https://simbli.eboardsolutions.com/SU/v2w26slshqMAHX7643KPRcxtA==
3110	Transfer Of Funds - https://simbli.eboardsolutions.com/SU/flo2QnHbbOKenpmi3YONtg==
3110	Transfer Of Funds - https://simbli.eboardsolutions.com/SU/GfJPxUjtOr73aTEOLzaUHQ==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/L2guQfV2xslshslshE7woITPX92A==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/sXmNMgHof2ReqNPslsh1OgFBw==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/dlbpe3xlXzn1LyuUx856Qw==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/Sdth9V70bH34H85aRcc67g==
3300	Expenditures And Purchases - https://simbli.eboardsolutions.com/SU/3V4IjDeTXRX2Sypp2dCPHA==
3311	Bids - https://simbli.eboardsolutions.com/SU/9TsWRinplust6tflshJfEE6fQwQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/aslshqEbX8YLY4U5yMVLlbcKA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/Op7hSqpnLq4rsWplus54cAlwQ==
3314.2	Revolving Funds - https://simbli.eboardsolutions.com/SU/Nr2Se3Ed3ji3opFf65yuow==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/IX12plusTFyObah6O48YEwsFA==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/Po9IcJ2caUkCKzyRBsCMAQ==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/IziMyzz8pzYb8A913TTU8A==

- 3460 Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/DNrcV9rnC2LRGATm8vI8CQ==>
- 3510 Green School Operations -
<https://simbli.eboardsolutions.com/SU/8pluslf21JdrwQNEvOI4f3pvA==>
- 3511 Energy And Water Management -
<https://simbli.eboardsolutions.com/SU/VEBpoBra29YcLiC4JtsqOw==>
- 3511 Energy And Water Management -
<https://simbli.eboardsolutions.com/SU/plveL.Bbl7tcl.qm3s5y3AZw==>
- 3512 Equipment -
<https://simbli.eboardsolutions.com/SU/CRsj1oEdBCcdk0e8hk7oYg==>
- 3512-E PDF(1) Equipment -
<https://simbli.eboardsolutions.com/SU/pfdPiZ9zArAl8ulxHx4yxg==>
- 3515.6 Criminal Background Checks For Contractors -
<https://simbli.eboardsolutions.com/SU/Nt8dMkwshilhSHEaS1lvSQ==>
- 3550 Food Service/Child Nutrition Program -
<https://simbli.eboardsolutions.com/SU/bXslshKOISPaebplusNZgSVvHslshKw==>
- 3550 Food Service/Child Nutrition Program -
<https://simbli.eboardsolutions.com/SU/DzdsMCOljxUD7wdUyHbPMg==>
- 3553 Free And Reduced Price Meals -
<https://simbli.eboardsolutions.com/SU/Q3Z5zXW5iIshfTQhsSGjHUA==>
- 3553 Free And Reduced Price Meals -
<https://simbli.eboardsolutions.com/SU/nqB7SmSZr6HRM6i67X8q7Q==>
- 3554 Other Food Sales -
<https://simbli.eboardsolutions.com/SU/gY5IbH5zDaErv281QXblxw==>
- 3554 Other Food Sales -
<https://simbli.eboardsolutions.com/SU/JC64QORNpywD7Gg50qdXlg==>
- 3555 Nutrition Program Compliance -
<https://simbli.eboardsolutions.com/SU/vd3brewyA1PtMftU34e8A==>
- 3580 District Records -
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- 3580 District Records -
<https://simbli.eboardsolutions.com/SU/lzWOcxSBezQvqmAKVy9wWA==>
- 4112.4 Health Examinations -
<https://simbli.eboardsolutions.com/SU/cBDfzmY7PHOY67b63h6uag==>
- 4112.4 Health Examinations -
<https://simbli.eboardsolutions.com/SU/wBEPvVYAVYoPGFJdYZTTYA==>
- 4212 Appointment And Conditions Of Employment -
<https://simbli.eboardsolutions.com/SU/masIshKGljhNQsDI3EQ51gUNw==>
- 4212.4 Health Examinations -
<https://simbli.eboardsolutions.com/SU/UMT2FAZLS41t0vcydkquXA==>
- 4212.4 Health Examinations -
<https://simbli.eboardsolutions.com/SU/slshchtsmsf3rqvCgPPivJb4w==>
- 4231 Staff Development -
<https://simbli.eboardsolutions.com/SU/WJJuU4yy3bsiwjhrPTPjGA==>
- 4231 Staff Development -
<https://simbli.eboardsolutions.com/SU/plusBDwWyxj0dSQzFnelsBS0g==>
- 4312.4 Health Examinations -
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- 4312.4 Health Examinations -
<https://simbli.eboardsolutions.com/SU/owOITV7eiOJ6vssll5N1uQ==>

4331	Staff Development - https://simbli.eboardsolutions.com/SU/yFDsGVdBzwMzICq3yGQFJw==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/9r5Ki8NE6h2M6pxcfXpKLw==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/JWaZslsh5GSosG5Jg4MyzcPhQ==
5145.6	Parental Notifications - https://simbli.eboardsolutions.com/SU/W3zq23bVMGoplus4nDMmy8y3g==
5145.6-E PDF(1)	Parental Notifications - https://simbli.eboardsolutions.com/SU/3nJ2wLLplusdN29sNXm8WsnDQ==
5145.6-E PDF(2)	Parental Notifications - https://simbli.eboardsolutions.com/SU/5wE4dzWIkSZ9JlqGet1k8w==
5145.6-E PDF(3)	Parental Notifications - https://simbli.eboardsolutions.com/SU/3Kc2t58BZbeTkUUQrknSA==

Policy 3553: Free And Reduced Price Meals

Status: DRAFT

Original Adopted Date: 05/03/2018

The Governing Board recognizes that adequate nutrition is essential to the development, health and well-being, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of all students in the district's food service program.

Each school day, the district shall provide, free of charge, a nutritionally adequate breakfast and lunch for any student who requests a meal. (Education Code 49501.5)

To provide optimal nutrition and ensure that schools receive maximum federal meal reimbursement, the Superintendent or designee shall assess the eligibility of district schools to operate a federal universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a. The Superintendent or designee shall submit an application to operate a federal universal meal provision to the California Department of Education (CDE) on behalf of any district school that meets the definition of a "high poverty school." (Education Code 49564.3)

The Superintendent or designee shall ensure that meals served under the school nutrition program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

The Board shall approve, and shall submit to CDE for approval, a plan that ensures that students eligible to receive free or reduced-price meals are not treated differently from other students and that meets other requirements specified in Education Code 49557.

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential and may not be disclosed except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

The Board authorizes designated employees to use records pertaining to an individual student's eligibility for the free and reduced-price meal program for the following purposes: (Education Code 49558)

1. Disaggregation of academic achievement data
2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576
3. Facilitation of targeted educational services and supports to individual students based on the local control accountability plan

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist that other educational agency in ensuring that the student continues to receive school meals.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula (LCFF) calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the LCFF and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. The Superintendent or designee also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
5 CCR 15510	Mandatory meals for needy students
5 CCR 15530-15535	Nutrition education
5 CCR 15550-15565	School lunch and breakfast programs
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49501.5	California Universal Meals Program
Ed. Code 49510-49520	Nutrition
Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49564.3	High-poverty schools; universal meal service

Federal References

	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1791	Child nutrition
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 220.10-220.21	National School Breakfast Program
7 CFR 245.1-245.13	Eligibility for free and reduced-price meals and free milk

Management Resources References

	Description
California Department of Education Publication	Clarification on the Sharing of Individual Student Eligibility Information for Local Control and Accountability Plan Purposes, Management Bulletin SNP-02-2018, May 2018
CSBA Publication	Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012

CSBA Publication	Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012
U.S. Department of Agriculture Publication	Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002
U.S. Dept of Agriculture Publication	Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2017
Website	U.S. Department of Agriculture, Food and Nutrition Service - https://simbli.eboardsolutions.com/SU/Wry6HD6BSTBkfn7BqplusR7BQ==
Website	Nourish California - https://simbli.eboardsolutions.com/SU/5GeuVdU7HE4aLG3NFy4PTg==
Website	California Project LEAN (Leaders Encouraging Activity and Nutrition) - https://simbli.eboardsolutions.com/SU/lzuCbbhn3rBrfeZTSNnVCw==
Website	California Department of Education, Nutrition Services Division - https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

Description

0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/19xvDr7T8CypkTS5hpXJ8g==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/H06jSsDZG3iOslsheGrQplusa7DA==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/2qDbRoM9LlslshnmiReAkDA==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/RtR9yPmGKREIzz7MiqzG8Q==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/CEG4GOECJhofTyV1GKUzwQ==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/EMOsFkfUe7TGVP1yYkli8A==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/2p3NC48Jw6zGb638CG0YrQ==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/2Bbplusqwpt19ZsplusgP5Xeit7Q==
3100	Budget - https://simbli.eboardsolutions.com/SU/J9EaRZ1H0ocHRPfrRxPj5Pg==
3100	Budget - https://simbli.eboardsolutions.com/SU/v2w26slshqMAHX7643KPRcxtA==
3250	Transportation Fees - https://simbli.eboardsolutions.com/SU/sIUHtv8KayxIKMww77cVQw==
3250	Transportation Fees - https://simbli.eboardsolutions.com/SU/OslshatnL3K9ADGwyZbr429IA==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/dlbpe3xlXzn1LyuUx856Qw==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/Sdth9V70bH34H85aRCc67g==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/bXslshKOISPaebplusNZgSVvHslshKw==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/DzdsMCOljxUD7wdUyHbPMg==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/hCslshVLhOhslshPnrchaV17Q7w==

3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/yq9rP2MWc0tAS92plusV3MQDQ==>

3554 Other Food Sales -
<https://simbli.eboardsolutions.com/SU/gY5IbH5zDaErv281QXblxw==>

3554 Other Food Sales -
<https://simbli.eboardsolutions.com/SU/JC64QORNpywD7Gg50qdXlg==>

3555 Nutrition Program Compliance -
<https://simbli.eboardsolutions.com/SU/vd3brewyA1PtMFttU34e8A==>

4119.23 Unauthorized Release Of Confidential/Privileged Information -
<https://simbli.eboardsolutions.com/SU/oClryXiNWyF1HyLskDUdfQ==>

4219.23 Unauthorized Release Of Confidential/Privileged Information -
<https://simbli.eboardsolutions.com/SU/v3GZviSdd9pBHkcaXkpoiA==>

4319.23 Unauthorized Release Of Confidential/Privileged Information -
<https://simbli.eboardsolutions.com/SU/73pNAYZtZIOK6RwZW5ARew==>

5030 Student Wellness -
<https://simbli.eboardsolutions.com/SU/JWaZslsh5GSosG5Jg4MyzcPhQ==>

5117 Interdistrict Attendance -
<https://simbli.eboardsolutions.com/SU/DS0plusTo54vZEhpGo9A8slshYSA==>

5117 Interdistrict Attendance -
<https://simbli.eboardsolutions.com/SU/ac0eurIgvf2vRjB1WBioA==>

5125 Student Records -
<https://simbli.eboardsolutions.com/SU/HyfN0plcd5eDFqltRBzDZw==>

5125 Student Records -
<https://simbli.eboardsolutions.com/SU/kUqrj6x0dMbXAx3JhjTplusFA==>

5141.6 School Health Services -
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<https://simbli.eboardsolutions.com/SU/wmn4kwwOla92MWc2rplus2yg==>

5145.3 Nondiscrimination/Harassment -
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5145.3 Nondiscrimination/Harassment -
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5145.6 Parental Notifications -
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5145.6-E PDF(1) Parental Notifications -
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5145.6-E PDF(2) Parental Notifications -
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5145.6-E PDF(3) Parental Notifications -
<https://simbli.eboardsolutions.com/SU/3Kc2t58BZbeTkUUQrkknSA==>

5148 Child Care And Development -
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5148 Child Care And Development -
<https://simbli.eboardsolutions.com/SU/CemG9OFcWGrBbPXI2RUXqg==>

5148.2 Before/After School Programs -
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5148.2 Before/After School Programs -
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6162.51 State Academic Achievement Tests -
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6162.51 State Academic Achievement Tests -
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6171 Title I Programs -
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6171 Title I Programs -
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6173 Education For Homeless Children -
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6173 Education For Homeless Children -
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6173-E PDF(1) Education For Homeless Children -
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6173-E PDF(2) Education For Homeless Children -
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6173-E PDF(3) Education For Homeless Children -
<https://simbli.eboardsolutions.com/SU/jeRMZd0jqdcAeogV7bdt8Q==>

6173.1 Education For Foster Youth -
<https://simbli.eboardsolutions.com/SU/hDMxL7OT3SBNpOgqAWeuYg==>

6175 Migrant Education Program -
<https://simbli.eboardsolutions.com/SU/JYdusWxAfQldsuq5VXbFplusw==>

6175 Migrant Education Program -
<https://simbli.eboardsolutions.com/SU/mHqsvC5xf0AQJ8KpKu8y2g==>

6176 Weekend/Saturday Classes -
<https://simbli.eboardsolutions.com/SU/9AAXdzwELPI0Q0g3ohqsBQ==>

Regulation 1312.4: Williams Uniform Complaint Procedures

Status: DRAFT

Original Adopted Date: 06/06/2019 | **Last Revised Date:** 07/16/2020

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the time period from the first day students attend classes for a year-long course or semester-long course though not later than 20 business days afterwards.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)
 - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

In any school serving any of grades 6-12, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. (Education Code 35292.6)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall post in each classroom in each school a notice containing the components specified in Education Code 35186. (Education Code 35186)

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 35186; 5 CCR 4680)

Investigation and Response

The principal or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within the principal's or designee's authority. (Education Code 35186; 5 CCR 4685)

The principal or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal or Superintendent's designee shall send written resolution of the complaint to the mailing address of the complainant as indicated on the complaint within 45 working days of the initial filing of the complaint. If the principal makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in Item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4680-4687	Williams uniform complaint procedures
Ed. Code 1240	County superintendent of schools, duties - https://simbli.eboardsolutions.com/SU/zxiNblNKXQ1Z3w2H1beZIA==
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 33126	School accountability report card
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 60119	Hearing on sufficiency of instructional materials

Federal References

	Description
20 USC 6314	Title I schoolwide program

Management Resources References

	Description
Website	State Allocation Board, Office of Public School Construction - https://simbli.eboardsolutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==
Website	California Department of Education, Williams Case - https://simbli.eboardsolutions.com/SU/lgEokvl5m4hnKA9yXFZS8A==
Website	California County Superintendents Educational Services Association - https://simbli.eboardsolutions.com/SU/Wyr1WplusZPL9SDth52IMoLrg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

	Description
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/2qDbRoM9LlslshnrmiReAkDA==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/RtR9yPmGKREIZZ7MiqzG8Q==

1100 Communication With The Public -
<https://simbli.eboardsolutions.com/SU/8DXSbhkslshALtVLNia9vnREg==>

1250 Visitors/Outsiders -
<https://simbli.eboardsolutions.com/SU/RslshiajHQR8POrvCSJT5rnQ==>

1250 Visitors/Outsiders -
<https://simbli.eboardsolutions.com/SU/Wgkj0uquY8Q5Fh7vUXJQaA==>

1312.2 Complaints Concerning Instructional Materials -
<https://simbli.eboardsolutions.com/SU/jRTdAJurqXQ6QqJNpluss86Fg==>

1312.2 Complaints Concerning Instructional Materials -
<https://simbli.eboardsolutions.com/SU/InrHQhslshdD1dEplusoNOFslshxMYw==>

1312.2-E PDF(1) Complaints Concerning Instructional Materials -
<https://simbli.eboardsolutions.com/SU/Mm6MSmLYplNrDdsnVCLsbg==>

1312.3 Uniform Complaint Procedures -
<https://simbli.eboardsolutions.com/SU/trYFvPb6mtnrFEznOU5Nyw==>

1312.3 Uniform Complaint Procedures -
<https://simbli.eboardsolutions.com/SU/vg16byuXChvBplusv2vK49B4Q==>

1312.3-E PDF(1) Uniform Complaint Procedures -
<https://simbli.eboardsolutions.com/SU/mRYG8UhkShslshmbXlslsheHD3ug==>

1312.3-E PDF(2) Uniform Complaint Procedures -
<https://simbli.eboardsolutions.com/SU/oHplusvkUIEOvE4q43jldlplusQ==>

1340 Access To District Records -
<https://simbli.eboardsolutions.com/SU/EMOsFkfUe7TGVP1yYkli8A==>

1340 Access To District Records -
<https://simbli.eboardsolutions.com/SU/2p3NC48Jw6zGb638CG0YrQ==>

3270 Sale And Disposal Of Books, Equipment And Supplies -
<https://simbli.eboardsolutions.com/SU/DXaU7M0D0slshkkGVliiaVbgA==>

3270 Sale And Disposal Of Books, Equipment And Supplies -
<https://simbli.eboardsolutions.com/SU/4DWwGbJ9v1GgXFQlc0if3Q==>

3514 Environmental Safety -
<https://simbli.eboardsolutions.com/SU/yk6hF35VqplusoMMoJ4X1IDQ==>

3514 Environmental Safety -
<https://simbli.eboardsolutions.com/SU/YFWsR9UoJJ8cvyOrU474A==>

3514.2 Integrated Pest Management -
<https://simbli.eboardsolutions.com/SU/slsh8gplusG5ycsMeuPUTFtoJGkw==>

3517 Facilities Inspection -
<https://simbli.eboardsolutions.com/SU/d6VflUn0wplusvcCm2pxPkIZQ==>

3550 Food Service/Child Nutrition Program -
<https://simbli.eboardsolutions.com/SU/bXslshKOISPaeplusNZgSVvHslshKw==>

3550 Food Service/Child Nutrition Program -
<https://simbli.eboardsolutions.com/SU/DzdsMCOljxUD7wdUyHbPMg==>

4112.2 Certification -
<https://simbli.eboardsolutions.com/SU/PzQCYiplusKzLhRzslsh4GhyLc3w==>

4112.2 Certification -
<https://simbli.eboardsolutions.com/SU/4slshJzjHrYmLxxqBUL5slshXRkQ==>

4112.22 Staff Teaching English Learners -
<https://simbli.eboardsolutions.com/SU/qjahdyGkIWAxplusuRwke8iXQ==>

4113 Assignment -
<https://simbli.eboardsolutions.com/SU/izTslshRcSpluspC4oZrxyHMalzg==>

4113 Assignment -
<https://simbli.eboardsolutions.com/SU/RZxA48nHkxPJhNaZKw0rsQ==>

4144	Complaints - https://simbli.eboardsolutions.com/SU/fIVkqzplusZo7c7V8mag2xZBQ==
4144	Complaints - https://simbli.eboardsolutions.com/SU/tYi4IZ36QZPbDAllz2ZwkQ==
4244	Complaints - https://simbli.eboardsolutions.com/SU/slsh9NqTTzSXplusZldQeZZ4n1LQ==
4244	Complaints - https://simbli.eboardsolutions.com/SU/NqSVNDmDomCZV0Vv1kkRKQ==
4344	Complaints - https://simbli.eboardsolutions.com/SU/zLybAVi1uz168ad0rIXmCg==
4344	Complaints - https://simbli.eboardsolutions.com/SU/epri6wkiUNMWIN6uDFjx0w==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/52lhvRr2HgRweev7Ns2Jmg==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/MkB1KHCmD0bslshXKPfh8WZnQ==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/dDAF2hymB7WdMi7ut0hQsQ==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/YeYsOe2DslshdGDGIWXYW6TqA==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/DsslshRGhr29xBAxj9qym28uA==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/uGujvwlmOzUlxNt8Xy0D4Q==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/2RpKZRtw6MOytslshblP4B9mQ==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/OZvefR1JHFe3SjPrplusz3NEw==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/vXrDioLpluslDIlhRmUUBg29Q==

Regulation 3517: Facilities Inspection

Status: DRAFT

Original Adopted Date: 03/06/2018

The Superintendent or designee shall inspect school facilities to ensure that they are maintained in good repair. At a minimum, the Superintendent or designee shall assess those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including, but not limited to, the following: (Education Code 17002, 35292.5)

1. **Gas Leaks:** Gas systems and pipes appear and smell safe, functional, and free of leaks.
2. **Mechanical Systems:** Heating, ventilation, and air conditioning systems, as applicable, are functional and unobstructed; appear to supply an adequate amount of air to all classrooms, work spaces, and facilities; and maintain interior temperatures within normally acceptable ranges.
3. **Windows and Doors:** Windows and doors are intact, functional, and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
4. **Fences and Gates:** Fences and gates are intact, functional, and free of holes and other conditions that could present a safety hazard to students, staff, or others. Locks and other security hardware function as designed.
5. **Interior Surfaces (walls, floors, ceilings):** Interior surfaces are free of safety hazards from tears, holes, missing floor and ceiling tiles, torn carpet, water damage, or other cause. Ceiling tiles are intact. Surfaces display no evidence of mold or mildew.
6. **Hazardous Materials:** Hazardous and flammable materials are stored properly. No evidence of peeling, chipping, or cracking paint is apparent. No indicators of mold, mildew, or asbestos exposure are evident. There does not appear to be evidence of hazardous materials that may pose a threat to the health and safety of students or staff.
7. **Structures:** Posts, beams, supports for portable classrooms and ramps, and other structures appear intact, secure, and functional as designed. Ceilings and floors are not sloping or sagging beyond their intended design. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines structural components.
8. **Fire Safety and Emergency Equipment:** Fire sprinklers, fire extinguishers, emergency alarm systems, and all emergency equipment and systems appear to be functioning properly. Fire alarm pull stations are clearly visible. Fire extinguishers are current and placed in all required areas, including every classroom and assembly area. Emergency exits are clearly marked and unobstructed.
9. **Electrical Systems:** Electrical systems, components, and equipment, including switches, junction boxes, panels, wiring, outlets, and light fixtures, are securely enclosed, properly covered and guarded from student access, and appear to be working properly.
10. **Lighting:** Interior and exterior lighting appears to be adequate and working properly. Lights do not flicker, dim, or malfunction, and there is no unusual hum or noise from light fixtures.
11. **Pest/Vermin Infestation:** No visible or odorous indicators of pest or vermin infestation are evident.
12. **Drinking Fountains:** Interior and exterior drinking fountains are functional, accessible, and free of leaks. Drinking water pressure is adequate. Fountain water is clear and without unusual taste or odor, and moss, mold, or excessive staining is not evident.
13. **Restrooms:** Restrooms are fully operational, maintained and cleaned regularly, and stocked at all times with supplies (including toilet paper, soap, and paper towels or functional hand dryers) in accordance with Education Code 35292.5. The school keeps all restrooms open during school hours when students are not in classes and keeps a sufficient number of restrooms open during school hours when students are in classes, except when necessary to temporarily close a restroom for student safety or to repair the facility.

In addition, any school serving any of grades 6-12 shall, at all times, stock and make available and accessible

free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. The district shall post in a prominent and conspicuous location a notice regarding this requirement that includes an email address and telephone number for a designated individual responsible for maintaining the requisite supply of menstrual products. (Education Code 35292.6)

14. Sewers: The sanitary sewer system controls odors as designed, displays no signs of stoppage, backup, or flooding in school facilities or on school grounds, and appears to be functioning properly.
15. Roofs: Roofs, gutters, roof drains, and downspouts appear to be functioning properly and are free of visible damage and evidence of disrepair when observed from the ground from inside and outside the building
16. Drainage: School grounds do not exhibit signs of drainage problems, such as visible evidence of flooded areas, eroded soil, water damage to asphalt playgrounds or parking areas, or clogged storm drain inlets.
17. Playground/School Grounds: Playground equipment (exterior fixtures, seating, tables, and equipment), school grounds, fields, walkways, and parking lot surfaces are functional and free of significant cracks, trip hazards, holes, deterioration that affects functionality or safety, and other health and safety hazards.
18. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly and are free of accumulated refuse and unabated graffiti. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.

In addition, to ensure the health and safety of students, the Superintendent or designee shall provide for the testing of drinking water on campus and of the soil and painted surfaces of school facilities for the presence of lead and/or other harmful substances, in accordance with state and federal standards.

The Superintendent or designee shall ensure that any necessary repairs or removal of hazards identified during the inspection are made in a timely and expeditious manner.

An assessment of the safety, cleanliness, and adequacy of school facilities, including any needed maintenance to ensure good repair as defined in Education Code 17002, shall be reported on the school accountability report card. (Education Code 33126)

Any complaint alleging a school facility condition that poses an emergency or urgent threat to the health or safety of students or staff, or alleging that a school restroom is not clean, maintained, stocked, or kept open, shall be addressed in accordance with AR 1312.4 - Williams Uniform Complaint Procedures.

The Superintendent or designee shall provide the Governing Board with regular reports regarding the district's facility inspections and updates of any visits to district schools by the County Superintendent of Schools to review school facilities.

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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

2 CCR 1859.300-1859.330

Ed. Code 1240

Ed. Code 17002

Ed. Code 17070.10-17077.10

Ed. Code 17565-17591

Description

Emergency Repair Program -

<https://simbli.eboardsolutions.com/SU/ZtX55Ue9ctaSCHdnkNBQAw==>

County superintendent of schools, duties -

<https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==>

State School Building Lease-Purchase Law, including definition of good repair -

<https://simbli.eboardsolutions.com/SU/SWCTtYtHLbJV2oTkKplusAVTw==>

Leroy F. Greene School Facilities Act of 1998 -

<https://simbli.eboardsolutions.com/SU/fu4PsUtUAb4qYYOY9breHg==>

Property maintenance and control

Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account
Ed. Code 33126	School accountability report card
Ed. Code 35186	Complaints regarding teacher vacancy or misassignment
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness

Federal References

20 USC 6314	Schoolwide programs
42 USC 300f-300j-27	Safe Drinking Water Act

Description

Management Resources References

State Allocation Board, Public School Construction Facility Inspection Tool: School Facility Conditions Evaluation	
Website	California County Superintendents Educational Services Association - https://simbli.eboardsolutions.com/SU/FJy7Gf2dJxDpluso3aMdrmkQ==
Website	California Department of Education, Williams Case - https://simbli.eboardsolutions.com/SU/lgEokvI5m4hnKA9yXFZS8A==
Website	State Allocation Board, Office of Public School Construction - https://simbli.eboardsolutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==
Website	Coalition for Adequate School Housing - https://simbli.eboardsolutions.com/SU/zOaL3RZeoCPBOQ9GOYjpAg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Description

Cross References

0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/2qDbaRoM9LlslshnmiReAkDA==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/RtR9yPmGKREIZZ7MiqzG8Q==
0510	School Accountability Report Card - https://simbli.eboardsolutions.com/SU/kJ7vjiUaefQ7sGtI7D7qcg==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/rpTjKHGwJuc4uWYVrIPMFQ==
1312.4-E PDF(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/aX4swtV0Qswb2lslshsMpQrlw==
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/OZLmhuNVUJ68ASWZ5pplusrw==
3311	Bids - https://simbli.eboardsolutions.com/SU/9TsWRinplust6tflshJfEE6fQwQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/aslshqEbX8YLY4U5yMVLlbcKA==
3511.1	Integrated Waste Management - https://simbli.eboardsolutions.com/SU/ZtNQdLfvMKqo9YNvrsslshplus7g==
3511.1	Integrated Waste Management - https://simbli.eboardsolutions.com/SU/JhiEplusocmslshx4aHrxKhH8xRA==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/yk6hF35VqplusoMMoJj4X1IDQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/YFWsR9UoJl8cvyOrU474A==
3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/slsh8gplusG5ycsMeuPUTFtoJGkw==

Description

- 3516 Emergencies And Disaster Preparedness Plan -
<https://simbli.eboardsolutions.com/SU/X9uyAX4h0xvYgyCqcGcNslshg==>
- 3516 Emergencies And Disaster Preparedness Plan -
<https://simbli.eboardsolutions.com/SU/L9dvrMHikHOaGsXfvsPqZg==>
- 3550 Food Service/Child Nutrition Program -
<https://simbli.eboardsolutions.com/SU/bXslshKOISPaebplusNZgSVvHslshKw==>
- 3550 Food Service/Child Nutrition Program -
<https://simbli.eboardsolutions.com/SU/DzdsMCOljxUD7wdUyHbPMg==>
- 6117 Year-Round Schedules -
<https://simbli.eboardsolutions.com/SU/REL3GTWBCSOzwDeRbjuh1w==>
- 6117 Year-Round Schedules -
<https://simbli.eboardsolutions.com/SU/QBWYXCnMUgXfxH3oH53znQ==>
- 7110 Facilities Master Plan -
<https://simbli.eboardsolutions.com/SU/oPT9NOIOP39ZZz6bIL7wJw==>
- 7111 Evaluating Existing Buildings -
<https://simbli.eboardsolutions.com/SU/E7un7QTYO4nxSHFIGsotzw==>
- 9000 Role Of The Board -
<https://simbli.eboardsolutions.com/SU/uGujvwlmOzUIxNt8Xy0D4Q==>

Regulation 3523: Electronic Signatures

Status: DRAFT

Original Adopted Date: Pending

When authorized by law, electronic signatures may be used in the operation of district business and/or administration.

In any business transaction, an electronic signature shall only be used when each party has agreed to conduct the transaction by electronic means. In other district operations, the Superintendent or designee may require the use of an electronic signature. (Civil Code 1633.5; 15 USC 7001)

A *digital signature* is defined as an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature. (Government Code 16.5)

An *electronic signature* consists of an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record. (Civil Code 1633.2)

In order for an electronic signature to be used, the electronic signature shall be: (Government Code 16.5; 2 CCR 22002)

1. Unique to the person using it
2. Capable of verification
3. Under the sole control of the person using it
4. Linked to data in such a manner that if the data are changed the electronic signature is invalidated
5. Conform to 2 CCR 22000-22005

Prior to accepting an electronic signature, the Superintendent or designee shall ensure the following: (2 CCR 22005)

1. That the signature is created by acceptable technology pursuant to 2 CCR 22003
2. That the level of security used to identify the signer of the document and to transmit the signature is sufficient for the transaction being conducted
3. That, if a certificate is a required component of the electronic signature, the certificate format used by the signer is sufficient for the security and interoperability needs of the district.

If a notarized signature is required with respect to an electronic signature, the electronic signature of the notary public together with all of the other information required by law to be included in a notarization shall accompany the electronic signature. (Civil Code 1633.11)

If a statement is required to be signed under penalty of perjury, the electronic signature shall include all of the information to which the declaration pertains together with a declaration under penalty of perjury by the person who submits the electronic signature that the information is true and correct. (Civil Code 1633.11)

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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

2 CCR 22000-22005

Public entity use of electronic signatures -
<https://simbli.eboardsolutions.com/SU/jjoxXkoplusnlSsKsUaPslshQplusYg==>

5 CCR 16020-16022

Records, general provisions

5 CCR 16023-16027
5 CCR 430
5 CCR 432
Civ. Code 1633.1-1633.17
Civ. Code 1798.29
Ed. Code 35252-35255
Ed. Code 44031
Ed. Code 49060-49079.7
Ed. Code 8234
Gov. Code 16.5
Gov. Code 6252-6265
Gov. Code 811.2

Federal References

15 USC 7001-7006
20 USC 1232g
20 USC 1400-1482
34 CFR 300-300.818
34 CFR 99.1-99.8

Management Resources References

CA Department of Education Publication

Cross References

3510
3580
3580
5148
5148
5148.3
5148.3
6159.1
6159.1

District records, retention and destruction
Individual student records; definition
Student records
Uniform Electronic Transactions Act
District records; breach of security -
<https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w==>
Records and reports
Personnel file contents and inspection
Student records
Electronic signatures; child care and development programs
Electronic signatures
Inspection of public records
Definition of public entity

Description

Electronic Records and Signatures in Commerce Act
Family Educational Rights and Privacy Act (FERPA) of 1974
Individuals with Disabilities Education Act
Assistance to states for the education of students with disabilities
Family Educational Rights and Privacy Act

Description

Management Bulletin 17-13, October 2017

Description

Green School Operations -
<https://simbli.eboardsolutions.com/SU/8pluslf21JdrwQNEvOI4f3pvA==>
District Records -
<https://simbli.eboardsolutions.com/SU/slshnptNHdcnJJ1UwtmT9FEQ==>
District Records -
<https://simbli.eboardsolutions.com/SU/lzWOcxSBezQvqmAKVy9wWA==>
Child Care And Development -
<https://simbli.eboardsolutions.com/SU/U6OxO0NLVmpnslsh9K8T5tDfw==>
Child Care And Development -
<https://simbli.eboardsolutions.com/SU/CemG9OFcWGrBbPXl2RUXqg==>
Preschool/Early Childhood Education -
<https://simbli.eboardsolutions.com/SU/OYxsGZCfh8oiM5DslshYckijw==>
Preschool/Early Childhood Education -
<https://simbli.eboardsolutions.com/SU/63C2dHw1fqN2JpR7Xl1yEQ==>
Procedural Safeguards And Complaints For Special Education -
<https://simbli.eboardsolutions.com/SU/rGqslshe3QyiaAu4SdcTv21HA==>
Procedural Safeguards And Complaints For Special Education -
<https://simbli.eboardsolutions.com/SU/znFIWXEc338iZpCvltA7tQ==>

Regulation 3550: Food Service/Child Nutrition Program

Status: DRAFT

Original Adopted Date: 10/02/2012

Nutrition Standards for School Meals

Meals, food items, and beverages provided through the district's food services program shall: (Education Code 49501.5, 49553; 42 USC 1758, 1773)

1. Comply with National School Lunch and/or Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8 as applicable
2. Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430.7

Drinking Water

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)

Special Milk Program

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk. (7 CFR 215.7)

Food Safety

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but is not limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall ensure that food service directors, managers, and staff complete an annual continuing education or training as required by law. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. For each employee, the Superintendent or designee shall document the date, trainer, and subject of each training.

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

Inspection of Food Facilities

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
5 CCR 15510	Mandatory meals for needy students
5 CCR 15530-15535	Nutrition education
5 CCR 15550-15565	School lunch and breakfast programs
5 CCR 15575-15578	Requirements for foods and beverages outside the federal meals program
Ed. Code 35182.5	Contracts for advertising
Ed. Code 38080-38103	Cafeteria; establishment and use
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 48432.3	Voluntary enrollment in continuation education
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49501.5	California Universal Meals Program
Ed. Code 49510-49520	Nutrition
Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49540-49546	Child care food program
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49562	Meals for needy students
Ed. Code 49570	National School Lunch Act
Ed. Code 51795-51797	School instructional gardens
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements

Federal References

	Description
42 USC 1751-1769j	National School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1761	Summer Food Service Program and Seamless Summer Feeding Option
42 USC 1769a	Fresh Fruit and Vegetable Program
42 USC 1771-1793	Child Nutrition Act
42 USC 1772	Special Milk Program
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 215.1-215.18	Special Milk Program
7 CFR 220.2-220.22	National School Breakfast Program

7 CFR 245.1-245.13

Eligibility for free and reduced-price meals and free milk

Management Resources References

Description

CA Project Lean Publication

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

California Department of Education Publication

Healthy Children Ready to Learn, January 2005

California Department of Education Publication

Professional Standards in the School Nutrition Programs, Management Bulletin SNP-13-2020, Updated January 2022

CSBA Publication

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

CSBA Publication

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007

CSBA Publication

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

CSBA Publication

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

U.S. Department of Agriculture Publication

School Breakfast Toolkit

U.S. Department of Agriculture Publication

Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005

U.S. Department of Agriculture Publication

Dietary Guidelines for Americans, 2005

U.S. Department of Agriculture Publication

Food Buying Guide for Child Nutrition Programs, December 2007

U.S. Department of Agriculture Publication

Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010

U.S. Department of Agriculture Publication

Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005

Website

U.S. Department of Agriculture, Food and Nutrition Service - <https://simbli.eboardsolutions.com/SU/Wry6HD6BSTBkfn7BqplusR7BQ==>

Website

California Farm Bureau Federation - <https://simbli.eboardsolutions.com/SU/9DOFpfd6z2oylYGKzj0qKA==>

Website

Nourish California - <https://simbli.eboardsolutions.com/SU/5GeuVdU7HE4aLG3NFy4PTg==>

Website

California Project LEAN (Leaders Encouraging Activity and Nutrition) - <https://simbli.eboardsolutions.com/SU/lzuCbbhn3rBrfeZTSNnVCw==>

Website

Centers for Disease Control and Prevention - <https://simbli.eboardsolutions.com/SU/UUiirqtk65lplusLWplusApdRjg==>

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National Alliance for Nutrition and Activity - <https://simbli.eboardsolutions.com/SU/GZJffQ4Hi71GbK8lPjKsg==>

Website

California School Nutrition Association - <https://simbli.eboardsolutions.com/SU/KnWOpY7WknrOcdh5fJ85QQ==>

Website

California Department of Education, Nutrition Services Division - <https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==>

Website

California Department of Public Health - <https://simbli.eboardsolutions.com/SU/plusKghL3cnZRJOzDybcVsgA==>

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California Healthy Kids Resource Center - <https://simbli.eboardsolutions.com/SU/Ve9Yf61snLK7fRzOPU1xiQ==>

Website

CSBA - <https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References

Description

0470

COVID-19 Mitigation Plan - <https://simbli.eboardsolutions.com/SU/CEG4GOECJhofTyV1GKUzwQ==>

0500	Accountability - https://simbli.eboardsolutions.com/SU/PLPvXslshWqsZ5tlZLz4U9A==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/rpTjKHGwJuc4uWYVrIPMFQ==
1312.4-E PDF(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/aX4swtV0Qswb2lslshsMpQrlw==
1325	Advertising And Promotion - https://simbli.eboardsolutions.com/SU/eAEIh6U5k3Aplus4plusEv1JQRGQ==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/EMOsFkUe7TGVP1yYkli8A==
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3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/OZLmhuNVUI68ASWZ5pplusdrw==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/dlbpe3xlXzn1LyuUx856Qw==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/Sdth9V70bH34H85aRCc67g==
3510	Green School Operations - https://simbli.eboardsolutions.com/SU/8pluslf21JdrwQNEvOI4f3pvA==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/yk6hF35VqplusoMMoJj4X1IDQ==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/YFWsR9UoJJ8cvyOrU474A==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/d6VfIUn0wplusvcCm2pxPklZQ==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/hCslshVLhOhslshPnrbchaV17Q7w==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/yq9rP2MWc0tAS92plusV3MQDQ==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/Q3Z5zXW5ilslshfTQhsSGjHUA==
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3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/gY5IbH5zDaErv281QXblxw==
3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/JC64QORNpywD7Gg50qdXlg==
3555	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/vd3brewyA1PtMFttU34e8A==
3580	District Records - https://simbli.eboardsolutions.com/SU/slshnptNHdcnJJ1UwmtT9FEQ==
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4141.6	Concerted Action/Work Stoppage - https://simbli.eboardsolutions.com/SU/Mto3AplzfQbBIW6vCE8mQw==

4141.6	Concerted Action/Work Stoppage - https://simbli.eboardsolutions.com/SU/j51o75Q3OZic8XHeRDqEKQ==
4231	Staff Development - https://simbli.eboardsolutions.com/SU/WJJuU4yy3bsiwjhrPTPjGA==
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5030	Student Wellness - https://simbli.eboardsolutions.com/SU/JWaZslsh5GSosG5Jg4MyzcPhQ==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/hlQhylo26LIWtslshw9gyUoOQ==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/b1wAwmMI8qqO6MidR04uaw==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/U6OxO0NLVmpnslsh9K8T5tDfw==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/CemG9OFcWGrBbPXI2RUXqg==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/wdYzThV68slshkgI2tUlhr5Kw==
5148.2	Before/After School Programs - https://simbli.eboardsolutions.com/SU/gFa0Vo5kf3o8S12wNAQ8gA==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsolutions.com/SU/0YxsGZCfh8oiM5DslshYckijw==
5148.3	Preschool/Early Childhood Education - https://simbli.eboardsolutions.com/SU/63C2dHw1fqN2JpR7XI1yEQ==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/yFCgvBgXVqLhQN3ILYAvSQ==
6142.8	Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/qQCLsbwovn2HKyslsh6FzjU1Q==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/QEqQgHQVqBZkNSXWr1jj4w==
6173	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/WqYbShx2PQjFfnPslsh2hFrVg==
6173-E PDF(1)	Education For Homeless Children - https://simbli.eboardsolutions.com/SU/YyslshwTKYYdxzB3nTSa1yw==
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6176	Weekend/Saturday Classes - https://simbli.eboardsolutions.com/SU/9AAXdzWELPI0Q0g3ohqsBQ==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/oPT9NOIOP39ZZz6bIL7wJw==

Regulation 3551: Food Service Operations/Cafeteria Fund

Status: DRAFT

Original Adopted Date: 05/03/2018 | **Last Revised Date:** 06/09/2020

Payments for Meals

The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

At the beginning of the school year, the Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of eligibility forms at the start of the school year
4. Posting the policy on the district's web site

Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free and reduced-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online Child Nutrition Information and Payment System.

Donation of Leftover Food

To minimize waste and reduce food insecurity, the district may provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

Food that may be donated includes prepackaged, nonpotentially hazardous food with the packaging still intact and in good condition, whole uncut produce that complies with Health and Safety Code 113992, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health and Safety Code 114079)

Cafeteria Fund and Account

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. (Education Code 38090, 38093)

The cafeteria fund shall be used only for those expenditures authorized by the Governing Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

The district may use cafeteria funds to supplement the provision of a nutritionally adequate breakfast and/or lunch to district students when permitted by law.

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of

the purpose of and basis for the expenditure. (Education Code 38101)

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate as approved by CDE or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months' average expenditures. (7 CFR 210.14, 220.7)

U.S. Department of Agriculture Foods

The district shall provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) that protect against theft, spoilage, damage, or other loss. Such storage facilities shall maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. The district shall comply with all federal, state, or local requirements related to food safety and health and procedures for responding to a food recall, as applicable, and shall obtain all required health inspections. (7 CFR 250.14)

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

Contracts with Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

5 CCR 15550-15565
Ed. Code 38080-38086
Ed. Code 38090-38095
Ed. Code 38100-38103
Ed. Code 42646
Ed. Code 45103.5

Description

School lunch and breakfast programs
School meals
Cafeterias, funds and accounts
Cafeterias, allocation of charges
Alternate payroll procedure
Contracts for management consulting services; restrictions

Ed. Code 49490-49493	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49554	Contract for services
Ed. Code 49580-49581	Food recovery program
F&A Code 58595	Preference for California-grown agricultural products
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements
Pub. Cont. Code 2000-2002	Responsive bidders
Pub. Cont. Code 20111	Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

Federal References

2 CFR 200	Appendix VII Indirect cost proposals
2 CFR 200.318-200.326	Procurement standards
2 CFR 200.400-200.475	Cost principles
2 CFR 200.56	Indirect costs, definition
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1793	Child nutrition
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 210.1-210.33	National School Lunch Program
7 CFR 220.1-220.21	National School Breakfast Program
7 CFR 220.1-220.22	National School Breakfast Program
7 CFR 245.8	Nondiscrimination practices for students eligible for free and reduced price meal and free milk
7 CFR 250.1-250.70	USDA foods

Description

Management Resources References

CA Department of Education Publication	California School Accounting Manual
California Department of Education Publication	Pricing of Adult Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin, SNP-04-2021, August 2021
California Department of Education Publication	Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015
California Department of Education Publication	Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-05-2020, February 2020
California Department of Education Publication	Food Distribution Program Administrative Manual
California Department of Education Publication	Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018
U.S. Department of Agriculture Publication	Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016
U.S. Department of Agriculture Publication	Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP-38-2017, June 2017
U.S. Department of Agriculture Publication	Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Local Meal Charge Policies, SP-46-2016, July 2016
U.S. Dept of Agriculture Publication	School Meals - FAQs

Website	U.S. Department of Agriculture, Food and Nutrition Service - https://simbli.eboardsolutions.com/SU/Wry6HD6BSTBkfn7BqplusR7BQ==
Website	California Department of Education, Nutrition Services Division - https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==
Website	California School Nutrition Association - https://simbli.eboardsolutions.com/SU/KnWOpY7WknrOcdh5fJ85QQ==

Cross References

Description

0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/H06jSsDZG3iOslsheGrQplusa7DA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/wy7J7Bd8GUelgMZcjYbzplusw==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/NMbmX6V6de8MOj9eGTEqkQ==
1113-E PDF(1)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/jskzaVzeFdryTVCWkSICfA==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/EMOsFkfUe7TGVP1yYkli8A==
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3100	Budget - https://simbli.eboardsolutions.com/SU/J9EaRZ1H0ocHRPfrXpJ5Pg==
3100	Budget - https://simbli.eboardsolutions.com/SU/v2w26slshqMAHX7643KPRcxtA==
3110	Transfer Of Funds - https://simbli.eboardsolutions.com/SU/flo2QnHbbOKenpmi3YONtg==
3110	Transfer Of Funds - https://simbli.eboardsolutions.com/SU/GfJPxUjtOr73aTEOLzaUHQ==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/L2guQfV2xslshslshE7woITPX92A==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/sXmNMgHof2ReqNPslsh1OgFBw==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/dlbpe3xlXzn1LyuUx856Qw==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/Sdth9V70bH34H85aRcc67g==
3300	Expenditures And Purchases - https://simbli.eboardsolutions.com/SU/3V4IjDeTXRX2Sypp2dCPHA==
3311	Bids - https://simbli.eboardsolutions.com/SU/9TsWRinplust6tflshJfEE6fQwQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/aslshqEbX8YLY4U5yMVLlbcKA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/Op7hSqpnLq4rsWplus54cAlwQ==
3314.2	Revolving Funds - https://simbli.eboardsolutions.com/SU/Nr2Se3Ed3ji3opFf65yuow==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/IX12plusTFyObah6O48YEwsFA==
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3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/IziMyzz8pzYb8A913TTU8A==

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- 3512-E PDF(1) Equipment -
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- 3515.6 Criminal Background Checks For Contractors -
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- 3550 Food Service/Child Nutrition Program -
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- 3553 Free And Reduced Price Meals -
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- 3554 Other Food Sales -
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- 3555 Nutrition Program Compliance -
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- 3580 District Records -
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- 3580 District Records -
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- 4112.4 Health Examinations -
<https://simbli.eboardsolutions.com/SU/cBDfzmY7PHOY67b63h6uag==>
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- 4212 Appointment And Conditions Of Employment -
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- 4231 Staff Development -
<https://simbli.eboardsolutions.com/SU/WJJuU4yy3bsiwjhrPTPjGA==>
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5145.6	Parental Notifications - https://simbli.eboardsolutions.com/SU/W3zq23bVMGoplus4nDMmy8y3g==
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Regulation 4112.2: Certification

Status: DRAFT

Original Adopted Date: 10/03/2017

Verification of Credentials

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid certification document issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. (Education Code 44857)

The Superintendent or designee shall verify that any person who is employed by the district while CTC is processing the application for certification possesses a temporary certificate based on a demonstration of basic skills and completion of a criminal background check. (Education Code 44332, 44332.5, 44332.6)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

Basic Skills Proficiency

The district shall not initially hire a person in a position requiring certification, on a permanent, temporary, or substitute basis, unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

A person may demonstrate basic skills proficiency in reading, writing, and mathematics by:

1. Passage of the California Basic Educational Skills Test (CBEST) (Education Code 44252.5)
2. Passage of the California Subject Examinations for Teachers plus Writing Skills Examination
3. Passage of the California State University (CSU) Early Assessment Program or the CSU Placement Examinations (Education Code 44252)
4. Achieving a qualifying score on the Scholastic Aptitude Test or the American College Test (Education Code 44252)
5. Achieving a qualifying score on College Board Advanced Placement Examinations
6. Passage of a basic skills examination from another state
7. Qualifying coursework (Education Code 44252)
8. Qualifying coursework and exams (Education Code 44252)

The district may hire a certificated employee who has not taken a test of basic skills proficiency if the employee has not yet been afforded the opportunity to take the test, provided that the employee takes the test at the earliest opportunity. The employee may remain employed by the district pending the receipt of the test results. (Education Code 44830)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by CTC unless the teacher has completed a basic skills proficiency test in another state, passed a basic skills proficiency test developed and administered by the district, by cooperating districts or by the county office of education (COE), or is otherwise exempted by law. The district shall develop a basic skills proficiency test, which shall be at least equivalent to the district test required for high school graduation, for purposes of assessing out-of-state prepared teachers pending completion of the basic skills requirement. (Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

Any person holding or applying for a "designated subjects special subjects" credential which does not require possession of a bachelor's degree shall pass a district proficiency test in lieu of meeting the state basic skills proficiency requirement. (Education Code 44252, 44830)

The district may charge a fee to cover the costs of developing, administering, and grading the district proficiency test. (Education Code 44252, 44830)

Short-Term Staff Permit

The district may request that CTC issue a short-term staff permit (STSP) to a qualified applicant whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to: (5 CCR 80021)

1. Enrollment adjustments requiring the addition of another teacher
2. Inability of the teacher of record to finish the school year due to approved leave or illness
3. The applicant's need for additional time to complete preservice requirements for enrollment into an approved internship program
4. Inability of the applicant to enroll in an approved internship program due to timelines or lack of space in the program
5. Unavailability of a third-year extension of an internship program or the applicant's withdrawal from an internship program

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single subject, or education specialist STSP as appropriate. (5 CCR 80021)

When requesting issuance of an STSP, the Superintendent or designee shall submit to CTC: (5 CCR 80021)

1. Verification that the district has conducted a local recruitment for the permit being requested
2. Verification that the district has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit
3. Written justification for the permit signed by the Superintendent or designee

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

Provisional Internship Permit

Before requesting that CTC issue a provisional internship permit (PIP), the district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media. (5 CCR 80021.1)

Whenever a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may request that CTC issue a PIP to an applicant who possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021.1 for the multiple subject, single subject, or education specialist PIP as appropriate. (5 CCR 80021.1)

When submitting the request for a PIP, the district shall provide verification of all of the following: (5 CCR 80021.1, 80026.5)

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.
2. Orientation, guidance, and assistance shall be provided to the permit holder as specified in 5 CCR 80026.5.

The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or COE and who has completed at least three years of full-time classroom teaching experience.

3. The district shall assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.
4. The district shall assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.
5. A notice of intent to employ the applicant in the identified position has been made public.

The district shall submit a copy of the agenda item presented at an open Governing Board meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that the applicant will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.

6. The candidate has been apprised of steps to earn a credential and enroll in an intern program.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

Teaching Permit for Statutory Leave

Whenever there is an anticipated need for the district to temporarily fill the teaching assignment of a teacher of record who will be on sick leave, differential sick leave, industrial accident or illness leave, pregnancy disability leave, or family care and medical leave under the federal Family and Medical Leave Act or California Family Rights Act, the Superintendent or designee may request that CTC issue a Teaching Permit for Statutory Leave (TPSL) to a qualified individual who will be serving as the interim teacher of record. Prior to submitting an application to CTC, the district shall provide the applicant with 45 hours of preparation in the content areas listed in 5 CCR 80022. (5 CCR 80022)

A request for the TPSL shall only be submitted if the district has made reasonable efforts to hire a substitute with a full teaching credential that matches the setting and/or subject for the statutory leave position and no such candidate is available. (5 CCR 80022)

The district shall verify to CTC that it will provide the interim teacher: (5 CCR 80022)

1. An orientation to the assignment before or during the first month of service in the statutory leave assignment
2. An average of two hours of mentoring, support, and/or coaching per week through a system of support coordinated and/or provided by a mentor who possesses a valid life or clear credential that would also authorize service in the statutory leave assignment
3. Lesson plans for the first four weeks of the assignment as well as continued assistance in the development of curriculum, lesson planning, and individualized education programs

The holder of the TPSL may serve as the interim teacher of record for up to the full length of the leave(s) during the school year. (5 CCR 80022)

The Superintendent or designee shall maintain documentation on the assignment in accordance with 5 CCR 80022 and annually report data on the use of the TPSL to the County Superintendent of Schools for assignment monitoring pursuant to Education Code 44258.9. (5 CCR 80022)

The Superintendent or designee may annually request renewal of the TPSL, provided that no substitute with a full teaching credential is available for the assignment. The application for each reissuance shall include verification that the interim teacher has completed an additional 45 hours of preparation and the district is continuing to provide mentoring in accordance with items #2-3 above. (5 CCR 80022)

Long-Term Emergency Permits

As necessary, the Superintendent or designee may request that CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency crosscultural language and academic development permit (CLAD), or emergency bilingual authorization permit. (5 CCR 80024.3.1, 80024.6, 80024.7, 80024.8)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation which, to the extent reasonably feasible, shall occur before beginning a teaching assignment. The Superintendent or designee may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction and classroom management at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or COE and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

Substitute Teaching Permits

The district may employ a person whose credential or permit authorizes substitute teaching services, provided that:

1. A person holding an emergency 30-day substitute teaching permit, STSP, PIP, TPSL, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the CBEST, shall not serve as a substitute for more than 30 days for any one teacher during the school year or as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)
2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)
3. A person with an emergency substitute teaching permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)
4. A person with an emergency designated subjects 30-day substitute teaching permit for career technical education shall teach only in a program of technical, trade, or vocational education and shall not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

Before employing a person with an emergency substitute permit pursuant to item #1 or 4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

5 CCR 80001-80674.6

Ed. Code 32340-32341

Description

Commission on Teacher Credentialing

Unlawful issuance of a credential

Ed. Code 35186	Complaints regarding teacher vacancy or misassignment
Ed. Code 44066	Limitations on certification requirements
Ed. Code 44200-44418	Teacher credentialing
Ed. Code 44250-44277	Credentials and assignment of teachers
Ed. Code 44300-44302	Emergency permit
Ed. Code 44325-44328	District interns
Ed. Code 44330-44355	Certificates and credentials
Ed. Code 44420-44440	Revocation and suspension of credentials
Ed. Code 44450-44468	University internship program
Ed. Code 44830-44929	Employment of certificated persons; requirement of proficiency in basic skills
Ed. Code 56060-56063	Substitute teachers in special education
Ed. Code 8295-8305	Child development program personnel qualifications

Federal References

20 USC 6312
34 CFR 200.61

Description

Title I local educational agency plans; notifications regarding teacher qualifications
Parent notification regarding teacher qualifications

Management Resources References

Commission on Teacher Credentialing Publication
Commission on Teacher Credentialing Publication
Commission on Teacher Credentialing Publication
Commission on Teacher Credentialing Publication
Commission on Teacher Credentialing Publication
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Assembly Bill 320: Regional Accreditation for Coursework and Degrees Used for Certification Purposes, Credential Information Alert 22-02, March 1, 2022
Waiver Requests Guidebook, 2015
Credential Information Guide
Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013
Approved Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Teaching Permit for Statutory Leave (TPSL), Coded Correspondence 16-10, Aug 23, 2016
California Standards for the Teaching Profession (CSTP), 2009
CL-667 Basic Skills Requirement
CL-856 Provisional Internship Permit
CL-858 Short-Term Staff Permit
Subject Matter Authorization Guideline Book, December 2019
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The Administrator's Assignment Manual, 2021

Court Decision	Association of Mexican-American Educators et al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F.Supp. 1534
Nat'l Board for Prof. Teaching Stds. Publication	Using Federal Funds for National Board Activities: An Action-Planning Guide
Nat'l Board for Prof. Teaching Stds. Publication	Considerations for Using Federal Funds to Support National Board Certification
Website	California Department of Education, CA NBPTS Certification Incentive Program 2021-26 - https://simbli.eboardsolutions.com/SU/uKmxE8VYIFbmXZaxGIRRVQ==
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Website	Commission on Teacher Credentialing - https://simbli.eboardsolutions.com/SU/cxWNIqRUuIsaq7efc7aH4Q==
Website	Commission on Teacher Credentialing, Credential Information Guide (for employers' use only) - https://simbli.eboardsolutions.com/SU/B9uurcEnh6RjWX7bEk1slshew==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
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Regulation 4261.8: Family Care And Medical Leave

Status: DRAFT

Original Adopted Date: 05/03/2018

The district shall not deny any eligible employee the right to family care or medical leave pursuant to the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), or to Pregnancy Disability Leave (PDL), when an employee is disabled by a pregnancy, childbirth, or related medical condition. The district shall not interfere with, restrain, or deny the exercise of an employee's right to any such leave, nor shall the district discharge, discriminate against, or retaliate against an employee for taking such leave, opposing or challenging an unlawful employment practice in relation to any of these laws, or being involved in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615)

Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

Child means a biological, adopted, or foster child; a stepchild; a legal ward; or a person to whom the employee stands in loco parentis. For purposes of CFRA leave, child also includes a child of a registered domestic partner. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611)

Eligible employee, for FMLA and CFRA purposes, means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the 12 months immediately preceding the leave. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.110)

Eligible family member means an employee's child, parent, or spouse. For purposes of leave to care for a family member with a serious health condition pursuant to CFRA, eligible family member includes an employee's child, parent, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, or sibling. (Government Code 12945.2; 2 CCR 11087; 29 USC 2612)

Employee disabled by pregnancy means an employee whose health care provider states that the employee is: (2 CCR 11035)

1. Unable because of pregnancy to perform any one or more of the essential functions of the job or to perform any of them without undue risk to the employee or other persons or to the pregnancy's successful completion
2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition

Parent means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or another person who stood in loco parentis to the employee when the employee was a child. However, for FMLA purposes, parent does not include a spouse's parents. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.122)

Serious health condition means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or an eligible family member of the employee that involves either inpatient care or continuing treatment, including treatment for substance abuse, as follows: (Government Code 12945.2; 2 CCR 11087, 11097; 29 USC 2611, 2612; 29 CFR 825.113-825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity

A person is considered an inpatient when formally admitted to a health care facility with the expectation of remaining overnight and occupying a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight.

Incapacity means the inability to work, attend school, or perform other regular daily activities due to a serious

health condition, its treatment, or the recovery that it requires.

2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:
 - a. A period of incapacity of more than three consecutive full days
 - b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
 - c. Any period of incapacity due to pregnancy or for prenatal care under FMLA
 - d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective
 - e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in Family Code 300, including same sex partners in marriage. For purposes of CFRA leave, spouse also includes a registered domestic partner within the meaning of Family Code 297-297.5. (Family Code 297, 297.5, 300; 2 CCR 11087; 29 CFR 825.122)

Eligibility/Purposes of Leave

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2; 29 USC 2612; 29 CFR 825.112, 825.126, 825.127)

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (parental leave)
2. The care of an eligible family member with a serious health condition
3. The employee's own serious health condition that makes the employee unable to perform the job functions of the position
4. A qualifying exigency arising out of the fact that the employee's spouse, child, parent, or, for CFRA leave only, a registered domestic partner, is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)
5. The care of a covered servicemember with a serious injury or illness when the employee is a spouse, child, parent, or next of kin of the covered servicemember

In addition, the district shall grant PDL to any employee who is disabled by pregnancy, childbirth, or other related medical condition. (Government Code 12945; 2 CCR 11037)

Terms of Leave

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945.2; 29 USC 2612)

OPTION 3: The 12-month period shall be measured forward from the date the employee's first family care and medical leave begins. (29 CFR 825.200)

In addition, any employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be

calculated on a proportional basis. (Government Code 12945; 2 CCR 11042)

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth of a child or to bond with or care for the child. (Government Code 12945, 12945.2; 2 CCR 11046, 11093)

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. (2 CCR 11090; 29 USC 2612)

Each eligible employee shall be granted up to 12 work weeks for family care and medical leave related to the birth or placement of a child, regardless of whether both parents of the child work for the district.

Use/Substitution of Paid Leave

OPTION 1: During any otherwise unpaid period of FMLA or CFRA leave, except leave for an employee's own serious health condition, an employee shall use accrued paid leave, including, but not limited to, vacation leave, personal leave, or family leave. If the leave is for the employee's own serious health condition, the employee shall use accrued paid leave, including but not limited to, vacation leave, personal leave, or sick leave. During an unpaid period of PDL, the employee shall use any accrued sick leave and may elect to use any vacation time or other accrued personal time off. (Government Code 12945, 12945.2; 2 CCR 11044, 11092; 29 USC 2612)

The district and employee may also come to agreement regarding the use of any additional paid or unpaid time off instead of using the employee's CFRA leave. (2 CCR 11092)

Intermittent Leave/Reduced Work or Leave Schedule

PDL and family care and medical leave for the serious health condition of an employee or eligible family member may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (Government Code 12945.2; 2 CCR 11042, 11090; 29 USC 2612)

The basic minimum duration of leave for the birth, adoption, or foster care placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. (2 CCR 11090; 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position under any of the following circumstances: (2 CCR 11041, 11090; 29 USC 2612)

1. The employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on a planned medical treatment for the employee or family member.
2. A medical certification is provided by the employee's health care provider that, because of pregnancy, the employee has a medical need to take intermittent leave or leave on a reduced work schedule.
3. The district agrees to permit intermittent leave or leave on a reduced work schedule due to the birth, adoption, or foster care placement of the employee's child.

The alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule. (2 CCR 11041, 11090; 29 USC 2612)

Request for Leave

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave. (2 CCR 11050, 11091)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, the employee must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

When an employee is able to foresee the need for PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. When the 30 days' notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, the employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945.2; 2 CCR 11050, 11091)

Certification of Health Condition

Within five business days of an employee's request for family care and medical leave for the serious health condition of the employee or an eligible family member, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 calendar days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR 11087, 11091; 29 CFR 825.305)

The certification shall include the following: (Government Code 12945.2; 2 CCR 11087; 29 USC 2613)

1. The date on which the serious health condition began
2. The probable duration of the condition
3. If the employee is requesting leave to care for an eligible family member with a serious health condition, both of the following:
 - a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the eligible family member during a period of the treatment or supervision
 - b. Estimated amount of time the health care provider believes the employee needs to care for the eligible family member

4. If the employee is requesting leave because of the employee's own serious health condition, a statement that due to the serious health condition, the employee is unable to work at all or is unable to perform one or more essential job functions of the position
5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011. (Government Code 12940)

When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee. (2 CCR 11091; 29 CFR 825.301)

If the Superintendent or designee has a good faith objective reason to doubt the validity of a certification that accompanies a request for leave for the employee's own serious health condition, the Superintendent or designee may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the Superintendent or designee may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2; 2 CCR 11091; 29 USC 2613)

Certification for PDL

The Superintendent or designee shall request that an employee who is requesting PDL provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the Superintendent or designee shall request the medical certification within two business days after the leave commences. The Superintendent or designee may request certification at some later date if the Superintendent or designee has reason to question the appropriateness of the leave or its duration. (2 CCR 11050)

For PDL that is foreseeable and for which at least 30 days' notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or designee which must be at least 15 calendar days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because the employee is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 11050)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2; 2 CCR 11050; 29 USC 2613)

Release to Return to Work

Upon expiration of an employee's PDL or family care and medical leave taken for the employee's own serious health condition, the employee shall present certification from the health care provider of the employee's ability to resume work. The certification shall address the employee's ability to perform the essential job functions of the position.

Rights to Reinstatement

Upon granting an employee's request for PDL or FMLA/CFRA leave, the Superintendent or designee shall guarantee

to reinstate the employee in the same or a comparable position when the leave ends. (Government Code 12945.2; 2 CCR 11043, 11089; 29 USC 2614)

The district may refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee. (2 CCR 11089; 29 CFR 825.216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR 11043)

Maintenance of Benefits/Failure to Return from Leave

During the period when an employee is on PDL or family care and medical leave, the employee shall maintain employee status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan. (Government Code 12945.2; 2 CCR 11092; 29 USC 2614)

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before the employee took the leave. The employee shall reimburse the district for premiums paid during the leave if the employee fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control. (Government Code 12945.2; 2 CCR 11044, 11092; 29 USC 2614; 29 CFR 825.213)

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose.

However, for purposes of pension and retirement plans, the district shall not make plan payments for an employee during any unpaid portion of the leave period and the leave period shall not be counted for purposes of time accrued under the plan. (Government Code 12945.2; 2 CCR 11044, 11092)

Military Family Leave Resulting from Qualifying Exigencies

An eligible employee may take up to 12 work weeks of unpaid FMLA/CFRA leave, during each 12-month period established by the district in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while the employee's child, parent, spouse, or, for purposes of CFRA leave, registered domestic partner, who is a military member is on covered active duty or on call to covered active duty status. (Government Code 12945.2; 29 USC 2612; 29 CFR 825.126)

Covered active duty means, for members of the Regular Armed forces, duty during the deployment of a member of the regular Armed Forces to a foreign country or, for members of the Reserve components of the Armed forces, duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law. Deployment to a foreign county includes deployment to international waters. (29 USC 2611; 29 CFR 825.126)

Qualifying exigencies include time needed to: (29 CFR 825.126)

1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment
2. Attend military events and related activities, such as any official ceremony or family assistance program related to the covered active duty or call to covered active duty status
3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
4. Make or update financial and legal arrangements to address a military member's absence

5. Attend counseling provided by someone other than a health care provider
6. Spend time (up to 15 calendar days of leave per instance) with a military member who is on short-term, temporary, rest and recuperation leave during deployment
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings
8. Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty
9. Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable. (29 CFR 825.302)

An employee who is requesting leave for qualifying exigencies shall provide the Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825.309.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis. (29 CFR 825.302)

During the period of qualified exigency leave, the district's rule regarding an employee's use of accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Military Caregiver Leave

The district shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered servicemember with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, child, parent, or next of kin of the covered servicemember. This 26-week period is inclusive of the 12 work weeks of leave that may be taken for other FMLA qualifying reasons. (29 USC 2611, 2612; 29 CFR 825.127)

Covered servicemember may be: (29 CFR 825.127)

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

Child of a covered servicemember means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or child for whom the covered servicemember stood in loco parentis, and who is of any age. (29 CFR 825.127)

Parent of a covered servicemember means the covered servicemember's biological, adopted, step, or foster parent, or any other individual who stood in loco parentis to the covered servicemember (except "parents in law"). (29 CFR 825.127)

Next of kin means the nearest blood relative to the covered servicemember, other than the spouse, parent, or child, unless designated in writing by the covered servicemember. (29 USC 2611, 2612; 29 CFR 825.127)

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (29 USC 2611; 29 CFR 825.127)

Serious injury or illness means: (29 USC 2611; 29 CFR 825.127)

1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:
 - a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating
 - b. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition
 - c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to the servicemember's military service or that would do so but for treatment received by the veteran
 - d. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above.

An employee requesting leave to care for a covered servicemember with a serious injury or illness shall provide the Superintendent or designee with certification from an authorized health care provider of the servicemember that contains the information specified in 29 CFR 825.310.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other family care and medical leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period. (29 USC 2612)

During the period of military caregiver leave, the district's rule regarding an employee's use of accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Notifications

The Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave:

1. General Notice: Information explaining the provisions of the Fair Employment and Housing Act/PDL and FMLA/CFRA and employees' rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR 11049, 11095; 29 USC 2619)
2. The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days' notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR 11049, 11050, 11091)

3. Eligibility Notice: When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of eligibility to take such leave. (2 CCR 11049, 11091; 29 CFR 825.300)
4. Rights and Responsibilities Notice: Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable: (29 CFR 825.300)
 - a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying
 - b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification
 - c. The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave
 - d. Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis
 - e. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave
 - f. The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave

Any time the information provided in the above notice changes, the Superintendent or designee shall, within five business days of receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

5. Designation Notice: When the Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, the Superintendent or designee shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination. (2 CCR 11091; 29 CFR 825.300)

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period. (29 CFR 825.300)

6. If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 29 CFR 825.300)

Any time the information provided in the designation notice changes, the Superintendent or designee shall, within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

Records

The Superintendent or designee shall maintain records pertaining to an individual employee's use of FMLA or CFRA leave or PDL in accordance with law. (Government Code 12946; 29 USC 2616; 42 USC 2000ff-1; 29 CFR 825.500)

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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
2 CCR 11035-11051	Unlawful sex discrimination: pregnancy, childbirth and related medical conditions - https://simbli.eboardsolutions.com/SU/GplusgYNhBplus6hlimWMyAuhwJw==
2 CCR 11087-11098	California Family Rights Act - https://simbli.eboardsolutions.com/SU/abM0slshHCKrMbGboplusCdDilag==
Ed. Code 44965	Granting of leaves of absence for pregnancy and childbirth
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Fam. Code 300	Definition of marriage
Gov. Code 12926	Definitions
Gov. Code 12940	Unlawful discriminatory employment practices
Gov. Code 12945	Unlawful discrimination based on pregnancy, childbirth, or related medical conditions
Gov. Code 12945.1-12945.2	California Family Rights Act
Gov. Code 12945.6	Parental leave
Gov. Code 12946	Fair employment and Housing Act: discrimination prohibited

Federal References

	Description
1 USC 7	Definition of marriage and spouse - https://simbli.eboardsolutions.com/SU/zna14bZkEoCQ5lLKxeKqGw==
29 CFR 825.100-825.702	Family and Medical Leave Act of 1993
29 USC 2601-2654	Family Care and Medical Leave Act
42 USC 2000ff-2000ff-11	Genetic Information Nondiscrimination Act of 2008

Management Resources References

	Description
Court Decision	Faust v. California Portland Cement Company, (2007) 150 Cal.App.4th 864
Court Decision	Tellis v. Alaska Airlines, (9th Cir., 2005) 414 F.3d 1045
Court Decision	United States v. Windsor, (2013) 699 F.3d 169
U.S. Department of Labor Publication	Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers
Website	U.S. Department of Labor, FMLA - https://simbli.eboardsolutions.com/SU/gTctHyc7Ra9nNTUgNmxAhw==
Website	California Department of Fair Employment and Housing - https://simbli.eboardsolutions.com/SU/RRvNseNogmlnMLyl8K40jw==

Cross References

	Description
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/H06jSsDZG3iOslsheGrQplusa7DA==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/CEG4GOECJhofTyV1GKUzwQ==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/wy7J7Bd8GUelgMZcjYbzpluw==

1113 District And School Web Sites - <https://simbli.eboardsolutions.com/SU/NMbmX6V6de8MOj9eGTEqkQ==>

1113-E PDF(1) District And School Web Sites - <https://simbli.eboardsolutions.com/SU/jskzaVzeFdryTVCWkSICfA==>

2121 Superintendent's Contract - <https://simbli.eboardsolutions.com/SU/iVDZR3Tu2bCP9tva1eplus5Zg==>

4030 Nondiscrimination In Employment - <https://simbli.eboardsolutions.com/SU/7lvD5EZ4anxg3plusLeC9Ky9g==>

4030 Nondiscrimination In Employment - <https://simbli.eboardsolutions.com/SU/Y02LyuUorYxL3fKdBuDVUg==>

4032 Reasonable Accommodation - <https://simbli.eboardsolutions.com/SU/uXHdgh6NHuxT0xBGtcZSLg==>

4033 Lactation Accommodation - <https://simbli.eboardsolutions.com/SU/3DYY3FvXTjv2whqSN56Khg==>

4112.2 Certification - <https://simbli.eboardsolutions.com/SU/PzQCYiplusKzLhRzslsh4GhyLc3w==>

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4112.4 Health Examinations - <https://simbli.eboardsolutions.com/SU/cBDfzmY7PHOY67b63h6uag==>

4112.4 Health Examinations - <https://simbli.eboardsolutions.com/SU/wBEPvVYAYoPGFJdYZTTYA==>

4112.42 Drug And Alcohol Testing For School Bus Drivers - <https://simbli.eboardsolutions.com/SU/kweoG03CUJldhyI9bwwfslshQ==>

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4112.9-E PDF(2) Employee Notifications - <https://simbli.eboardsolutions.com/SU/VuRQ4oLrkOWEgVMtxy3csw==>

4112.9-E PDF(4) Employee Notifications - <https://simbli.eboardsolutions.com/SU/cWxsRBW0wgTPmVDBwm8q5Q==>

4113.4 Temporary Modified/Light-Duty Assignment - <https://simbli.eboardsolutions.com/SU/TtRPI9slshwnsEK47slshzougcmQ==>

4117.3 Personnel Reduction - <https://simbli.eboardsolutions.com/SU/RQ4n25Ce8hX1jyhAd6TePg==>

4141 Collective Bargaining Agreement - <https://simbli.eboardsolutions.com/SU/OSktzEcOz1HDEaTXpqAslshWg==>

4154 Health And Welfare Benefits - <https://simbli.eboardsolutions.com/SU/JSVd1av6wzF4E1RDL6cc4Q==>

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4161 Leaves - <https://simbli.eboardsolutions.com/SU/IEZT6QfIEZhNd03QwNpVpA==>

4161 Leaves - <https://simbli.eboardsolutions.com/SU/sdsPNXWEnSplusqtslshTupSeMUw==>

4161.1 Personal Illness/Injury Leave - <https://simbli.eboardsolutions.com/SU/89rnhca2jhf5URgMzSpJ8w==>

4161.2 Personal Leaves -
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4161.9 Catastrophic Leave Program -
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4212.9 Employee Notifications -
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4213.4 Temporary Modified/Light-Duty Assignment -
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4217.3 Layoff/Rehire -
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4241 Collective Bargaining Agreement -
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4254 Health And Welfare Benefits -
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4259 Employee Assistance Programs -
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4261 Leaves -
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4261 Leaves -
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4312.4 Health Examinations -
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4312.42 Drug And Alcohol Testing For School Bus Drivers -
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- 4312.9 Employee Notifications - <https://simbli.eboardsolutions.com/SU/uEGYjEf0FbMGqu5bVl5R1g==>
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- 4312.9-E PDF(2) Employee Notifications - <https://simbli.eboardsolutions.com/SU/ATkxg1Lslsh9qko6nLslshUfkQCg==>
- 4313.4 Temporary Modified/Light-Duty Assignment - <https://simbli.eboardsolutions.com/SU/bAplushENcbQmEjsplusTGhlplusUVw==>
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- 4361 Leaves - <https://simbli.eboardsolutions.com/SU/sdjPcFeE6ACmW8WIXLoAxQ==>
- 4361 Leaves - <https://simbli.eboardsolutions.com/SU/Gdd56WnlQY7L7ZakgijQrA==>
- 4361.1 Personal Illness/Injury Leave - <https://simbli.eboardsolutions.com/SU/SJkX5gO2FiQW3s4I6JvKw==>
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- 4361.9 Catastrophic Leave Program - <https://simbli.eboardsolutions.com/SU/eDbfLMHwN1YqplusyV38UOVeg==>
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Regulation 4361.8: Family Care And Medical Leave

Status: DRAFT

Original Adopted Date: 05/03/2018

The district shall not deny any eligible employee the right to family care or medical leave pursuant to the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), or to Pregnancy Disability Leave (PDL), when an employee is disabled by a pregnancy, childbirth, or related medical condition. The district shall not interfere with, restrain, or deny the exercise of an employee's right to any such leave, nor shall the district discharge, discriminate against, or retaliate against an employee for taking such leave, opposing or challenging an unlawful employment practice in relation to any of these laws, or being involved in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615)

Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

Child means a biological, adopted, or foster child; a stepchild; a legal ward; or a person to whom the employee stands in loco parentis. For purposes of CFRA leave, child also includes a child of a registered domestic partner. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611)

Eligible employee, for FMLA and CFRA purposes, means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the 12 months immediately preceding the leave. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.110)

Eligible family member means an employee's child, parent, or spouse. For purposes of leave to care for a family member with a serious health condition pursuant to CFRA, eligible family member includes an employee's child, parent, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, or sibling. (Government Code 12945.2; 2 CCR 11087; 29 USC 2612)

Employee disabled by pregnancy means an employee whose health care provider states that the employee is: (2 CCR 11035)

1. Unable because of pregnancy to perform any one or more of the essential functions of the job or to perform any of them without undue risk to the employee or other persons or to the pregnancy's successful completion
2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition

Parent means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or another person who stood in loco parentis to the employee when the employee was a child. However, for FMLA purposes, parent does not include a spouse's parents. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.122)

Serious health condition means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or an eligible family member of the employee that involves either inpatient care or continuing treatment, including treatment for substance abuse, as follows: (Government Code 12945.2; 2 CCR 11087, 11097; 29 USC 2611, 2612; 29 CFR 825.113-825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity

A person is considered an inpatient when formally admitted to a health care facility with the expectation of remaining overnight and occupying a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight.

Incapacity means the inability to work, attend school, or perform other regular daily activities due to a serious

health condition, its treatment, or the recovery that it requires.

2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:
 - a. A period of incapacity of more than three consecutive full days
 - b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
 - c. Any period of incapacity due to pregnancy or for prenatal care under FMLA
 - d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective
 - e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in Family Code 300, including same sex partners in marriage. For purposes of CFRA leave, spouse also includes a registered domestic partner within the meaning of Family Code 297-297.5. (Family Code 297, 297.5, 300; 2 CCR 11087; 29 CFR 825.122)

Eligibility/Purposes of Leave

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2; 29 USC 2612; 29 CFR 825.112, 825.126, 825.127)

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (parental leave)
2. The care of an eligible family member with a serious health condition
3. The employee's own serious health condition that makes the employee unable to perform the job functions of the position
4. A qualifying exigency arising out of the fact that the employee's spouse, child, parent, or, for CFRA leave only, a registered domestic partner, is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)
5. The care of a covered servicemember with a serious injury or illness when the employee is a spouse, child, parent, or next of kin of the covered servicemember

In addition, the district shall grant PDL to any employee who is disabled by pregnancy, childbirth, or other related medical condition. (Government Code 12945; 2 CCR 11037)

Terms of Leave

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945.2; 29 USC 2612)

OPTION 3: The 12-month period shall be measured forward from the date the employee's first family care and medical leave begins. (29 CFR 825.200)

In addition, any employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis. (Government Code 12945; 2 CCR 11042)

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth of a child or to bond with or care for the child. (Government Code 12945, 12945.2; 2 CCR 11046, 11093)

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. (2 CCR 11090; 29 USC 2612)

Each eligible employee shall be granted up to 12 work weeks for family care and medical leave related to the birth or placement of a child, regardless of whether both parents of the child work for the district.

Use/Substitution of Paid Leave

OPTION 1: During any otherwise unpaid period of FMLA or CFRA leave, except leave for an employee's own serious health condition, an employee shall use accrued paid leave, including, but not limited to, vacation leave, personal leave, or family leave. If the leave is for the employee's own serious health condition, the employee shall use accrued paid leave, including but not limited to, vacation leave, personal leave, or sick leave. During an unpaid period of PDL, the employee shall use any accrued sick leave and may elect to use any vacation time or other accrued personal time off. (Government Code 12945, 12945.2; 2 CCR 11044, 11092; 29 USC 2612)

The district and employee may also come to agreement regarding the use of any additional paid or unpaid time off instead of using the employee's CFRA leave. (2 CCR 11092)

Intermittent Leave/Reduced Work or Leave Schedule

PDL and family care and medical leave for the serious health condition of an employee or eligible family member may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (Government Code 12945.2; 2 CCR 11042, 11090; 29 USC 2612)

The basic minimum duration of leave for the birth, adoption, or foster care placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. (2 CCR 11090; 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position under any of the following circumstances: (2 CCR 11041, 11090; 29 USC 2612)

1. The employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on a planned medical treatment for the employee or family member.
2. A medical certification is provided by the employee's health care provider that, because of pregnancy, the employee has a medical need to take intermittent leave or leave on a reduced work schedule.
3. The district agrees to permit intermittent leave or leave on a reduced work schedule due to the birth, adoption, or foster care placement of the employee's child.

The alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule. (2 CCR 11041, 11090; 29 USC 2612)

Request for Leave

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave. (2 CCR 11050, 11091)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, the employee must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

Based on the information provided by the employee, the Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

When an employee is able to foresee the need for PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. When the 30 days' notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, the employee shall consult with the Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945.2; 2 CCR 11050, 11091)

Certification of Health Condition

Within five business days of an employee's request for family care and medical leave for the serious health condition of the employee or an eligible family member, the Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 calendar days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR 11087, 11091; 29 CFR 825.305)

The certification shall include the following: (Government Code 12945.2; 2 CCR 11087; 29 USC 2613)

1. The date on which the serious health condition began
2. The probable duration of the condition
3. If the employee is requesting leave to care for an eligible family member with a serious health condition, both of the following:
 - a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the eligible family member during a period of the treatment or supervision
 - b. Estimated amount of time the health care provider believes the employee needs to care for the eligible family member
4. If the employee is requesting leave because of the employee's own serious health condition, a statement that due to the serious health condition, the employee is unable to work at all or is unable to perform one or more

essential job functions of the position

5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

The Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011. (Government Code 12940)

When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee. (2 CCR 11091; 29 CFR 825.301)

If the Superintendent or designee has a good faith objective reason to doubt the validity of a certification that accompanies a request for leave for the employee's own serious health condition, the Superintendent or designee may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the Superintendent or designee may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2; 2 CCR 11091; 29 USC 2613)

Certification for PDL

The Superintendent or designee shall request that an employee who is requesting PDL provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the Superintendent or designee shall request the medical certification within two business days after the leave commences. The Superintendent or designee may request certification at some later date if the Superintendent or designee has reason to question the appropriateness of the leave or its duration. (2 CCR 11050)

For PDL that is foreseeable and for which at least 30 days' notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the Superintendent or designee which must be at least 15 calendar days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because the employee is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 11050)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2; 2 CCR 11050; 29 USC 2613)

Release to Return to Work

Upon expiration of an employee's PDL or family care and medical leave taken for the employee's own serious health condition, the employee shall present certification from the health care provider of the employee's ability to resume work. The certification shall address the employee's ability to perform the essential job functions of the position.

Rights to Reinstatement

Upon granting an employee's request for PDL or FMLA/CFRA leave, the Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends. (Government Code 12945.2; 2 CCR 11043, 11089; 29 USC 2614)

The district may refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee. (2 CCR 11089; 29 CFR 825.216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR 11043)

Maintenance of Benefits/Failure to Return from Leave

During the period when an employee is on PDL or family care and medical leave, the employee shall maintain employee status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan. (Government Code 12945.2; 2 CCR 11092; 29 USC 2614)

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before the employee took the leave. The employee shall reimburse the district for premiums paid during the leave if the employee fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control. (Government Code 12945.2; 2 CCR 11044, 11092; 29 USC 2614; 29 CFR 825.213)

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose.

However, for purposes of pension and retirement plans, the district shall not make plan payments for an employee during any unpaid portion of the leave period and the leave period shall not be counted for purposes of time accrued under the plan. (Government Code 12945.2; 2 CCR 11044, 11092)

Military Family Leave Resulting from Qualifying Exigencies

An eligible employee may take up to 12 work weeks of unpaid FMLA/CFRA leave, during each 12-month period established by the district in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while the employee's child, parent, spouse, or, for purposes of CFRA leave, registered domestic partner, who is a military member is on covered active duty or on call to covered active duty status. (Government Code 12945.2; 29 USC 2612; 29 CFR 825.126)

Covered active duty means, for members of the Regular Armed forces, duty during the deployment of a member of the regular Armed Forces to a foreign country or, for members of the Reserve components of the Armed forces, duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law. Deployment to a foreign county includes deployment to international waters. (29 USC 2611; 29 CFR 825.126)

Qualifying exigencies include time needed to: (29 CFR 825.126)

1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment
2. Attend military events and related activities, such as any official ceremony or family assistance program related to the covered active duty or call to covered active duty status
3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
4. Make or update financial and legal arrangements to address a military member's absence
5. Attend counseling provided by someone other than a health care provider

6. Spend time (up to 15 calendar days of leave per instance) with a military member who is on short-term, temporary, rest and recuperation leave during deployment
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings
8. Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty
9. Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable. (29 CFR 825.302)

An employee who is requesting leave for qualifying exigencies shall provide the Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825.309.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis. (29 CFR 825.302)

During the period of qualified exigency leave, the district's rule regarding an employee's use of accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Military Caregiver Leave

The district shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered servicemember with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, child, parent, or next of kin of the covered servicemember. This 26-week period is inclusive of the 12 work weeks of leave that may be taken for other FMLA qualifying reasons. (29 USC 2611, 2612; 29 CFR 825.127)

Covered servicemember may be: (29 CFR 825.127)

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

Child of a covered servicemember means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or child for whom the covered servicemember stood in loco parentis, and who is of any age. (29 CFR 825.127)

Parent of a covered servicemember means the covered servicemember's biological, adopted, step, or foster parent, or any other individual who stood in loco parentis to the covered servicemember (except "parents in law"). (29 CFR 825.127)

Next of kin means the nearest blood relative to the covered servicemember, other than the spouse, parent, or child, unless designated in writing by the covered servicemember. (29 USC 2611, 2612; 29 CFR 825.127)

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (29 USC 2611; 29 CFR 825.127)

Serious injury or illness means: (29 USC 2611; 29 CFR 825.127)

1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:
 - a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating
 - b. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition
 - c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to the servicemember's military service or that would do so but for treatment received by the veteran
 - d. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above.

An employee requesting leave to care for a covered servicemember with a serious injury or illness shall provide the Superintendent or designee with certification from an authorized health care provider of the servicemember that contains the information specified in 29 CFR 825.310.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other family care and medical leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period. (29 USC 2612)

During the period of military caregiver leave, the district's rule regarding an employee's use of accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Notifications

The Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave:

1. General Notice: Information explaining the provisions of the Fair Employment and Housing Act/PDL and FMLA/CFRA and employees' rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR 11049, 11095; 29 USC 2619)
2. The general notice shall also explain an employee's obligation to provide the Superintendent or designee with at least 30 days' notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR 11049, 11050, 11091)
3. Eligibility Notice: When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of eligibility

to take such leave. (2 CCR 11049, 11091; 29 CFR 825.300)

4. Rights and Responsibilities Notice: Each time the eligibility notice is provided to an employee, the Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable: (29 CFR 825.300)
 - a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying
 - b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification
 - c. The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave
 - d. Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis
 - e. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave
 - f. The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave

Any time the information provided in the above notice changes, the Superintendent or designee shall, within five business days of receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

5. Designation Notice: When the Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, the Superintendent or designee shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination. (2 CCR 11091; 29 CFR 825.300)

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period. (29 CFR 825.300)

6. If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 29 CFR 825.300)

Any time the information provided in the designation notice changes, the Superintendent or designee shall, within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

Records

The Superintendent or designee shall maintain records pertaining to an individual employee's use of FMLA or CFRA leave or PDL in accordance with law. (Government Code 12946; 29 USC 2616; 42 USC 2000ff-1; 29 CFR 825.500)

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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the

policy.

State References

2 CCR 11035-11051	Unlawful sex discrimination: pregnancy, childbirth and related medical conditions - https://simbli.eboardsolutions.com/SU/GplusgYNhBplus6hlimWMyAuhwJw==
2 CCR 11087-11098	California Family Rights Act - https://simbli.eboardsolutions.com/SU/abM0slshHCKrMbGboplusCdDilag==
Ed. Code 44965	Granting of leaves of absence for pregnancy and childbirth
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Fam. Code 300	Definition of marriage
Gov. Code 12926	Definitions
Gov. Code 12940	Unlawful discriminatory employment practices
Gov. Code 12945	Unlawful discrimination based on pregnancy, childbirth, or related medical conditions
Gov. Code 12945.1-12945.2	California Family Rights Act
Gov. Code 12945.6	Parental leave
Gov. Code 12946	Fair employment and Housing Act: discrimination prohibited

Federal References

1 USC 7	Definition of marriage and spouse - https://simbli.eboardsolutions.com/SU/zna4bZkEoCQ5lKxeKqGw==
29 CFR 825.100-825.702	Family and Medical Leave Act of 1993
29 USC 2601-2654	Family Care and Medical Leave Act
42 USC 2000ff-2000ff-11	Genetic Information Nondiscrimination Act of 2008

Management Resources References

Court Decision	Faust v. California Portland Cement Company, (2007) 150 Cal.App.4th 864
Court Decision	Tellis v. Alaska Airlines, (9th Cir., 2005) 414 F.3d 1045
Court Decision	United States v. Windsor, (2013) 699 F.3d 169
U.S. Department of Labor Publication	Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers
Website	U.S. Department of Labor, FMLA - https://simbli.eboardsolutions.com/SU/gTctHyc7Ra9nNTUgNmxAhw==
Website	California Department of Fair Employment and Housing - https://simbli.eboardsolutions.com/SU/RRvNseNogmlnMLyl8K40jw==

Cross References

0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/H06jSsDZG3iOslsheGrQplusa7DA==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/CEG4GOECJhofTyV1GKUzwQ==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/wy7J7Bd8GUelgMZcjYbzpluw==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/NMbmX6V6de8MOj9eGTEqkQ==
1113-E PDF(1)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/jskzaVzeFdryTVCWkSICfA==

2121	Superintendent's Contract - https://simbli.eboardsolutions.com/SU/iVDZR3Tu2bCP9tva1eplus5Zg==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/7lvD5EZ4anxg3plusLeC9Ky9g==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/Y02LyuUorYxL3fKdBuDvUg==
4032	Reasonable Accommodation - https://simbli.eboardsolutions.com/SU/uXHdgh6NHuxT0xBGtcZSLg==
4033	Lactation Accommodation - https://simbli.eboardsolutions.com/SU/3DYY3FvXTjv2whqSN56Khg==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/PzQCYiplusKzLhRzslsh4GhyLc3w==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/4slshJzjHrYmlxxqBUL5slshXRkQ==
4112.4	Health Examinations - https://simbli.eboardsolutions.com/SU/cBDfzmY7PHOY67b63h6uag==
4112.4	Health Examinations - https://simbli.eboardsolutions.com/SU/wBEPvVYAVYoPGFJdYZTTYA==
4112.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/kweoG03CUJldhyI9bwwfslshQ==
4112.42	Drug And Alcohol Testing For School Bus Drivers - https://simbli.eboardsolutions.com/SU/RUpLdYxkV0FonLsghx8GvQ==
4112.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/QUDaxp1xSBo4UbplueE7cg==
4112.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/Vh2plusZD04ceez2OYV8JWS6Q==
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4112.9-E PDF(2)	Employee Notifications - https://simbli.eboardsolutions.com/SU/VuRQ4oLrkOWEgVMtxy3csw==
4112.9-E PDF(4)	Employee Notifications - https://simbli.eboardsolutions.com/SU/cWxsRBW0wgTPmVDBwm8q5Q==
4113.4	Temporary Modified/Light-Duty Assignment - https://simbli.eboardsolutions.com/SU/TtRPI9slshwnsEK47slshzougcmQ==
4117.3	Personnel Reduction - https://simbli.eboardsolutions.com/SU/RQ4n25Ce8hX1jyhAd6TePg==
4141	Collective Bargaining Agreement - https://simbli.eboardsolutions.com/SU/OSktzEcOz1HDEaTXpqAslshWg==
4154	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/JSVd1av6wzF4E1RDL6cc4Q==
4154	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/YZOG4cSEslshqslshcplusrpFtvHVww==
4161	Leaves - https://simbli.eboardsolutions.com/SU/IEZT6QflEZhNd03QwNpVpA==
4161	Leaves - https://simbli.eboardsolutions.com/SU/sdsPNXWEnSplusqtslshTupSeMUw==
4161.1	Personal Illness/Injury Leave - https://simbli.eboardsolutions.com/SU/89rnhca2jhf5URgMzSpJ8w==
4161.2	Personal Leaves - https://simbli.eboardsolutions.com/SU/x8qsv0d9q20iX5YLYpRnIA==
4161.9	Catastrophic Leave Program - https://simbli.eboardsolutions.com/SU/sypJ7jJD5IrsUDdOFe1Dnw==

4161.9 Catastrophic Leave Program -
<https://simbli.eboardsolutions.com/SU/Zn3KXHk3wyXyD5Nmzns91A==>

4212.4 Health Examinations -
<https://simbli.eboardsolutions.com/SU/UMT2FAZLS41t0vcydkquXA==>

4212.4 Health Examinations -
<https://simbli.eboardsolutions.com/SU/slshchtnsmf3rqvCgPPivJb4w==>

4212.42 Drug And Alcohol Testing For School Bus Drivers -
<https://simbli.eboardsolutions.com/SU/tM0lcZC4k9RQ9fLGF2StAg==>

4212.9 Employee Notifications -
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4212.9 Employee Notifications -
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4212.9-E PDF(1) Employee Notifications -
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4212.9-E PDF(2) Employee Notifications -
<https://simbli.eboardsolutions.com/SU/FUn2L0U05oF6PUYxAVvcKA==>

4213.4 Temporary Modified/Light-Duty Assignment -
<https://simbli.eboardsolutions.com/SU/pluseLv9v78qitxiEyz59nXoQ==>

4217.3 Layoff/Rehire -
<https://simbli.eboardsolutions.com/SU/7IQPhPns1UZP7jv99kBbMA==>

4241 Collective Bargaining Agreement -
<https://simbli.eboardsolutions.com/SU/BLWFs5hvqqCtsFgTVW9K4w==>

4254 Health And Welfare Benefits -
<https://simbli.eboardsolutions.com/SU/JNa4NLlg78gaglcF25kFHg==>

4254 Health And Welfare Benefits -
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4259 Employee Assistance Programs -
<https://simbli.eboardsolutions.com/SU/DkoFMa05D1UpILVzIbNeEQ==>

4261 Leaves -
<https://simbli.eboardsolutions.com/SU/plus4sbplusxplus6zlcNXNplusurpr5OQ==>

4261 Leaves -
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4261.1 Personal Illness/Injury Leave -
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4261.2 Personal Leaves -
<https://simbli.eboardsolutions.com/SU/TX SXUHW81grMmPX8QgcUdQ==>

4261.9 Catastrophic Leave Program -
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4312.42 Drug And Alcohol Testing For School Bus Drivers -
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- 4312.9-E PDF(2) [Employee Notifications -
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- 4313.4 [Temporary Modified/Light-Duty Assignment -
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- 4354 [Health And Welfare Benefits -
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- 4359 [Employee Assistance Programs -
https://simbli.eboardsolutions.com/SU/hl2s4hcXyydPdFWSiy7pWQ==](https://simbli.eboardsolutions.com/SU/hl2s4hcXyydPdFWSiy7pWQ==)
- 4361 [Leaves -
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- 4361 [Leaves - <https://simbli.eboardsolutions.com/SU/Gdd56WnlQY7L7ZakgijQrA==>](https://simbli.eboardsolutions.com/SU/Gdd56WnlQY7L7ZakgijQrA==)
- 4361.1 [Personal Illness/Injury Leave -
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- 4361.2 [Personal Leaves -
https://simbli.eboardsolutions.com/SU/lrieiFIPFBNw6slshUobutbwQ==](https://simbli.eboardsolutions.com/SU/lrieiFIPFBNw6slshUobutbwQ==)
- 4361.9 [Catastrophic Leave Program -
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- 4361.9 [Catastrophic Leave Program -
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Regulation 6173.1: Education For Foster Youth

Status: DRAFT

Original Adopted Date: 12/05/2017

Definitions

Foster youth, foster child, or student in foster care means any of the following: (Education Code 42238.01, 48853.5)

1. A child who is the subject of a petition filed pursuant to Welfare and Institutions Code 300, whether or not the child has been removed from the child's home by the juvenile court pursuant to Welfare and Institutions Code 319 or 361.
2. A child who is the subject of a petition filed pursuant to Welfare and Institutions Code 602, has been removed from the child's home by the juvenile court pursuant to Welfare and Institutions Code 727, and is in foster care as defined by Welfare and Institutions Code 727.4(d).
3. A nonminor who is under the transition jurisdiction of a juvenile court, as described in Welfare and Institutions Code 450, and satisfies the criteria specified in Education Code 42238.01.
4. A dependent child of the court of an Indian tribe, consortium of tribes, or tribal organization who is the subject of a petition filed in the tribal court pursuant to the court's jurisdiction in accordance with the tribe's law
5. A child who is the subject of a voluntary placement agreement, as defined in Welfare and Institutions Code 11400

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 726.

School of origin means the school that the foster youth attended when permanently housed or the school in which the foster youth was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which the foster youth was last enrolled, or if there is another school that the foster youth attended within the preceding 15 months and with which the foster youth is connected, the district liaison for foster youth shall determine, in the best interests of the foster youth, which school shall be deemed the school of origin. This determination shall be made in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the foster youth. (Education Code 48853.5)

Best interests of a foster youth means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, the proximity to the school at the time of placement, appropriateness of the educational setting, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 20 USC 6311)

District Liaison

The Superintendent designates the following position as the district's liaison for foster youth: (Education Code 48853.5)

Principal

370 N. Evans Rd. Tipton, CA 993272

559-752-4213

sbettencourt@tipton.k12.ca.us

The liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)
2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48645.5, 48853.5)

When a student in foster care is enrolling in a district school, the liaison shall contact the school last attended by the student to obtain, within two business days, all academic and other records. When a foster youth is transferring to a new school, the liaison shall provide the student's records to the new school within two business days of receiving the new school's request. (Education Code 48853.5)

3. Notify a foster youth's attorney and the representative of the appropriate county child welfare agency, when required by law for a foster youth who is undergoing any expulsion or other disciplinary proceeding including a manifestation determination for a foster youth who is a student with a disability, prior to a change in the foster youth's placement. (Education Code 48853.5, 48911, 48915.5, 48918.1)
4. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973
5. As needed, ensure that students in foster care receive appropriate school-based services, such as counseling and health services, supplemental instruction, and after-school services
6. Develop protocols and procedures for creating awareness for district staff, including principals, school registrars, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth
7. Collaborate with the county office of education, county placing agency, county child welfare agency, county probation department, juvenile court, and other appropriate agencies to help coordinate instruction, counseling, tutoring, mentoring vocational training, and other related services for the district's foster youth
8. Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in the district's local control and accountability plan

The Superintendent or designee shall regularly monitor the liaison's caseload, as well as additional duties outside of the foster youth program, to ensure that adequate time and resources are provided to meet the needs of foster youth in the district.

Enrollment

A student placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency or in another local educational agency.
2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interests of the student to be placed in another education program and submits a written statement to the district indicating that determination and an awareness of the following:
 - a. The student has a right to attend a regular public school in the least restrictive environment.
 - b. The alternate education program is a special education program, if applicable.
 - c. The decision to unilaterally remove the student from the district school and to place the student in an alternate education program may not be financed by the district.
 - d. Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent/guardian or other person holding the right to make educational decisions for the student.

3. At the initial placement or any subsequent change in placement, the student exercises the right to continue in the school of origin, as defined above. In any such circumstance, the following shall apply:
 - a. The student may continue in the school of origin for the duration of the court's jurisdiction.
 - b. If the court's jurisdiction over a grade K-8 student is terminated prior to the end of a school year, the student may continue in the school of origin for the remainder of the school year.
 - c. If the court's jurisdiction is terminated while the student is in high school, the student may continue in the school of origin through graduation.
 - d. If the student is transitioning between school grade levels, the student shall be allowed to continue in the district in the same attendance area to provide the student the benefit of matriculating with the student's peers in accordance with the established feeder patterns of school in the district. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the foster youth, recommend that the foster youth's right to attend the school of origin be waived and the foster youth be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interests. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from the school of origin, the liaison shall provide the foster youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how the recommendation serves the youth's best interests. (Education Code 48853.5)

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the foster youth would be served by a transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth, regardless of whether the foster youth: (Education Code 48853.5)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended
2. Does not have clothing normally required by the school, such as school uniforms
3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, immunization records or other documentation

If the foster youth or a person holding the right to make educational decisions for the foster youth disagrees with the liaison's enrollment recommendation, an appeal may be filed with the Superintendent. The Superintendent shall make a determination within 30 calendar days of receipt of the appeal. Within 30 calendar days of receipt of the Superintendent's decision, the foster youth or the person holding the right to make educational decisions for the foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the foster youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

Transportation

The Superintendent or designee shall collaborate with the local child welfare agency to determine how transportation will be provided, arranged, and funded in a cost-effective manner to enable a foster youth to remain in the school of origin, for the duration of the time spent in foster care, when it is in the foster youth's best interest to do so. Such transportation costs may be paid by either the child welfare agency or the district, or shared by both. (20

USC 6312)

Effect of Absences on Grades

The grades of a student in foster care shall not be lowered for any absence from school that is due to either of the following circumstances: (Education Code 49069.5)

1. A decision by a court or placement agency to change the student's placement, in which case the grades shall be calculated as of the date the student left school
2. A verified court appearance or related court-ordered activity

Transfer of Coursework and Credits

When a foster youth transfers into a district school, the district shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the foster youth to retake the course. (Education Code 51225.2)

If the entire course was not completed at the previous school, the foster youth shall be issued partial credit for the coursework completed and shall be required to take the uncompleted portion of the course. However, the district may require the foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, the district finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a foster youth in any particular course, the foster youth shall be enrolled in the same or equivalent course, if applicable, to enable the completion of the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a foster youth from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

Applicability of Graduation Requirements

To obtain a high school diploma, a foster youth shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Board.

However, when a foster youth who has completed the second year of high school transfers into the district from another school district or transfers between high schools within the district, the foster youth shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of the fourth year of high school. Within 30 calendar days of the foster youth's transfer, the Superintendent or designee shall notify the foster youth, the person holding the right to make educational decisions for the foster youth, and the foster youth's social worker of the availability of the exemption and whether the foster youth qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer a foster youth. (Education Code 51225.1)

To determine whether a foster youth is in the third or fourth year of high school, the district shall use either the number of credits the foster youth has earned as of the date of the transfer or the length of school enrollment, whichever qualifies the foster youth for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any foster youth who is granted an exemption and the person holding the right to make educational decisions for the foster youth how any requirements that are waived will affect the foster youth's ability to gain admission to a postsecondary educational institution and shall provide information about

transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a foster youth to transfer schools in order to qualify for an exemption and shall not grant any request made by a foster youth or any person acting on behalf of a foster youth for a transfer solely to qualify the foster youth for an exemption. (Education Code 51225.1)

If a foster youth is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student while still enrolled in school or if the foster youth transfers to another school or school district. (Education Code 51225.1)

Upon making a finding that a foster youth is reasonably able to complete district graduation requirements within the fifth year of high school, the Superintendent or designee shall: (Education Code 51225.1)

1. Inform the foster youth and the person holding the right to make educational decisions for the foster youth of the option to remain in school for a fifth year to complete the district's graduation requirements and how that will affect the foster youth's ability to gain admission to a postsecondary educational institution
2. Provide information to the foster youth about transfer opportunities available through the California Community Colleges
3. Upon agreement with the foster youth or, if under 18 years of age, the person holding the right to make educational decisions for the foster youth, permit the foster youth to stay in school for a fifth year to complete the district's graduation requirements

Eligibility for Extracurricular Activities

A foster youth whose residence changes pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

Notification and Complaints

Information regarding the educational rights of foster youth shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

Any complaint alleging that the district has not complied with requirements regarding the education of foster youth may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. If the district finds merit in a complaint, the district shall provide a remedy to the affected student. A complainant not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE) and shall receive a written decision regarding the appeal within 60 days of CDE's receipt of the appeal. If CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

5 CCR 4600-4670

Ed. Code 32228-32228.5

Ed. Code 42238.01-42238.07

Ed. Code 42920-42925

Ed. Code 48645-48646

Ed. Code 48850-48859

Description

Uniform complaint procedures

Student safety and violence prevention

Local control funding formula

Foster children educational services

Juvenile court schools

Education of foster youth and homeless students

Ed. Code 48915.5	Recommended expulsion; homeless student with disabilities
Ed. Code 48918.1	Notice of recommended expulsion
Ed. Code 49061	Definitions, directory information
Ed. Code 49069.5	Students in foster care; grades and credits
Ed. Code 49076	Access to student records
Ed. Code 51225.1	Exemption from district graduation requirements
Ed. Code 51225.2	Course credits
Ed. Code 51225.3	High school graduation
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 56055	Rights of foster parents pertaining to foster child's education
H&S Code 120341	Foster youth; school placement and immunization records
H&S Code 1522.41	Training and certification of group home administrators
H&S Code 1529.2	Training of licensed foster parents
W&I Code 16000-16014	Foster care placement
W&I Code 300	Minors subject to jurisdiction
W&I Code 309	Investigation and release of child
W&I Code 317	Appointment of legal counsel
W&I Code 361	Limitations on parental control
W&I Code 366.27	Educational decision by relative providing living arrangements
W&I Code 602	Minors violating law; ward of court
W&I Code 726	Limitations on parental control
W&I Code 727	Order of care; ward of court

Federal References

20 USC 1415	Procedural safeguards
20 USC 6311	State plan
29 USC 794	Rehabilitation Act of 1973; Section 504
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 670-679b	Federal assistance for foster care programs

Description

Management Resources References

Alliance for Children's Rights Publication	Foster Youth Education Toolkit, December 2016
California Child Welfare Council Publication	Partial Credit Model Policy and Practice Recommendations
Cities, Counties and Schools Partnership Pub.	Our Children: Emancipating Foster Youth, A Community Action Guide
CSBA Publication	Our Foster Youth: What School Boards Can Do, May 2016
CSBA Publication	Foster Youth: Supports for Success, Governance Brief, May 2016
U.S. Department of Education Publication	Ensuring Educational Stability for Children in Foster Care, Non-Regulatory Guidance, June 2016
Website	Alliance for Children's Rights - https://simbli.eboardsolutions.com/SU/AslshID5FbeFAQXuxyslshDHYfTg==
Website	Foster Ed - https://simbli.eboardsolutions.com/SU/36lC5WMizFGQ20OYRkL2Lw==
Website	National Center for Youth Law - https://simbli.eboardsolutions.com/SU/rWqbVi1x2WCuGlcphMslsh2yQ==

Website	California Department of Education, Foster Youth Services - https://simbli.eboardsolutions.com/SU/ROUWcbkrRcgV9asNslshPZxnQ==
Website	California Department of Social Services, Foster Youth Ombudsman Office - https://simbli.eboardsolutions.com/SU/L9RgolMbh4Z3K9vdKFUJ0A==
Website	California Foster Youth Education Task Force - https://simbli.eboardsolutions.com/SU/XrG7Kxmibs5cwWnsme2Pcg==
Website	California Youth Connection - https://simbli.eboardsolutions.com/SU/aT1cPCjxh5QKjXBbA1VSplusQ==
Website	Cities Counties and Schools Partnership - https://simbli.eboardsolutions.com/SU/vkMU6AgLdg2x1CfasX4n3w==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Child Welfare Council - https://simbli.eboardsolutions.com/SU/8BOINMN9mtFkcAjmEbYOGA==

Cross References

Description

0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/19xvDr7T8CypkTS5hpXJ8g==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/H06jSsDZG3iOslsheGrQplusa7DA==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/TXgWVSSlshi4vugtPoJbgXFbw==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/plusN2oPKaEpJcmXFsbj1QXbg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/2qDbARoM9LlslshnmiReAkDA==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/RtR9yPmGKREIZZ7MiqzG8Q==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/CEG4GOECJhofTyv1GKUzwQ==
0500	Accountability - https://simbli.eboardsolutions.com/SU/PLPvXslshWqsZ5tiZLJzl4U9A==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/trYFVpB6mtrFEznOU5Nyw==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/vg16byuXChvBplusv2vK49B4Q==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/mRYG8UhkShslshmbXlslsheHD3ug==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/oHplusvkUIEOvE4q43jqdlcplusQ==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/2Bbplusqwpt19ZsplusgP5Xeit7Q==
3100	Budget - https://simbli.eboardsolutions.com/SU/J9EaRZ1H0ocHRPfrxPj5Pg==
3100	Budget - https://simbli.eboardsolutions.com/SU/v2w26slshqMAHX7643KPRcxtA==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/dlbpe3xIXzn1LyuUx856Qw==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/Sdth9V70bH34H85aRCC67g==
3515.4	Recovery For Property Loss Or Damage - https://simbli.eboardsolutions.com/SU/OAURplus7rVLkfxXzLZrBVKog==

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3540 Transportation -
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3540 Transportation -
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3541 Transportation Routes And Services -
<https://simbli.eboardsolutions.com/SU/oZfgselX7nOIJCawwTe2Ug==>

3553 Free And Reduced Price Meals -
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4131 Staff Development -
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5111 Admission -
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5111 Admission -
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5111.1 District Residency -
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5111.1 District Residency -
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5113.1 Chronic Absence And Truancy -
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5113.1 Chronic Absence And Truancy -
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5113.11 Attendance Supervision -
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5116.1 Intradistrict Open Enrollment -
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5117 Interdistrict Attendance -
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5117 Interdistrict Attendance -
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5121 Grades/Evaluation Of Student Achievement -
<https://simbli.eboardsolutions.com/SU/bO7y3GWkKAjzJAF0CGXBjA==>

5121 Grades/Evaluation Of Student Achievement -
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5123	Promotion/Acceleration/Retention - https://simbli.eboardsolutions.com/SU/iRdnplusN8kupL1PbHwRrzsIsh7g==
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5125	Student Records - https://simbli.eboardsolutions.com/SU/HyfN0plcd5eDFqltRBzDZw==
5125	Student Records - https://simbli.eboardsolutions.com/SU/kUqrj6x0dMbXAx3JhjTplusFA==
5125.2	Withholding Grades, Diploma Or Transcripts - https://simbli.eboardsolutions.com/SU/EQbBiHhIBZuxXddWSEKZoQ==
5131	Conduct - https://simbli.eboardsolutions.com/SU/E3LX39MB6fv7j2OHcTp9xg==
5131.2	Bullying - https://simbli.eboardsolutions.com/SU/AYqXsWTOrcy6rSNQe8yCvA==
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5131.6	Alcohol And Other Drugs - https://simbli.eboardsolutions.com/SU/0NT9ynXMtPo3d40KGnj7qg==
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5132	Dress And Grooming - https://simbli.eboardsolutions.com/SU/mbMoR3dd64kplum52VIKvmlg==
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5137	Positive School Climate - https://simbli.eboardsolutions.com/SU/G4h46CnkQ9dDZVUBvFdI7A==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/70vpQsI38ISON7JILfq1A==
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5141.31	Immunizations - https://simbli.eboardsolutions.com/SU/c5hQHBgQslshcQoosPxKeCXzQ==
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5141.32	Health Screening For School Entry - https://simbli.eboardsolutions.com/SU/fdXb5k3wMg2OV7wrCQWahQ==
5141.6	School Health Services - https://simbli.eboardsolutions.com/SU/slsh66wbV78X5vWmDottaUslshQA==
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5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/nbTU5pxU3HKkmuVplus0ZMzKw==
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5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) - https://simbli.eboardsolutions.com/SU/HYR9bzI56SDT6slshh00PBAJQ==

5145.3 Nondiscrimination/Harassment -
<https://simbli.eboardsolutions.com/SU/28eonrQzmTgJ18Og48hxEQ==>

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5145.6 Parental Notifications -
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5145.6-E PDF(1) Parental Notifications -
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5145.9 Hate-Motivated Behavior -
<https://simbli.eboardsolutions.com/SU/UCV7P7dmfdXxrzzslshYw9Ug==>

5147 Dropout Prevention -
<https://simbli.eboardsolutions.com/SU/9eS85h4zyNmMYwGsGe0FPA==>

5148.2 Before/After School Programs -
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5148.3 Preschool/Early Childhood Education -
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6000 Concepts And Roles -
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6011 Academic Standards -
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6020 Parent Involvement -
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6145 Extracurricular And Cocurricular Activities -
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6145.2 Athletic Competition -
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6146.1 High School Graduation Requirements -
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6159 Individualized Education Program -
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6159.2 Nonpublic, Nonsectarian School And Agency Services For Special Education -
<https://simbli.eboardsolutions.com/SU/niRWFbVHdMusDrQB103lMA==>

6159.2 Nonpublic, Nonsectarian School And Agency Services For Special Education -
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6159.3 Appointment Of Surrogate Parent For Special Education Students -
<https://simbli.eboardsolutions.com/SU/kRwGTmZNbdslshGiJOs8ziVEA==>

6159.3 Appointment Of Surrogate Parent For Special Education Students -
<https://simbli.eboardsolutions.com/SU/uez0bzX4tYjLXOuj2Fg4Q==>

6159.4 Behavioral Interventions For Special Education Students -
<https://simbli.eboardsolutions.com/SU/WDJil0xZxoHVGgslshfvMLslshbA==>

6162.51 State Academic Achievement Tests -
<https://simbli.eboardsolutions.com/SU/t8QjshshnSpASQqkZmcpslshAQ1A==>

6162.51 State Academic Achievement Tests -
<https://simbli.eboardsolutions.com/SU/5GAhpH2hslshV9fKDGTyhoguQ==>

6164.2 Guidance/Counseling Services -
<https://simbli.eboardsolutions.com/SU/GmiYNM3gPpf7Qcptaon8kQ==>

6164.2 Guidance/Counseling Services -
<https://simbli.eboardsolutions.com/SU/KgV5Zdvj3WnOpWlggzY0slshg==>

6164.4 Identification And Evaluation Of Individuals For Special Education -
<https://simbli.eboardsolutions.com/SU/vlwO5B5a9sgnm7RrHr28UA==>

6164.4 Identification And Evaluation Of Individuals For Special Education -
<https://simbli.eboardsolutions.com/SU/6dj5uslshKrZ211anH6gDWI2A==>

6164.6 Identification And Education Under Section 504 -
<https://simbli.eboardsolutions.com/SU/7wmxCNVatzMA3vrm38h92Q==>

6164.6 Identification And Education Under Section 504 -
<https://simbli.eboardsolutions.com/SU/LanzOwgDMoyQOvRN2nz5OQ==>

6172 Gifted And Talented Student Program -
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6172 Gifted And Talented Student Program -
<https://simbli.eboardsolutions.com/SU/dNnYnvnacIxnfvgdg7IVaw==>

6173 Education For Homeless Children -
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6173 Education For Homeless Children -
<https://simbli.eboardsolutions.com/SU/WqYbShx2PQjFfnPslsh2hFrVg==>

6173-E PDF(1) Education For Homeless Children -
<https://simbli.eboardsolutions.com/SU/YyslshwTKYYdxZb3nTsa1yw==>

6173-E PDF(2) Education For Homeless Children -
<https://simbli.eboardsolutions.com/SU/4wwFZFTMnexU6qAbNptLag==>

6173-E PDF(3) Education For Homeless Children -
<https://simbli.eboardsolutions.com/SU/jeRMZd0jqdcAeogV7bdt8Q==>

6174 Education For English Learners -
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6174 Education For English Learners -
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6179 Supplemental Instruction -
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6179 Supplemental Instruction -
<https://simbli.eboardsolutions.com/SU/Pbfvo59vS3P54G08Z1uQTA==>

6190 Evaluation Of The Instructional Program -
<https://simbli.eboardsolutions.com/SU/MUdqplusP1640jqqn9p0pB7Gg==>

9320 Meetings And Notices -
<https://simbli.eboardsolutions.com/SU/jWJhwYmImYuVrjkGYAbRwQ==>