

Tipton Elementary School District

AGENDA

REGULAR BOARD MEETING

Tuesday, August 13, 2024
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 11, 2024
- 3.2 Minutes of Special Board Meeting – June 25, 2024
- 3.3 Minutes of Special Board Meeting – July 2, 2024
- 3.4 Minutes of Special Board Meeting – July 9, 2024
- 3.5 Minutes of Special Board Meeting – July 23, 2024
- 3.6 Conference, Field Trip, Fund Raiser and Facilities Request
- 3.7 Agreement with TCOE for RN School Health Programs for 2024-2025
- 3.8 Agreement with TCOE for LVN School Health Programs for 2024-2025
- 3.9 Agreement with TCOE for Scicon 5th Grade Day Trip and 6th Grade Week Trip for 2024-2025

4. **ADMINISTRATIVE: Action items:**

- 4.1 Set date for Public Hearing Regarding Sufficiency of Instructional Material for the 2024-2025 School Year
- 4.2 Updated School Wellness Policy
- 4.3 Administrative Regulation (AR) 5145.72/4119.13/4119.13/4219.13/4319.13
2024 Title IX Sex Discrimination Grievance Procedures
- 4.4 Estimate from Guzman Creative Turf

5. **FINANCE: Action items:**

- 5.1 Vendor Payments

6. **INFORMATION: (Verbal Reports & Presentations)**
 - 6.1 MOT--FOOD SERVICE—PROJECTS
 - 6.2 2022-2023 Priority Local Indicator: Teacher Assignment Monitoring Outcomes (TAMO) Report
 - 6.3 June Board Policy Review
 - 6.4 July Special Board Policy Review
 - 6.5 Quarterly Uniform Complaint Summary for Quarter 2 (April – June)

7. **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.**
 - 7.1 Education Code section 35146
Student transfers, inter District request, etc
 - 7.2 Government Code Section 54957
Public Employee Appointment/Employment
Title: First Grade Teacher
 - 7.3 Employee Organization:
Government Code Section 54957.6
Conference with labor negotiators
Agency designated representatives: Superintendent
Employee Organization: CTA
 - 7.4 Employee Organization:
Government Code Section 54957.6
Conference with labor negotiators
Agency designated representatives: Superintendent
Employee Organization: California School Employees Association and its Chapter 765

8. **Reconvene to open session**

9. **Report out from Closed Session**

10. **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 9, 2024

Distrito escolar primario de Tipton
ORDEN DEL DÍA
REUNIÓN ORDINARIA DE LA JUNTA

martes, 13 de agosto de 2024

19:00 Sala de juntas del distrito

1. Llame para ordenar - 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, incluido el recibo de la agenda y los documentos en el paquete de la agenda en un formato alternativo, comuníquese con la oficina del Distrito Escolar Primario Tipton al (559) 752-4213. La notificación 48 horas antes de la reunión permitirá al distrito hacer arreglos razonables para garantizar la accesibilidad a esta reunión (28CFR35.102-35, 104 ADA Título II) y permitirá la preparación de documentos en un formato alternativo apropiado.

2. Aportes del público:

Para 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 ya sea en la parte de la agenda que contiene comentarios del público o en el momento en que se aborda el asunto. asumida por la Junta. Las presentaciones en la junta están limitadas a 3 minutos por persona y 15 minutos por tema.

2.1 Relaciones comunitarias/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 Reunión Ordinaria de Directorio – 11 de junio de 2024

3.2 Acta de la reunión extraordinaria de la Junta – 25 de junio de 2024

3.3 Acta de la reunión especial de la Junta – 2 de julio de 2024

3.4 Acta de la reunión especial de la Junta – 9 de julio de 2024

3.5 Acta de la reunión especial de la Junta – 23 de julio de 2024

- 3.6 Conferencia, excursión, recaudación de fondos y solicitud de instalaciones
- 3.7 Acuerdo con TCOE para Programas de Salud Escolar RN para 2024-2025
- 3.8 Acuerdo con TCOE para Programas de Salud Escolar de LVN para 2024-2025
- 3.9 Acuerdo con TCOE para el viaje de un día de Scicon para 5.º grado y el viaje de una semana para 6.º grado para 2024-2025

4. ADMINISTRATIVO: Elementos de acción:

- 4.1 Fijar fecha para audiencia pública sobre la suficiencia del material educativo para el año escolar 2024-2025
- 4.2 Política de bienestar escolar actualizada
- 4.3 Reglamento Administrativo (AR) 5145.72/4119.13/4119.13/4219.13/4319.13
Procedimientos de quejas por discriminación sexual del Título IX de 2024
- 4.4 Estimación de Guzmán Creative Turf

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 Indicador local prioritario 2022-2023: Resultados del seguimiento de la asignación de docentes (TAMO) Informe
- 6.3 Revisión de políticas de la Junta de junio
- 6.4 Julio Revisión Especial de Políticas de la Junta
- 6.5 Resumen trimestral uniforme de quejas para el segundo trimestre (abril – junio)

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

- 7.1 Código de Educación sección 35146

Transferencias de estudiantes, solicitud entre distritos, etc.

7.2 Código de Gobierno Sección 54957

Nombramiento/Empleo de Empleado Público

Título: Maestra de primer grado

7.3 Organización de los empleados:

Código de Gobierno Sección 54957.6

Conferencia con negociadores laborales

Representantes designados de la agencia: Superintendente

Organización de empleados: CTA

7.4 Organización de los empleados:

Código de Gobierno Sección 54957.6

Conferencia con negociadores laborales

Representantes designados de la agencia: Superintendente

Organización de empleados: Asociación de empleados escolares de California y su capítulo 765

8. Volver a reunirse para abrir la sesión

9. Informe de la sesión cerrada

10. Aplazamiento

La Junta, previa discusión y votación de acuerdo, puede convertir cualquier tema en un elemento de acción.

Aviso: Si se distribuyen documentos a los miembros de la junta sobre 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 9 de agosto de 2024

3. **CONSENT CALENDAR: Action items:**
 - 3.1 Minutes of Regular Board Meeting – June 11, 2024

**TIPTON ELEMENTARY SCHOOL DISTRICT
REGULAR BOARD MEETING
MINUTES**

Tuesday, June 11, 2024
7:00 p.m. District Board Room

1. Call to order- Flag Salute

Board President, Iva Sousa called the meeting to order at 7:14 pm and led the flag salute. Board Members present: Shelley Heeger, Iva Sousa, and Fernando Cunha. Absent: Greg Rice and John Cardoza.

2. Public Input:

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

3. CONSENT CALENDAR: Action items:

- 3.1 Minutes of the Regular Board Meeting – June 4, 2024
- 3.2 Agreement with TCOE for 2024-2025 Intervention Resource Classroom (Special Friends)
- 3.3 Field Trips

Motion to add one additional field trip and fundraiser request was made by Shelley Heeger and second by Fernando Cunha.

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

Yea – Iva Sousa, Shelley Heeger, and Fernando Cunha

No – 0

Abstain – 0

Absent – John Cardoza and Greg Rice

4. INFORMATION:

4.1 California School Dashboard Local Indicators

Mrs. Stacey Bettencourt shared the California School Dashboard Local Indicators and that the misassignment information will come from the Teacher Monitoring and Accountability Office of the CDE at a later date. This information will be shared with the Board when it is released. Through the measuring of progress in meeting the requirements within the specific priority areas and reporting these results at the same public meeting of the governing board at which the 2024-2025 LCAP is adopted, and upon uploading of information onto the California School Dashboard, Tipton Elementary School will demonstrate having “Standard Met” all Local Performance Indicator requirements.

4.2 Save the Children – Year in Review

This item will be brought back at the August Board meeting.

5. ADMINISTRATIVE: Action items:

5.1 Board Resolution #2023-2024-11 in the Matter of Spending Determination for Funds Received from the Education Protection Account for 2024-2025 Fiscal Year

Motion to approve Board Resolution #2023-2024-11 in the Matter of Spending Determination for Funds Received from the Education Protection Account for 2024-2025 Fiscal Year was made by Shelley Heeger and second by Fernando Cunha.

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

Yea – Iva Sousa, Shelley Heeger, and Fernando Cunha

No – 0

Abstain –0

Absent – John Cardoza and Greg Rice

5.2 Approval of Proposed Local Control Accountability Plan (LCAP) for 2024-2025

Motion to approve the updated Proposed Local Control Accountability Plan (LCAP) for 2024-2025 was made by Shelley Heeger and second by Fernando Cunha.

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

Yea – Iva Sousa, Shelley Heeger, and Fernando Cunha

No – 0

Abstain –0

Absent – John Cardoza and Greg Rice

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 3/ No 0 / Abstain 0 / Absent 2

Yea – Iva Sousa, Shelley Heeger, and Fernando Cunha

No – 0

Abstain –0

Absent – John Cardoza and Greg Rice

5.4 Approval of Proposed School Budget for the 2024-2025 School Year

Motion to approve the Proposed School Budget for the 2024-2025 School Year was made by Shelley Heeger and second by Fernando Cunha.

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

Yea – Iva Sousa, Shelley Heeger, and Fernando Cunha

No – 0

Abstain –0

Absent – John Cardoza and Greg Rice

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 3/ No 0 / Abstain 0 / Absent 2

Yea – Iva Sousa, Shelley Heeger, and Fernando Cunha

No – 0

Abstain –0

Absent – John Cardoza and Greg Rice

5.6 Authorized Signatures

Motion to approve Authorized Signatures was made by Shelley Heeger and second by Fernando Cunha.

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

Yea – Iva Sousa, Shelley Heeger, and Fernando Cunha

No – 0

Abstain –0

Absent – John Cardoza and Greg Rice

5.7 Tipton ESD Workplace Violence Prevention Plan

Motion to approve Tipton ESD Workplace Violence Prevention Plan was made by Shelley Heeger and second by Fernando Cunha.

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

Yea – Iva Sousa, Shelley Heeger, and Fernando Cunha

No – 0

Abstain –0

Absent – John Cardoza and Greg Rice

5.8 Updated School Calendar for 2024-2025

Motion to updated the School Calendar for 2024-2025 was made by Shelley Heeger and second by Fernando Cunha.

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

Yea – Iva Sousa, Shelley Heeger, and Fernando Cunha

No – 0

Abstain –0

Absent – John Cardoza and Greg Rice

5.9 Resolution 2023-2024-12 Approving Sale of Unneeded Personal Property

Mrs. Iva Sousa asked Mrs. Bettencourt to sign the resolution due to the absence of the clerk.

Motion to approve Resolution 2023-2024-12 Approving Sale of Unneeded Personal Property was made by Shelley Heeger and second by Fernando Cunha.

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

Yea – Iva Sousa, Shelley Heeger, and Fernando Cunha

No – 0
Abstain –0
Absent – John Cardoza and Greg Rice

5.10 Memorandum of Understanding by and Between California School Employees Association and Its Tipton Chapter 765 and the Tipton Elementary School District

Motion to approve Memorandum of Understanding by and Between California School Employees Association and Its Tipton Chapter 765 and the Tipton Elementary School District was made by Shelley Heeger and second by Fernando Cunha.

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

Yea – Iva Sousa, Shelley Heeger, and Fernando Cunha

No – 0

Abstain –0

Absent – John Cardoza and Greg Rice

6. Adjourn to Closed Session: 7:26 pm

7. Reconvene to open session 8:33 pm

8. Report out from Closed Session

6.1 Government Code Section 54957.6

Conference with labor negotiators

Agency designated representatives: Superintendent

Employee Organization: California School Employees Association and its Chapter 765

6.2 Government Code Section 54957.6

Conference with labor negotiators

Agency designated representatives: Superintendent

Employee Organization: CTA

6.3 Education Code section 35146, 48912(b), 48916, 48918, 48900 et seq., 49060 et seq., and 20 U.S.C. section 1232g

Student Discipline Matter or Other Confidential Student Matters

Consideration of readmission after Expulsion: Student No. 2023202401

Motion to approve readmission after Expulsion: Student Number 2023202401 was made by Shelley Heeger and second by Fernando Cunha.

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

Yea – Iva Sousa, Shelley Heeger, and Fernando Cunha

No – 0

Abstain –0

Absent – John Cardoza and Greg Rice

9. Adjournment 8:34 pm

Minutes approved August 13, 2024

Iva Sousa, President

John Cardoza, Clerk

Stacey Bettencourt, Secretary

DISTRITO ESCOLAR PRIMARIA DE TIPTON

REUNIÓN ORDINARIA DE LA JUNTA

MINUTOS

martes, 11 de junio de 2024

7:00 pm. Sala de juntas del distrito

1. Llame para ordenar - Saludo a la Bandera

La presidenta de la Junta Directiva, Iva Sousa, abrió la reunión a las 19h14 y encabezó la bandera. saludo. Miembros de la Junta presentes: Shelley Heeger, Iva Sousa y Fernando Cunha. Ausentes: Greg Rice y John Cardoza.

2. Aportes del público:

2.1 Relaciones comunitarias/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 Reunión Ordinaria de Directorio – 4 de junio de 2024

3.2 Acuerdo con TCOE para el Aula de Recursos de Intervención 2024-2025 (Especial Amigos)

3.3 Excursiones

Shelley Heeger hizo una moción para agregar una excursión adicional y una solicitud de recaudación de fondos y la segunda fue Fernando Cunha.

Voto Sí 3/ No 0 / Abstención 0 / Ausente 2

Sí – Iva Sousa, Shelley Heeger y Fernando Cunha

No – 0

Abstenerse –0

Ausentes – John Cardoza y Greg Rice

4 INFORMACIÓN:

4.1 Indicadores locales del Panel Escolar de California

La Sra. Stacey Bettencourt compartió los indicadores locales del Panel Escolar de California y que la información sobre asignaciones incorrectas provendrá de la Oficina de Responsabilidad y Monitoreo de Maestros del CDE en una fecha posterior. Esta información se compartirá con la Junta cuando se publique. A través de la medición del progreso en el cumplimiento de los requisitos dentro de las áreas prioritarias específicas y el informe de estos resultados en la misma reunión pública de la junta directiva en la que se adopta el LCAP 2024-2025, y al cargar la información en el Panel Escolar de California, la Primaria Tipton La escuela demostrará haber “cumplido con el estándar” todos los requisitos de los indicadores de desempeño local.

4.2 Save the Children – Resumen del año

Este artículo se volverá a comprar en la reunión de la Junta de agosto.

5. ADMINISTRATIVO: Elementos de acción:

5.1 Resolución de Junta #2023-2024-11 en Materia de Determinación de Gastos de Fondos

Recibido de la Cuenta de Protección Educativa para el Año Fiscal 2024-2025

Moción para aprobar la Resolución de Junta #2023-2024-11 en Materia de Gastos

La determinación de los fondos recibidos de la Cuenta de Protección Educativa para el año fiscal 2024-2025 fue realizada por Shelley Heeger y en segundo lugar por Fernando Cunha.

Voto Sí 3/ No 0 / Abstenerse 0 / Ausente 2

Sí – Iva Sousa, Shelley Heeger y Fernando Cunha

No – 0

Abstenerse – 0

Ausentes – John Cardoza y Greg Rice

5.2 Aprobación de la propuesta del Plan de Responsabilidad de Control Local (LCAP) para 2024-2025

La moción para aprobar la propuesta del Plan de Responsabilidad de Control Local (LCAP) actualizado para 2024-2025 fue presentada por Shelley Heeger y la segunda por Fernando Cunha.

Voto Sí 3/ No 0 / Abstenerse 0 / Ausente 2

Sí – Iva Sousa, Shelley Heeger y Fernando Cunha

No – 0

Abstenerse –0

Ausentes – John Cardoza y Greg Rice

5.3 Aprobación de la Reserva de Exceso del Fondo General de los Distritos

La moción para aprobar la Reserva de Exceso del Fondo General de los Distritos fue presentada por Shelley Heeger y la segunda por Fernando Cunha.

Voto Sí 3/ No 0 / Abstenerse 0 / Ausente 2

Sí – Iva Sousa, Shelley Heeger y Fernando Cunha

No – 0

Abstenerse –0

Ausentes – John Cardoza y Greg Rice

5.4 Aprobación de la Propuesta de Presupuesto Escolar para el Año Escolar 2024-2025

La moción para aprobar el presupuesto escolar propuesto para el año escolar 2024-2025 fue presentada por Shelley Heeger y la segunda por Fernando Cunha.

Voto Sí 3/ No 0 / Abstenerse 0 / Ausente 2

Sí – Iva Sousa, Shelley Heeger y Fernando Cunha

No – 0

Abstenerse –0

Ausentes – John Cardoza y Greg Rice

5.5 Aprobación de la Adenda Federal

La moción para aprobar la Adenda Federal fue presentada por Shelley Heeger y la segunda por Fernando Cunha.

Voto Sí 3/ No 0 / Abstenerse 0 / Ausente 2

Sí – Iva Sousa, Shelley Heeger y Fernando Cunha

No – 0

Abstenerse –0

Ausentes – John Cardoza y Greg Rice

5.6 Firmas autorizadas

La moción para aprobar las Firmas Autorizadas fue hecha por Shelley Heeger y la segunda por Fernando Cunha.

Voto Sí 3/ No 0 / Abstenerse 0 / Ausente 2

Sí – Iva Sousa, Shelley Heeger y Fernando Cunha

No – 0

Abstenerse –0

Ausentes – John Cardoza y Greg Rice

5.7 Plan de prevención de la violencia en el lugar de trabajo de Tipton ESD

La moción para aprobar el Plan de Prevención de la Violencia en el Lugar de Trabajo de Tipton ESD fue presentada por Shelley Heeger y la segunda por Fernando Cunha.

Voto Sí 3/ No 0 / Abstenerse 0 / Ausente 2

Sí – Iva Sousa, Shelley Heeger y Fernando Cunha

No – 0

Abstenerse –0

Ausentes – John Cardoza y Greg Rice

5.8 Calendario Escolar Actualizado para 2024-2025

Shelley Heeger hizo la moción para actualizar el calendario escolar para 2024-2025 y Fernando Cunha la secundó.

Voto Sí 3/ No 0 / Abstenerse 0 / Ausente 2

Sí – Iva Sousa, Shelley Heeger y Fernando Cunha

No – 0

Abstenerse –0

Ausentes – John Cardoza y Greg Rice

5.9 Resolución 2023-2024-12 Aprueba Venta de Bienes Muebles Innecesarios

La señora Iva Sousa solicitó a la señora Bettencourt que firmara la resolución por ausencia del secretario.

Moción para aprobar la Resolución 2023-2024-12 Aprobando la Venta de Personal Innecesario

La propiedad fue realizada por Shelley Heeger y la segunda por Fernando Cunha.

Voto Sí 3/ No 0 / Abstenerse 0 / Ausente 2

Sí – Iva Sousa, Shelley Heeger y Fernando Cunha

No – 0

Abstenerse –0

Ausentes – John Cardoza y Greg

5.10 Memorando de entendimiento por y entre empleados escolares de California

Asociación y su Capítulo 765 de Tipton y el Distrito Escolar Primario de Tipton

La moción para aprobar el Memorando de Entendimiento entre la Asociación de Empleados Escolares de California y su Capítulo 765 de Tipton y el Distrito Escolar Primario de Tipton fue presentada por Shelley Heeger y la segunda por Fernando Cunha.

Voto Sí 3/ No 0 / Abstenerse 0 / Ausente 2

Sí – Iva Sousa, Shelley Heeger y Fernando Cunha

No – 0

Abstenerse –0

Ausentes – John Cardoza y Greg Rice

6. Clausura de la sesión cerrada: 7:26 pm

7. Volver a reunirse para abrir la sesión a las 8:33 p.m.

8. Informe de la sesión cerrada

6.1 Código de Gobierno Sección 54957.6

Conferencia con negociadores laborales

Representantes designados de la agencia: Superintendente

Organización de empleados: Asociación de empleados escolares de California y su capítulo

765

6.2 Código de Gobierno Sección 54957.6

Conferencia con negociadores laborales

Representantes designados de la agencia: Superintendente

Organización de empleados: CTA

6.3 Código de Educación sección 35146, 48912(b), 48916, 48918, 48900 et seq., 49060 et

siguientes, y 20 U.S.C. sección 1232g Asuntos de disciplina estudiantil u otros asuntos estudiantiles confidenciales Consideración de readmisión luego de Expulsión: Estudiante N° 2023202401

La moción para aprobar la readmisión después de la expulsión: Estudiante número 2023202401 fue presentada por Shelley Heeger y la segunda por Fernando Cunha.

Voto Sí 3/ No 0 / Abstenerse 0 / Ausente 2

Sí – Iva Sousa, Shelley Heeger y Fernando Cunha

No – 0

Abstenerse –0

Ausentes – John Cardoza y Greg Rice

9. Clausura 20:34 horas

Acta aprobada el 13 de agosto de 2024

Iva Sousa, Presidenta

John Cardoza, Secretario

Stacey Bettencourt, Secretaria

3. **CONSENT CALENDAR: Action items:**
 - 3.2 Minutes of Special Board Meeting – June 25, 2024

Tipton Elementary School District

MINUTES

SPECIAL BOARD MEETING

Tuesday, June 25, 2024

6:00 p.m. District Board Room

1. CALL TO ORDER- FLAG SALUTE

Board President, Iva Sousa called the meeting to order at 6:00 pm and led the flag salute. Board Members present: Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice.

2. PUBLIC INPUT:

2.1 Community Relations/Citizen Comments

3. Adjourn to Closed Session: 6:01 pm

4. Reconvene to Open Session 7:24 pm

5. Report out from Closed Session

3.1 Education Code section 35146

Student transfers, inter District request, etc

Motion to approve student #24-25031 request for inter District was made by John Cardoza and second by Greg Rice.

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

Motion to approve student #24-2512 request for inter District was made by John Cardoza and second by Greg Rice.

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

Motion to approve student #24-2513 request for inter District was made by John Cardoza and second by Greg Rice.

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

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

Discussion Only

3.3 Government Code Section 54957.6
Conference with labor negotiators
Agency designated representatives: Superintendent
Employee Organization: California School Employees Association and its Chapter
765

Discussion Only

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

No Discussion

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

No Discussion

6. ADJOURNMENT: 7:25 pm

Minutes approved August 13, 2024,

Iva Sousa, President

John Cardoza, Clerk

Stacey Bettencourt, Secretary

Distrito escolar primario de Tipton

MINUTOS

REUNIÓN ESPECIAL DE LA JUNTA

martes, 25 de junio de 2024

6:00 p.m. Sala de juntas del distrito

1. LLAME PARA ORDENAR - SALUDO A LA BANDERA

La presidenta de la Junta Directiva, Iva Sousa, abrió la reunión a las 6:00 pm y encabezó la bandera. saludo. Miembros de la Junta presentes: Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha y Greg Rice.

2. COMENTARIOS DEL PÚBLICO:

2.1 Relaciones comunitarias/comentarios de los ciudadanos

3. Clausura de la sesión cerrada: 6:01 pm

4. Volver a reunirse para la sesión abierta a las 7:24 p.m.

5. Informe desde la sesión cerrada

3.1 Código de Educación sección 35146

Transferencias de estudiantes, solicitud entre distritos, etc.

La moción para aprobar la solicitud del estudiante #24-25031 para interdistrito fue hecha por John Cardoza y la segunda por Greg Rice.

Voto Sí 5/ No 0 / Abstención 0 / Ausente 0

Sí – Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha y Greg Rice

No – 0

Abstenerse –0

Ausente – 0

La moción para aprobar la solicitud del estudiante #24-2512 para interdistrito fue hecha por John Cardoza y la segunda por Greg Rice.

Voto Sí 5/ No 0 / Abstención 0 / Ausente 0

Sí – Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha y Greg Rice

No – 0

Abstenerse –0

Ausente – 0

La moción para aprobar la solicitud del estudiante #24-2513 para interdistrito fue hecha por John Cardoza y la segunda por Greg Rice.

Voto Sí 5/ No 0 / Abstención 0 / Ausente 0

Sí – Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha y Greg Rice

No – 0

Abstenerse –0

Ausente – 0

3.2 Código de Gobierno Sección 54957.6

Conferencia con negociadores laborales

Representantes designados de la agencia: Superintendente

Organización de empleados: CTA

Sólo discusión

3.3 Código de Gobierno Sección 54957.6

Conferencia con negociadores laborales

Representantes designados de la agencia: Superintendente

Organización de empleados: Asociación de empleados escolares de California y su capítulo

65

Sólo discusión

3.4 Organización de los empleados:

Código de Gobierno Sección 54957.6

Conferencia con negociadores laborales

Representantes designados de la agencia: Superintendente

Organización de empleados: director, gerente comercial y empleados administrativos

Sin discusión

3.5 Código de Gobierno Sección 54957.6

Conferencia con negociadores laborales

Representantes designados por la agencia: Presidente de la Junta

Organización de empleados: Superintendente

Sin discusión

6. **CLAUSURA:** 7:25 pm

Acta aprobada el 13 de agosto de 2024,

Iva Sousa, Presidenta

John Cardoza, Secretario

Stacey Bettencourt, Secretaria

3. **CONSENT CALENDAR: Action items:**
 - 3.3 Minutes of Special Board Meeting – July 2, 2024

Tipton Elementary School District

MINTUES

SPECIAL BOARD MEETING

Tuesday, July 2, 2024

6:00 p.m. District Board Room

1. CALL TO ORDER- FLAG SALUTE

Board President, Iva Sousa called the meeting to order at 6:00 pm and led the flag salute. Board Members present: Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice. Guest: Jackie Everett.

2. PUBLIC INPUT:

2.1 Community Relations/Citizen Comments

3. ADMINISTRATIVE: Action items:

3.1 Resource Teacher Job Description

Motion to approve the updated Resource Teacher Job Description and add the following language (13. All other assigned duties as needed but not limited to yard duty, substitute teaching etc.) was made by John Cardoza and second by Greg Rice.

Vote Yea 5/ No 0 / Abstain 0 / Absent

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

No – 0

Abstain –0

Absent – 0

4. Adjourn to Closed Session: 6:08 pm

5. Reconvene to Open Session 6:20 pm

6. Report out from Closed Session

4.1 Government Code Section 54957

Public Employee Discipline/Dismissal/Release/Complaint

Motion to ratify employee #5327203969, a Resource Teacher's resignation effective July 2, 2024 and accepted by the Superintendent on June 28, 2004 was made by John Cardoza and second by Greg Rice

Vote Yea 5/ No 0 / Abstain 0 / Absent

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

No – 0

Abstain –0

Absent – 0

7. **ADJOURNMENT: 6:20 pm**

Minutes approved August 13, 2024,

Iva Sousa, President

John Cardoza, Clerk

Stacey Bettencourt, Secretary

Distrito escolar primario de Tipton

Minutos

REUNIÓN EXTRAORDINARIA DE LA JUNTA

martes, 2 de julio de 2024

6:00 p.m. Sala de juntas del distrito

1. LLAME PARA ORDENAR- SALUDO A LA BANDERA

La presidenta de la Junta Directiva, Iva Sousa, abrió la reunión a las 6:00 pm y encabezó la bandera. saludo. Miembros de la Junta presentes: Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha y Greg Rice. Invitada: Jackie Everett.

2. COMENTARIOS DEL PÚBLICO:

2.1 Relaciones comunitarias/comentarios de los ciudadanos

3. ADMINISTRATIVO: Elementos de acción:

3.1 Descripción del puesto de maestro de recursos

La moción para aprobar la Descripción del puesto de maestro de recursos actualizada y agregar el siguiente texto (13. Todas las demás tareas asignadas según sea necesario, pero no limitadas a tareas de jardín, enseñanza sustituta, etc.) fue presentada por John Cardoza y en segundo lugar por Greg Rice.

Voto Sí 5/ No 0 / Abstenerse 0 / Ausente

Sí, Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha y Greg Rice.

No – 0

Abstenerse –0

Ausente – 0

4. Clausurar la sesión cerrada: 6:08 pm

5. Volver a reunirse para la sesión abierta 6:20 pm

6. Informe desde la sesión cerrada

4.1 Código de Gobierno Sección 54957

Disciplina/Despido/Liberación/Queja de Empleados Públicos

La moción para ratificar la renuncia del empleado #5327203969, un maestro de recursos, efectiva el 2 de julio de 2024 y aceptada por el Superintendente el 28 de junio de 2004, fue presentada por John Cardoza y segunda por Greg Rice.

Voto Sí 5/ No 0 / Abstenerse 0 / Ausente

Sí, Iva Sousa, Shelley Heeger, John Cardoza, Fernando Cunha y Greg Rice.

No – 0

Abstenerse –0

Ausente – 0

7. APLAZAMIENTO: 6;20 pm

Acta aprobada el 13 de agosto de 2024,

Iva Sousa, Presidenta

John Cardoza, Secretario

Stacey Bettencourt, Secretaria

3. **CONSENT CALENDAR: Action items:**
 - 3.4 Minutes of Special Board Meeting – July 9, 2024

Tipton Elementary School District MINUTES

SPECIAL BOARD MEETING

Tuesday, July 9, 2024

6:00 p.m. District Board Room

1. CALL TO ORDER- FLAG SALUTE

Board President, Iva Sousa called the meeting to order at 6:00 pm and led the flag salute. Board Members present: Iva Sousa, Shelley Heeger, John Cardoza, and Greg Rice. Absent: Fernando Cunha. Guest: Jackie Everett

2. PUBLIC INPUT:

2.1 Community Relations/Citizen Comments

3. Adjourn to Closed Session: 6:02 pm

4. Reconvene to Open Session 6:10 pm

5. Report out from Closed Session

3.1 Government Code Section 54957

Public Employee Appointment/Employment

Title: 4th grade Teacher

Motion to approve Chris Luyando as 4th grade teacher for the 2024-2025 school year was made by and second by Greg Rice and second by John Cardoza.

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

Yea – Iva Sousa, Shelley Heeger, John Cardoza and Greg Rice

No – 0

Abstain – 0

Absent – Fernando Cunha

6. ADJOURNMENT: 6:23pm

Minutes approved August 13, 2024,

Iva Sousa, President

John Cardoza, Clerk

Stacey Bettencourt, Secretary

Distrito escolar primario de Tipton

Minutos

REUNIÓN ESPECIAL DE LA JUNTA

martes, 9 de julio de 2024

6:00 p.m. Sala de juntas del distrito

1. LLAME PARA ORDENAR - SALUDO A LA BANDERA

La presidenta de la Junta Directiva, Iva Sousa, abrió la reunión a las 6:00 pm y encabezó la bandera. saludo. Miembros de la Junta presentes: Iva Sousa, Shelley Heeger, John Cardoza y Greg Rice. Ausente: Fernando Cunha. Invitada: Jackie Everett

2. COMENTARIOS DEL PÚBLICO:

2.1 Relaciones comunitarias/comentarios de los ciudadanos

3. Suspender la sesión a puerta cerrada: 6:pm

4. Volver a reunirse para la sesión abierta pm

5. Informe desde la sesión cerrada

3.1 Código de Gobierno Sección 54957

Nombramiento/Empleo de Empleado Público

Título: Maestra de 4to grado

La moción para aprobar a Chris Luyando como maestro de 4to grado para el año escolar 2024-2025 fue presentada en segundo lugar por Greg Rice y en segundo lugar por John Cardoza.

Voto Sí 4/ No 0 / Abstención 0 / Ausente 1

Sí – Iva Sousa, Shelley Heeger, John Cardoza y Greg Rice

No – 0

Abstenerse – 0

Ausente – Fernando Cunha

6. APLAZAMIENTO: pm

Acta aprobada el 13 de agosto de 2024,

Iva Sousa, Presidenta

John Cardoza, Secretario

Stacey Bettencourt, Secretaria

3. **CONSENT CALENDAR: Action items:**
 - 3.5 Minutes of Special Board Meeting – July 23, 2024

Tipton Elementary School District

MINUTES

SPECIAL BOARD MEETING

Tuesday, July 23, 2024

6:00 p.m. District Board Room

1. CALL TO ORDER- FLAG SALUTE

Board President, Iva Sousa called the meeting to order at 6:01 pm and led the flag salute. Board Members present: Iva Sousa, Fernando Cunha, John Cardoza, and Greg Rice. Absent: Shelley Heeger. Guest Jackie Everett

2. PUBLIC INPUT:

2.1 Community Relations/Citizen Comments

3. ADMINISTRATIVE: Action items:

3.1 Change Order #2 for New TK Classrooms at Tipton Elementary School

Motion to approve Change Order #2 for New TK Classrooms at Tipton Elementary School was made by Fernando Cunha and second by John Cardoza.

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

Yea -

No – 0

Abstain –0

Absent – Shelley Heeger

3.2 Agreement with Jana Rice for CALPADS Reporting Services

Motion to approve Agreement with Jana Rice for CALPADS Reporting Services was made by Fernando Cunha and second by John Cardoza.

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

Yea -

No – 0

Abstain –0

Absent – Shelley Heeger

3.3 Authorized Signers for 2024

Motion to approve Jackie Everett as an Authorized Signers for 2024 was made by Fernando Cunha and second by John Cardoza.

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

Yea -

No – 0
Abstain – 0
Absent – Shelley Heeger

4. ANY OTHER BUSINESS:

4.1 Administrative Regulation (AR) 5145.72/4119.13/4119.13/4219.13/4319.13
2024 Title IX Sex Discrimination Grievance Procedures

Mrs. Stacey Bettencourt and Mrs. Jackie Everett gave a brief update on the new administrative regulations for the 2024 Title IX Sex Discrimination Grievance Procedures. The regulations will be brought back for approval at the next regular board meeting. The regulations will be posted online once approved by the Board.

5. ADJOURNMENT: 6:10 pm

Minutes approved August 13, 2024,

Iva Sousa, President

John Cardoza, Clerk

Stacey Bettencourt, Secretary

Distrito escolar primario de Tipton

MINUTOS

REUNIÓN ESPECIAL DE LA JUNTA

martes, 23 de julio de 2024

6:00 p.m. Sala de juntas del distrito

1. LLAME PARA ORDENAR - SALUDO A LA BANDERA

La presidenta de la Junta Directiva, Iva Sousa, abrió la reunión a las 6:01 pm y encabezó la bandera. saludo. Miembros de la Junta presentes: Iva Sousa, Fernando Cunha, John Cardoza y Greg Rice. Ausente: Shelley Heeger. Invitada Jackie Everett

2. COMENTARIOS DEL PÚBLICO:

2.1 Relaciones comunitarias/comentarios de los ciudadanos

3. ADMINISTRATIVO: Elementos de acción:

3.1 Orden de cambio n.º 2 para nuevas aulas de TK en la escuela primaria Tipton

La moción para aprobar la Orden de cambio n.º 2 para nuevas aulas de TK en la Escuela Primaria Tipton fue presentada por Fernando Cunha y la segunda por John Cardoza.

Voto Sí 4/ No 0 / Abstención 0 / Ausente 1

Sí -

No – 0

Abstenerse –0

Ausente - Shelley Heeger

3.2 Acuerdo con Jana Rice para CALPADS Reporting Services

La moción para aprobar el Acuerdo con Jana Rice para CALPADS Reporting Services fue presentada por Fernando Cunha y la segunda por John Cardoza.

Voto Sí 4/ No 0 / Abstención 0 / Ausente 1

Sí -

No – 0

Abstenerse –0

Ausente - Shelley Heeger

3.3 Firmantes autorizados para 2024

Fernando Cunha presentó la moción para aprobar a Jackie Everett como firmante autorizado para 2024 y la secundó John Cardoza.

Voto Sí 4/ No 0 / Abstención 0 / Ausente 1

Sí -

No – 0

Abstenerse –0

Ausente - Shelley Heeger

4. CUALQUIER OTRO NEGOCIO:

4.1 Reglamento Administrativo (AR) 5145.72/4119.13/4119.13/4219.13/4319.13

Procedimientos de quejas por discriminación sexual del Título IX de 2024

La Sra. Stacey Bettencourt y la Sra. Jackie Everett dieron una breve actualización sobre las nuevas regulaciones administrativas para los Procedimientos de Quejas por Discriminación Sexual del Título IX de 2024. El reglamento será presentado para su aprobación en la próxima reunión ordinaria de la junta directiva. Las regulaciones se publicarán en línea una vez que las apruebe la Junta.

5. CLAUSURA: 6:10 pm

Acta aprobada el 13 de agosto de 2024,

Iva Sousa, Presidenta

John Cardoza, Secretario

Stacey Bettencourt, Secretaria

3. **CONSENT CALENDAR: Action items:**
 - 3.6 Conference, Field Trip, Fund Raiser and Facilities Request



TIPTON ELEMENTARY SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL FACILITIES
(APPLICATION MUST BE FILED AT LEAST ONE WEEK IN ADVANCE)

1. NAME OF SPONSORING ORGANIZATION

Ladies Physical/Zumba Class

2. PERSON RESPONSIBLE__ Irene Recendez, Yanet Villa and Veronica Amatton

ADDRESS_276 S.Thompson Rd. Lepton CA . 93272

DATE OF APPLICATION_07-23-2024 PHONE_359-5620 or 752-4064

3. ROOM OR FACILITIES DESIRED_ Cafeteria

Starting date 08/12/2024 M-F__ Will follow School Calendar

TIME(S)_6:30 7:30 P.M.

SERVICES OR ITEMS REQUESTED_ Doors open, Lights on, air conditioner or Heat as needed.

Ladies will sign in and out, follow Covid 19 regulations, Also an agreement to assume sole responsibility for personal or physical injury

FACILITIES TO BE USED FOR_. Physical Exercise and Zumba dance.

STATEMENT OF INFORMATION

The undersigned states that, to the best of his/her knowledge, the School Property for the use of which application is hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime, including, Penal Code, or section 40056 of the Ed. Code. I hereby certify (or declare) under penalty of perjury that the foregoing is true and correct.

I have read the statement of Information in it's entirety and agree to the conditions required for the use of the above facility request(s).

Certificate of Liability Insurance attached_____

Approved_____ Disapproved_____ Rental Fee_____ Deposit Fee_____

Signature_Irene Recendez Irene Recendez

Superintendent or Designee Shirley Blumenthal

8th Tipton Elementary School District

Name of Club: 8th Grade Class of 2025

Request for Fundraiser Approval and Revenue Projection

Date form submitted: 8/8/24 School Year: 2023-2024
Submitted by: Michelle Nikol's

PROPOSED ACTIVITY:

Name of activity or type of fundraiser: World's Finest Chocolates, INC.

Location of activity: _____

Facilities needed: NONE

Items to be sold: Chocolate Candy Bars

Date of activity: Nov/Dec 2024

Time of activity: From _____ a.m./p.m. To: _____ a.m. /p.m.

Item/Ticket selling price: \$ 1⁰⁰ each bar = 60⁰⁰ Box, profit 24⁰⁰

Cash Box required? Yes No

Number of items purchased for sale: 110 boxes @ \$ 35⁰⁰ each = \$ 3,850⁰⁰ total

ASB purchase order required? Yes No

How much income is anticipated? \$ 4,240⁰⁰ how much expense is anticipated? \$ Cost out of pocket for candy

How will profit be used? Profit will go towards 8th trip and year-end activities

Fundraiser Contact Person: Michelle Nikol's / Corina Manfredi

Phone Number: 559-359-0816

Submit Form to Principal/Superintendent (Principal/Superintendent forward form to Business Office)

Approved by: Stacey Bennett
Principal/Superintendent: _____

Business Manager/ASB Adiministrator: [Signature]

Reason for disapproval, if applicable: _____

Tipton Elementary School District

Name of Club: 8th Grade Class of 2025

Request for Fundraiser Approval and Revenue Projection

School Year: 2023-2024
Date form submitted: 8/8/24 Submitted by: Michelle Nicks

PROPOSED ACTIVITY:

Name of activity or type of fundraiser: Fall Carnival ^{Taco} Dinner Tickets

Location of activity: Tipton School

Facilities needed: MPR Building / ~~at~~ Kitchen

Items to be sold: 2 tacos, rice & beans

Date of activity: end of Sept / Oct. 2024

Time of activity: From a.m./p.m. To: a.m./p.m.

Item/Ticket selling price: \$ _____

Cash Box required? Yes No

Number of items purchased for sale: 10 per ticket @ \$ 10 each each = \$ 5800 -

ASB purchase order required? Yes No (58 student's x 10-tickets)

How much income is anticipated? \$ 5,800 - how much expense is anticipated? \$ @ 80 - for tickets

How will profit be used? 100% profit will go towards each student for 8th grade trip and year-end activities.

Fundraiser Contact Person: Michelle Nicks

Phone Number: 559-359-0126

Submit Form to Principal/Superintendent (Principal/Superintendent forward form to Business Office)

Approved by: Shirley Bettencourt
Principal/Superintendent: _____

Business Manager/ASB Administrator: [Signature]

Reason for disapproval, if applicable: _____

Note: Fundraising Event Profit form is due two weeks after close of activity/fundraiser.

Tipton Elementary School District

Name of Club: 8th Grade Class of 2025

Request for Fundraiser Approval and Revenue Projection

School Year: 2023-2024
Date form submitted: 8/8/24 Submitted by: Michelle Nuckels

PROPOSED ACTIVITY:

Name of activity or type of fundraiser: Donation for a "Side of Beef"

Location of activity: _____

Facilities needed: NONE

Items to be sold: "Side of Beef"

Date of activity: Aug 19 - Sept. 6

Time of activity: From _____ a.m./p.m. To: _____ a.m. /p.m.

Item/Ticket selling price: \$ 10⁰⁰ per ticket

Cash Box required? Yes No

Number of items purchased for sale: 5 tickets @ \$ 10⁰⁰ each student each = \$ 2,400 - (48 students) (We hope for more)

ASB purchase order required? Yes No

How much income is anticipated? \$ 2,400 - how much expense is anticipated? \$ @ 80 - for tickets

How will profit be used? 100% profit will go towards each student for their 8th grade trip and year-end expenses

Fundraiser Contact Person: Michelle Nuckels

Phone Number: 559-359-0124

Submit Form to Principal/Superintendent (Principal/Superintendent forward form to Business Office)

Approved by: [Signature]
Principal/Superintendent: _____

Business Manager/ASB Adiministrator: [Signature]

Reason for disapproval, if applicable: _____

Tipton Elementary School District

Name of Club: Student Council

Request for Fundraiser Approval and Revenue Projection

School Year: 2024-2025

Date form submitted: 8-6-2024

Submitted by: Debbie Gilbert

PROPOSED ACTIVITY:

Name of activity or type of fundraiser: Dance

Location of activity: MPR

Facilities needed: MPR

Items to be sold: water, nachos cookies

Date of activity: 8-30-2024

Time of activity: From 6:00 a.m./p.m.

To: 8:30 a.m./p.m.

Item/Ticket selling price: \$ 3.00

Cash Box required?

Yes

No

Number of items purchased for sale: TBA

@ \$

usually student body brings items each = \$

ASB purchase order required?

Yes

No

How much income is anticipated? \$

how much expense is anticipated? \$

RJ-

How will profit be used?

student body activities

Fundraiser Contact Person: Debbie Gilbert

Phone Number: _____

Submit Form to Principal/Superintendent (Principal/Superintendent forward form to Business Office)

Approved by:

[Signature]

Principal/Superintendent:

Business Manager/ASB Administrator: _____

Reason for disapproval, if applicable: _____

Note: Fundraising Event Profit form is due two weeks after close of activity/fundraiser.

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) ASES GRADE K-8th

CLASSES ATTENDING ASES students

DATE OF TRIP 8/24/2024 NUMBER OF PUPILS 100 ADULTS 12

DESTINATION Gilroy Gardens

BUS TO LEAVE SCHOOL AT 7:00 AM RETURN AT 6:30 PM

BUS ROUTING AND STOPS

Drive on a charter bus to Gilroy Garden. Stop for the restroom mid point. Depart Gilroy at 3pm.

USE THE BACK OF THIS PAPER IF ROUTNING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: _____

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ 4,000.00 100 Breakfast needed
100 Snacks needed

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO _____ HOW MANY _____

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO _____ HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE [Signature]

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT [Signature]

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Sun, Reyes, Hurtado GRADE 6

CLASSES ATTENDING all 6th grade

DATE OF TRIP 8/20-8/23 NUMBER OF PUPILS 260 ADULTS 3

DESTINATION Seaton

BUS TO LEAVE SCHOOL AT 9:15 am (8/20) RETURN AT 1:30 (8/23)

BUS ROUTING AND STOPS

No stops

USE THE BACK OF THIS PAPER IF ROUTNING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: Science Connection

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ _____

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO HOW MANY _____

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE [Signature]

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT [Signature]

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

3.7 Agreement with TCOE for RN School Health Programs for 2024-2025

Tulare County Office of Education

Committed to Students, Support & Service

Tim A. Hire
*County
Superintendent
of Schools*

P.O. Box 5091
Visalia, California
93278-5091

(559) 733-6300
tcoe.org

Administration
(559) 733-6301
fax (559) 627-5219

Business Services
(559) 733-6474
fax (559) 737-4378

Human Resources
(559) 733-6306
fax (559) 627-4670

Instructional Services
(559) 302-3633
fax (559) 739-0310

Special Services
(559) 730-2910
fax (559) 730-2511

Main Locations

**Administration
Building & Conference
Center**
6200 S. Mooney Blvd.
Visalia

Doe Avenue Complex
7000 Doe Ave.
Visalia

**Liberty Center/
Planetarium &
Science Center**
11535 Ave. 264
Visalia

July 1, 2024

Tipton School District
PO Box 787
Tipton, CA 93272

Ms. Stacey Bettencourt,

Attached is your Agency Agreement for 2024 - 25 from School Health Programs.

Please sign and return either by e-mail or by mail to:

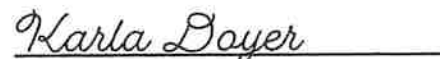
E-mail: karla.doyer@tcoe.org

OR

Mail: Tulare County Office of Education
Attn: Karla Doyer, Purchasing & Agreements Manager
P.O. Box 5091
Visalia, Ca 93278-5091

Please feel free to contact me if you have any questions. Thank you.

Sincerely,



Karla Doyer

Purchasing & Agreements Manager | 559-302-3729 | karla.doyer@tcoe.org

SCOPE OF SERVICES - EXHIBIT A

1. RESPONSIBILITIES OF DISTRICT:

(Please provide a detailed description of services and deliverables to be provided by Tipton School District.)

Please see attached Exhibit A Scope of Services: Responsibilities of District

2. RESPONSIBILITIES OF SUPERINTENDENT:

(Please provide a list of items The Tulare County Superintendent of Schools will furnish.)

Please see attached Exhibit A Scope of Services: Responsibilities of Superintendent

FEE SCHEDULE

The contract total for services to be provided are estimated to be

The contract total for services to be provided are estimated to be \$12,090.00, including travel or other expenses. 10 days is \$1,209.00 per day = \$12,090.00.

including travel or other expenses.

Payment will be by the job or day unless specified otherwise in a fee schedule attached to this document.

Exhibit (A) Tipton RN Exhibit A Scope of Services.pdf 512.3KB

Exhibit (B)

Exhibit (C)

Exhibit (D)

AGENCY AGREEMENT 250301

THIS AGREEMENT, is entered into between the **Tulare County Superintendent of Schools**, referred to as **SUPERINTENDENT** and **Tipton School District**, referred to as **DISTRICT**.

ACCORDINGLY, IT IS AGREED:

1. TERM: This Agreement shall become

effective as

8/1/2024

and shall expire on .

6/30/2025

2. **SERVICES:** DISTRICT shall provide services as set forth: (See attached Scope of Services - Exhibit A for details. The Exhibit A is made part of this Agreement by reference.)

3. **COST OF SERVICES:** DISTRICT shall pay SUPERINTENDENT for the actual cost of such services to the extent they are allowable not to exceed the sum of

sum of \$ 12,090.00

4. METHOD OF PAYMENT:

- a. **SUPERINTENDENT must submit itemized invoices to DISTRICT** for the cost of the services.
- b. **SUPERINTENDENT** is responsible for maintaining verifiable records for all expenditures.

5. **INDEMNIFICATION:** 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 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.

6. **TERMINATION:** Either party may terminate this Agreement without cause by giving thirty (30) calendar days advance written notice to the other party.

THE PARTIES, having read and considered the above provisions indicate their agreement by their authorized signatures below.

DISTRICT
Stacey Bettencourt
Tipton School District
P.O. Box 787
Tipton, CA 93272

SUPERINTENDENT
Tim A. Hire, Superintendent
Tulare County Superintendent of
Schools
Tulare County Office of Education
P.O. Box 5091
Visalia CA 93278-5091

SUPERINTENDENT

Signature

Tim A. Hiro

Date

7/1/2024

DISTRICT

Signature

Sign

Date

7/2/22

Stacey Belluscio

TCOE Program Information

Contact Person:

Margarita Quintana

Telephone:

(559) 651-0130, ext. 3730

Department/Program: School Health Programs

Please return an original copy to:

Tulare County Office of Education
ATTN: Internal Business Services Secretary
P.O. Box 5091
Visalia, CA 93278-5091

EXHIBIT A

SCOPE OF SERVICES

1. RESPONSIBILITIES OF DISTRICT:

The District agrees to provide the following information to the designated Credentialed School Nurse and abide by the following:

- Access to student health information.
- Access to school technology with the support of school Information Technology (IT) staff.
- Access to list of students by school site with chronic health/medical conditions for the current school year.
- Access to a list of students that are on Individual Educational Plans and dates of initials, annuals and triennials for the current school year.
- Access to a list of students with a 504 plan and date of review.
- Access to a list of staff that have a current CPR certification and First Aid certification for designated staff assisting with health services or First Aid.
- Access to a workspace in which confidential health calls and health screenings can be conducted.
- Access to a current bell schedule for all grades.
- Clinical support to be provided during mandated health screenings by the health designee (i.e., unlicensed assistive personnel, health aid and/or TCOE LVN).
- Access to staff, facility space, technology support and ability to make copies of handouts for school staff attending annual and ongoing health trainings.
- Provide a credentialed classroom teacher for all student classroom teaching done by the School Nurse as it relates to health/hygiene.
- If a District chooses to provide supervision via a District supervisor with respect to Nurse interaction with staff and students, the School Nurse is solely responsible for all matters pertaining to the nursing services they provide to students.
- Access to students, facility space, technology support and ability to make copies of handouts for student sexual health education.
- Provide reasonable access to classroom or facility space that will be conducive to learning for students and parent preview.
- Collaborate with the School Nurse in scheduling parent preview and classroom instruction for sexual health education.

EXHIBIT A

- Provide a credentialed classroom teacher that can observe all student classroom instruction provided by the School Nurse as it relates to sexual health education.
- Assist the School Nurse in distributing parent/guardian notification letters at a minimum of 14 days prior to classroom instruction.
- Inform the Credentialed School Nurse of any parent/guardian letters received that “opt-out” their student for sexual health education. The school will not provide any standard form for parents/guardians to use to “opt-out” their student out of instruction.
- The District understands when an additional TCOE School Nurse is providing nursing services in the District, that day(s) of service will be counted as a contracted day.

District agrees to pay Superintendent the sum of **\$12,090.00** for **Health/School Nursing services, supervision of the contracted TCOE LVN, and comprehensive sexual health education services for 10 days** as provided in this Agreement.

2. RESPONSIBILITIES OF SUPERINTENDENT:

Tulare County Superintendent of Schools will provide a qualified staff member(s) pursuant to Education Code section 44872, 44267.5, and 44877 to perform health/school nursing services, supervision of the contracted TCOE, LVN and sexual health education services including:

- Conducting medical case finding, screening and referral activities related to health defects of pupils.
- Referring parents/guardians of pupils needing medical care or welfare assistance to appropriate resources.
- Conducting a program directed toward the control of communicable diseases in the school and community.
- Consult, conduct and serve as a health education resource person.
- Conduct health in-service trainings for school staff.
- Interpret medical and nursing findings appropriate to the student’s individualized education program and make recommendations to professional personnel directly involved.

EXHIBIT A

- The School Nurse researches, develops, and implements Emergency Action Plans and/or Individualized Health Care Plans for students with chronic health conditions as necessary.
- A qualified staff member(s) pursuant to Education Code section 44872, 44267.5, and 44877 to perform health/school nursing services related to sexual health education.
- School Health Programs will review and adopt a sexual health curriculum that meets California Healthy Youth Act, California Education Code (EC) sections 51930-51939, utilizing a program review process and the compliance assessment tool completed by the Adolescent Sexual Health Work Group (ASHWG).
- The School Nurse will collaborate with the District in the planning and scheduling of sexual health education parent preview and classroom instruction during the school year.
- The School Nurse reports directly to their employer and supervisor of school health who is at a minimum of a Registered Nurse holding a current Credential in School Nursing and an Administrative Credential.
- A Credentialed School Nurse to provide oversight supervision and training of the TCOE Licensed Vocational Nurse (LVN) working in an educational setting.
- Supervision of the TCOE LVN by the credentialed school nurse at a minimum requires indirect supervision. The credentialed school nurse has the authority to determine the type and frequency of supervision needed over the TCOE LVN based on the type of specialized healthcare procedure, competence, skill level and the individual student health needs. The three types of supervision levels may include any of the following:
 - Direct supervision:
 - The credentialed school nurse is present in the same building as the TCOE LVN being supervised and able to respond directly to the needs of the student or supervisee.
 - Immediate supervision:
 - The credentialed school nurse is physically present, next to the student and TCOE LVN, providing close supervision and/or assistance.
 - Indirect supervision:
 - The credentialed school nurse is available to the TCOE LVN, either in person or through electronic means, to provide necessary guidance, consultation, and referral to appropriate care and services.

EXHIBIT A

- The credentialed school nurse monitors and documents the competency and performance of the TCOE LVN, no less frequently than annually, and more frequently as determined by the performance of the TCOE LVN and the complexity of the procedure. The TCOE LVN is required to maintain their scope of practice within the State Nurse Practice Act and other health laws and regulations.
- The credentialed school nurse will have ongoing communication with the TCOE LVN, which are important to ensure the integrity of the school health services team and for optimal student health outcomes. Therefore, communication between the credentialed school nurse and the TCOE LVN may occur either in person and/or indirectly through electronic means (i.e., email, telephone, text, facetime, zoom, etc...).
- If the credentialed school nurse is unavailable, they will instruct the TCOE LVN to call Tulare County Office of Education, School Health Programs office and request to speak to the Administrator of School Health Programs.

FEE SCHEDULE

The contract total for services to be provided are estimated to be \$12,090.00, including travel or other expenses. 10 days is \$1,209.00 per day = \$12,090.00.

Payment will be by the job or day unless specified otherwise in a fee schedule attached to this document.

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

3.8 Agreement with TCOE for LVN School Health Programs for 2024-2025

Tulare County
Office of Education
Committed to Students, Support & Service

Tim A. Hire
County
Superintendent
of Schools

P.O. Box 5091
Visalia, California
93278-5091

(559) 733-6300
tcoe.org

Administration
(559) 733-6301
fax (559) 627-5219

Business Services
(559) 733-6474
fax (559) 737-4378

Human Resources
(559) 733-6306
fax (559) 627-4670

Instructional Services
(559) 302-3633
fax (559) 739-0310

Special Services
(559) 730-2910
fax (559) 730-2511

Main Locations

**Administration
Building & Conference
Center**
6200 S. Mooney Blvd.
Visalia

Doe Avenue Complex
7000 Doe Ave.
Visalia

**Liberty Center/
Planetarium &
Science Center**
11535 Ave. 264
Visalia

July 1, 2024

Tipton School District
PO Box 787
Tipton, CA 93272

Ms. Stacey Bettencourt,

Attached is your Agency Agreement for 2024 - 25 from School Health Programs.

Please sign and return either by e-mail or by mail to:

E-mail: karla.doyer@tcoe.org

OR

Mail: Tulare County Office of Education
Attn: Karla Doyer, Purchasing & Agreements Manager
P.O. Box 5091
Visalia, Ca 93278-5091

Please feel free to contact me if you have any questions. Thank you.

Sincerely,

Karla Doyer

Karla Doyer

Purchasing & Agreements Manager | 559-302-3729 | karla.doyer@tcoe.org

SCOPE OF SERVICES - EXHIBIT A

1. RESPONSIBILITIES OF DISTRICT:

(Please provide a detailed description of services and deliverables to be provided by Tipton School District.)

Please see attached Exhibit A Scope of Services: Responsibilities of District

2. RESPONSIBILITIES OF SUPERINTENDENT:

(Please provide a list of items The Tulare County Superintendent of Schools will furnish.)

Please see attached Exhibit A Scope of Services: Responsibilities of Superintendent

FEE SCHEDULE

The contract total for services to be provided are estimated to be

The contract total for services to be provided are estimated to be \$53,437.00, including travel or other expenses. 185 days is \$288.84 per day = \$53,437.00.

including travel or other expenses.

Payment will be by the job or day unless specified otherwise in a fee schedule attached to this document.

Exhibit (A)	Tipton LVN Scope of Services.pdf	504.49KB
Exhibit (B)		
Exhibit (C)		
Exhibit (D)		

AGENCY AGREEMENT 250298

THIS AGREEMENT, is entered into between the **Tulare County Superintendent of Schools**, referred to as **SUPERINTENDENT** and **Tipton School District**, referred to as **DISTRICT**.

ACCORDINGLY, IT IS AGREED:

1. TERM: This Agreement shall become

effective as

8/1/2024

and shall expire on .

6/30/2025

2. SERVICES: DISTRICT shall provide services as set forth; (See attached Scope of Services - Exhibit A for details. The Exhibit A is made part of this Agreement by reference.)

3. COST OF SERVICES: DISTRICT shall pay SUPERINTENDENT for the actual cost of such services to the extent they are allowable not to exceed the sum of

sum of \$ 53,437.00

4. METHOD OF PAYMENT:

- a. **SUPERINTENDENT must submit itemized invoices to DISTRICT** for the cost of the services.
- b. **SUPERINTENDENT** is responsible for maintaining verifiable records for all expenditures.

5. INDEMNIFICATION: 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 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.

6. TERMINATION: Either party may terminate this Agreement without cause by giving thirty (30) calendar days advance written notice to the other party.

THE PARTIES, having read and considered the above provisions indicate their agreement by their authorized signatures below.

DISTRICT
Stacey Bettencourt
Tipton School District
P.O. Box 787
Tipton, CA 93272

SUPERINTENDENT
Tim A. Hire, Superintendent
Tulare County Superintendent of
Schools
Tulare County Office of Education
P.O. Box 5091
Visalia CA 93278-5091

SUPERINTENDENT

Signature

Tim A. Hiro

Date

7/1/2024

DISTRICT

Signature

Sign

Date

7/2/24

Stacey Betterman

TCOE Program Information

Contact Person:

Margarita Quintana

Telephone:

(559) 651-0130, ext. 3730

Department/Program: School Health Programs

Please return an original copy to:

Tulare County Office of Education
ATTN: Internal Business Services Secretary
P.O. Box 5091
Visalia, CA 93278-5091

EXHIBIT A

SCOPE OF SERVICES

1. RESPONSIBILITIES OF DISTRICT:

The district will provide the Licensed Vocational Nurse the following:

- Access to student health information.
- Access to school workspace and technology with the support of school Information Technology (IT) staff.
- Licensed Vocational Nurse (LVN) cannot legally practice as an individual practitioner in a school setting and must be overseen and supervised by a credentialed school nurse. LVN's should not be placed in a position in which supervision by a designated credentialed school nurse is not available.
- The ability to assist the Credentialed School Nurse with mandated health screenings and follow-ups.
- Allow access to the contracted Licensed Vocational Nurse for supervision and training purposes when the School Nurse is working in the district.
- Allow the Licensed Vocational Nurse the ability to attend the beginning of the school year annual Licensed Vocational Nurse training hosted by Tulare County Office of Education, School Health Programs.
- Districts may not refer to the Licensed Vocational Nurse (LVN) as the "school nurse". Per Education Code 49426, A school nurse is a registered nurse currently licensed under Chapter 6 (commencing with Section 2077) of Division 2 of the Business and Professions Code, and who has completed the additional educational requirements for, and possesses a current credential in, school nursing pursuant to Education Code Section 44877.
- Districts must allow ongoing communication between the credentialed school nurse and the LVN which are important to ensure the integrity of the school health services team and for optimal student health outcomes. Therefore, communication between the credentialed school nurse and the LVN may occur either in person and/or indirectly through electronic means (i.e., email, telephone, text, facetime, zoom, etc...). If at anytime the LVN is unable to reach their assigned credentialed school nurse then they are advised to call Tulare

EXHIBIT A

County Office of Education, School Health Programs office and request to speak to the Administrator of School Health Programs.

District agrees to pay Superintendent the sum of \$53,437.00 for **Licensed Vocational Nurse services** for 185 days at 5 hrs. per day as provided in this Agreement.

2. RESPONSIBILITIES OF SUPERINTENDENT:

Tulare County Superintendent of Schools will provide the following:

- A qualified staff member(s) to perform Licensed Vocational Nurse services including:
 - Provide specialized nursing services to provide insulin administration, gastric tube feedings, catheterizations, and other specialized health care services as assigned.
 - Assists the credentialed School Nurse with mandated health screenings and follow-ups.
 - Assists in maintaining and dispensing medication to students with prescribed medication.
 - Provides first aid care to students.
 - Maintains current and accurate health records.
 - Licensed Vocational Nursing services assigned are within their scope of practice per the Board of Vocational Nursing and Psychiatric Technicians and as specified in the Business and Profession Code-Sections 2859 to 2873.
 - A Credentialed School Nurse to provide oversight supervision and training of the Licensed Vocational Nurse working in an educational setting.
 - Supervision of the LVN by the credentialed school nurse at a minimum requires indirect supervision. The credentialed school nurse has the authority to determine the type and frequency of supervision needed over the LVN based on the type of specialized healthcare procedure, competence, skill level and the individual student health needs. The three types of supervision levels may include any of the following:
 - Direct supervision:
 - The credentialed school nurse is present in the same building as the LVN being supervised and able to respond directly to the needs of the student or supervisee.
 - Immediate supervision:

EXHIBIT A

- The credentialed school nurse is physically present, next to the student and LVN, providing close supervision and/or assistance.
- Indirect supervision:
 - The credentialed school nurse is available to the qualified designated personnel, either in person or through electronic means, to provide necessary guidance, consultation, and referral to appropriate care and services.
- The credentialed school nurse monitors and documents the competency and performance of the LVN, no less frequently than annually, and more frequently as determined by the performance of the LVN and the complexity of the procedure. The LVN is required to maintain their scope of practice within the State Nurse Practice Act and other health laws and regulations.
- The credentialed school nurse will have ongoing communication with the LVN which are important to ensure the integrity of the school health services team and for optimal student health outcomes. Therefore, communication between the credentialed school nurse and the LVN may occur either in person and/or indirectly through electronic means (i.e., email, telephone, text, facetime, zoom, etc...).
- If the credentialed school nurse is unavailable, they will instruct the LVN to call Tulare County Office of Education, School Health Programs office and request to speak to the Administrator of School Health Programs.

FEE SCHEDULE

The contract total for services to be provided are estimated to be \$53,437.00, including travel or other expenses. 185 days is \$288.84 per day = \$53,437.00.

Payment will be by the job or day unless specified otherwise in a fee schedule attached to this document.

3. CONSENT CALENDAR: Action items:

3.9 Agreement with TCOE for Scicon 5th Grade Day Trip and 6th Grade Week Trip for 2024-2025

5th GRADE SCICON DAY TRIP AGREEMENT

THIS AGREEMENT is entered into as of July 1, 2024 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 **2024-2025** school year.

Approximately 2 classes consisting of approximately 40 students

DISTRICT shall pay COUNTY SUPERINTENDENT the sum of One Hundred Fifty dollars (\$150.00) 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, 2025.

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.

c. Each class group size is not to exceed thirty-five people total (e.g. students, teachers, support staff, and parent chaperones)

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.

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.

Tipton Elementary SCHOOL DISTRICT
Date: 7/1/24
By: Spencer Bettencourt
Title: Superintendent

COUNTY SUPERINTENDENT
Date: July 1, 2024
By: Diane Sheu
Tim A. Hire, Tulare County
Superintendent of Schools or Designee

SCICON WEEK TRIP (6th Grade) AGREEMENT

THIS AGREEMENT is entered into as of July 1, 2024, 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 (6th Grade) Trip Rate Schedule for the **2024-2025** school year:

\$ 283.40	Per Teacher/Aide Rate	DISTRICT shall make full payment on or before June 30, 2025.
\$ 50.00	Per High School Student Counselor Rate	
Per Student Rate:		
Five (5)-day week	\$ 283.40	Approximately <u> 0 </u> students (projected count)
Four (4)-day week	\$ 242.63	Approximately <u> 60 </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:** The DISTRICT shall be responsible for all items listed below:
- 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 the 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 (8:1), in addition to the classroom teacher. (Counselor shortage will result in teacher responsibility for student cabins.)
 - d. **MANDATORY - Provide additional support staff for special student accommodations/circumstances (e.g. 1:1 aide, physical disabilities, severe emotional disorders, etc.) SCICON must be notified at least 2 weeks in advance to make accommodations.**
 - e. Notify the COUNTY SUPERINTENDENT of the number of students to attend SCICON four (4) weeks before the scheduled date of attendance.
 - f. Provide transportation for its students and personnel to and from the Program.
 - g. Provide one teacher per class the entire period that its students are in attendance at the Program.
 - h. 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.

- 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.

A. 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.

B. 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.

C. 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.

D. 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.

Tipton Elementary SCHOOL DISTRICT
 Date: 7/1/24
 By: [Signature]
 Title: Superintendent

COUNTY SUPERINTENDENT
 Date: July 1, 2024
 By: [Signature]
 Tim A. Hire, Tulare County
 Superintendent of Schools or Designee

4. **ADMINISTRATIVE: Action items:**
 - 4.2 Updated School Wellness Policy

Tipton Elementary School District



School Wellness Policy

Board Adopted: December 5, 2023

Updated and Approved August 13, 2024

Updated January 2020

Triennial Fall 2023

Updated August 2024

Tipton Elementary School District Wellness Policy

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School Wellness Policy

Tipton Elementary School District is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create a positive, safe, and health-promoting learning environment at every level, in every setting, throughout the school year.

This policy outlines the District approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- ❖ Students have access to healthy foods throughout the school day - both through reimbursable school meals and other foods available throughout the school campus-in accordance with Federal and state nutrition standards;
- ❖ Students have opportunities to be physically active before, during and after school;
- ❖ Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- ❖ The community is engaged in supporting the work of The District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- ❖ The District establishes and maintains an infrastructure for management oversight, implementation, communication and monitoring of the policy and its established goals and objectives.

This policy applies to all students and staff members at Tipton Elementary School District. Specific measurable goals and outcomes are identified within each section below.

I. School Wellness Committee

Committee Role and Membership

BP 5030

STUDENTS

The Board of Trustees recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall build a coordinated school health system that supports and reinforces health literacy through health education, physical education and activity, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe and healthy school environment, and parent/guardian and community involvement.

The Tipton Elementary School District, in partnership with parents and the community, is committed to providing a healthy school environment. Good health fosters student performance, attendance, and education. By supporting healthy eating and physical activity, we will promote and protect children’s health, well-being, and ability to learn. It has been researched and documented that obesity and other illnesses are directly linked to unhealthy eating habits and physical inactivity patterns that are often established in childhood. The Tipton Elementary School District has the opportunity to be a positive influence on its students by offering the healthiest foods, beverages, and physical activity opportunities possible and by providing other health-supporting programs and opportunities. (BP 200, AR 430) Therefore, Tipton Elementary School District will:

The District will convene a representative district wellness committee (hereto referred to as the DWC or work within an existing school health committee) that meets at least three times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy (heretofore referred to as “wellness policy”).

The DWC membership will consist of representatives of the school and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition director); physical education teachers; health education teachers; school health professionals (e.g., health education teachers, school health services staff [e.g., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], and mental health and social services staff [e.g., school counselors, psychologists, social workers, or psychiatrists]; school administrators (e.g., superintendent, principal, vice principal), school board members; health professionals (e.g., dietitians, doctors, nurses, dentists); and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators (SNAP-EDEDSNAP-Ed). To the extent possible, the DWC will include representatives from the school and reflect the diversity of the community.

Leadership

The Superintendent or designee(s) will convene the DWC and facilitate the development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

The designated official for oversight is the Superintendent. The name(s), title(s), and contact information of this/these individual(s) is(are):

Name	Title / Relationship to the School or District	Email address	Role on Committee
Stacey Bettencourt	Superintendent	sbettencourt@tipton.k12.ca.us	Committee Chairperson
Jackie Everett	Principal	jeverett@tipton.k12.ca.us	Assists in the evaluation of the wellness policy implementation
Connie Sanchez	Food Service Manager	csanchez@tipton.k12.ca.us	Assists in the evaluation of the

			wellness policy implementation
Lindsey Henderson	RN	Ofelia.Padilla@tcoe.org	Assists in the evaluation of the wellness policy implementation
Tiffani Benedetti	Resource Teacher	tbenedetti@tipton.k12.ca.us	Assists in the evaluation of the wellness policy implementation
Tim Starling	Instructional Coach	tstarling603@tipton.k12.ca.us	Assists in the evaluation of the wellness policy implementation
Oralia Marquez	Parent	oraliaamarquezz@gmail.com	Assists in the evaluation of the wellness policy implementation
TBD	Student		Assists in the evaluation of the wellness policy implementation

II. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use this link <https://www.cdc.gov/healthyschools/tths/e-learning.htm> to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at: www.tiptonschool.org

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the District Office and/or on the District’s central computer network. Documentation maintained in this location will include but will not be limited to:

The written wellness policy;

- ❖ Documentation demonstrating that the policy has been made available to the public;
- ❖ Documentation of efforts to review and update the Local School Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- ❖ Documentation to demonstrate compliance with the annual public notification requirements;
- ❖ The most recent assessment on the implementation of the local school wellness policy;
- ❖ Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the district website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments (23/24SY)

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- ❖ The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- ❖ The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- ❖ A description of the progress made in attaining the goals of the District's wellness policy.
- ❖ The position/person responsible for managing the triennial assessment and contact information is Stacey Bettencourt, Superintendent, (559-752-4213).
- ❖ The District will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

III. Nutrition

School Meals (reimbursable meals)

AR 3550

Tipton Elementary School District will offer non-pricing meals to all students through Community Eligibility Provision of the National School Lunch and Breakfast Programs. (BP 3553, AR 5022)

Ensure that nutritious breakfasts, lunches, and snacks are offered during school, after school, and during summer school. (BP 3550, AR 4312.4, BP 3552, BP 5148.2)

Serve food in quantities and appropriate caloric value and dietary guidelines to the needs of the students at their grade level as guided by the United States Department of Agriculture and the Healthy Hunger-Free Kids Act using a Food Based Menu Planning approach. (HHFKA 2010)

Ensure that substitutions to the regular meal must be made for children unable to eat school meals because of their disabilities when a licensed physician certifies the need. (BP 5141.27, AR 6143)

Increase the availability of fresh fruits and vegetables by continuing to offer the students salad bars as a part of the school food service program at Tipton Middle School daily and once a week at the Elementary site. (BP 3550, AR 4312.4, BP 3552)

Food and beverages sold individually (e.g., those sold outside of the school meal programs including cafeteria a la carte lines, fundraisers, and school stores)

Ensure that foods and beverages sold individually comply with local, state, and federal regulations. (BP3551, AR 4319.43)(SB965, SB12)

Elementary Schools

Allowable Foods: The only foods that can be sold to elementary students are full meals, exempt foods, and dairy or whole grain foods that meet specific calorie, fat, saturated fats, and sugar requirements this applies from midnight to 30 minutes after the school day.

Exempt Foods: These foods can be sold and do not have to meet calorie and fat limits; however, they cannot have added sugars or fat (check the ingredients list to ensure.)

- Nuts
- Nut butter (such as peanut butter)
- Seeds (such as sunflower seeds)
- Eggs
- Cheese packaged for individual sale
- Fruits and non-fried vegetables
- Legumes

Notes: Food items for sale containing non-exempt foods or ingredients combined with the exempt items above must comply with the restrictions for the non-exempt foods (e.g. trail mix containing chocolate chips.)

A la carte entrees cannot be sold in Elementary Schools. Outside entities may sell a “full meal” provided it meets the USDA meal pattern.

Dairy & Whole Grain Foods

- Individually sold dairy or whole grain foods can be sold if they contain:
- Not more than 175 calories
- Not more than 35% of total calories from fat
- Not more than 10% of total calories from saturated fat
- Not more than 35% of total weight from sugar (natural and added)
- Sodium = 230mg
- No artificial trans-fat (see details below)

Dairy: a food made from milk with the exception of cheese packaged or individual sale.

Whole grain: For purchased grain or bread products

- The label contains the statement: "Diets rich in whole grain foods and other plant foods and low in total fat, saturated fat, and cholesterol, may help reduce the risk of heart diseases and certain cancers" or
- The first listed grain ingredient is a whole grain, or includes an amount of whole grains that, when combined, represents at least 51 percent of total grain weight.
- For bread and grain products prepared by schools:
- The weight of the whole grains is at least 51% of the total grain weight of the product.

Allowable Beverages

- Beverages may not contain added sweeteners - caloric or non-caloric- with the exception of non-dairy milk alternatives (e.g., almond, rice, soy milk).

- Additionally, no beverages may contain additives, including colors, flavorings, herbs, vitamins, and minerals (e.g., electrolytes), or stimulants (e.g., caffeine).
- Only the following beverages are allowed during any time school is in session:
 - Water
 - Non-fat or 1% cow's milk
 - Must contain vitamins A and D and at least 25% of the Daily Value for calcium per 8 fluid ounces
 - Only Non-fat flavored milk, including chocolate, strawberry, and vanilla
 - Non-dairy milk alternatives
 - Must contain vitamins A and D and at least 25% of the Daily Value for calcium per 8 fluid ounces
 - No more than 5 grams of fat per 8 fluid ounces
 - No more than 12 grams of caloric sweetener per 8 fluid ounces.
 - Fruit or vegetable juice that contains at least 50% juice and no added sweetener.

Middle School

- Allowable snacks and entrees (All Standards apply from Midnight to 30 minutes after the end of the official school day.)
- SNACKS (Generally regarded as supplementing a meal) individually sold food items must meet the following:
 - Not more than 250 calories
 - Not more than 35% of total calories from fat
 - Not more than 10% of total calories from saturated fat
 - Not more than 35% of total weight from sugar (natural and added)
 - Not more than .5 grams of Trans Fat per serving

Exempt Snacks: Nuts, nut butters (such as peanut butter), seeds (such as sunflower seeds), eggs, cheese packaged for individual sale, fruits, and non-fried vegetables" and legumes that do not contain added sugars or fat. All are exempt from the total fat limit; eggs and cheese are exempt from the saturated fat limit; fruit and non-fried vegetables are exempt from the sugar limit. All must meet the limit of 250 calories or less.

Note: Food items for sale containing non-exempt foods or ingredients combined with exempt items shall comply with the restrictions for non-exempted foods (e.g. trail mix containing chocolate chips).

Entrees (Generally regarded as the primary food in a meal)

Entrees shall:

- Contain no more than 400 calories per item
- Contain no more than 4 grams of fat per 100 calories (36% fat)

Entrees must contain:

- 2 or more of the following groups: meat/meat alternative, grain/bread, vegetable/fruit (e.g. turkey sandwich, baked potato with chili, fruit and cheese platter) or
- A meat/meat alternative alone (e.g. sausage patty, egg, chicken nuggets) excluding nuts, nut butters, seeds, cheese, and yogurt.
- To determine if an individual snack or entree meets California's nutrition standards, check the Nutritional Facts label and visit the online snack calculator at:

<http://tools.healthiergeneration.org/calc/calculator/>, which allows you to input information from the Nutrition Facts label to determine if the food meets the standards.

Allowable Beverages

- Beverages may not contain added sweeteners- caloric or non-caloric - with the exception of non-dairy milk alternatives (e.g., almond, rice, soy milk). Only the following beverages are allowed during any time school is in session:
- Water-Plain no added sweetener
- Cows or Goat Milk
- Milk: Unflavored (1% nonfat) or Flavored (nonfat)
- Must contain at least 25% of the Daily Value for calcium.
- Contains vitamins A & D.
- No more than 28 grams of sugar per 8 fluid ounces.
- No more than 5 grams of fat per 8 fluid ounces.
- Fruit or Vegetable Juice
- No less than 50% juice
- No added sweeteners
- Non-Dairy milk:
- Nutritionally equivalent to milk(see 7 CFR 210.10(d)(3), 220.8(i)(3))
- Less than 28 grams of total sugar per 8 fl oz.
- Less than 5 grams of fat per 8 fl oz.
- Additionally, no beverages may contain additives, including colors, flavorings, herbs, vitamins, and minerals (e.g., electrolytes), or stimulants (e.g., caffeine).

FOOD AND BEVERAGE CANNOT BE SOLD BY ANY ENTITY TO A STUDENT DURING A MEAL PERIOD IN A FOOD SERVICE AREA (ELEMENTARY/MIDDLE):

To determine if an individual snack or entree meets California's nutrition standards, check the Nutritional Facts label and visit the online snack calculator at:

<http://tools.healthiergeneration.org/calc/calculator/>, which allows you to input information from the Nutrition Facts label to determine if the food meets the standards.

Staff Qualifications and Professional Development

Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, we will provide continuing professional development for all nutritional professionals in schools. Staff development programs will include appropriate Food Safety Managers certification which will be renewed every five years and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility. Education requirements will be met by referencing <https://www.fns.usda.gov/school-meals/professional-standards>. The school nutrition personnel will refer to <https://professionalstandards.fns.usda.gov/> (BP 3550, AR 4312.4, BP 4131, AR 5141.21, BP 4231, AR 5141.23, BP 4331)

Water

Provide all students and employees with access to clean, safe, drinking water free of charge in the cafeteria, eating areas, classrooms, hallways, play yards, athletic fields, faculty lounges throughout the school day, and after-school activities. Allow students to bring drinking water from home and to take water into the classroom, provided that the water is in a capped container, such as a bottle, to prevent spills.

Encourage all school administrators, teachers, and building staff to model drinking water. Perform maintenance on all water fountains regularly and as needed.

Conduct periodic testing of all drinking water sources in each District facility. Make the test results available in an easily accessible format (e.g., post on the District website), and deliver letters to affected students and parents. (Ed Code 38086, 42 USC 1758, BP 3554, AR 5121)

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus* during the school day* support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies>.

The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at <https://www.fns.usda.gov/healthy-meals-resource-system-hmrs>. To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards.

Celebrations and Rewards

All foods provided during parties/celebrations must be purchased prepackaged items and must meet the California Nutrition Standards and the standards set forth by the Tipton Elementary School District. (BP 5030, AR 5141.3, BP 1230)

- ❖ Donations of food by outside parties (such as a pizza parlor) must meet California Nutrition Standards set forth by the Tipton Elementary School District.
- ❖ Donations from all entities must show a valid Certified Food Safety Management certificate and must be approved by the Food Service Director to assure compliance. (BP 1230)
- ❖ Healthy classroom celebration food ideas include fresh fruit-cup up or whole (fruit kabobs), yogurt tubes/cups served with fresh fruit, fruit roll-ups, healthy granola bars, graham crackers, apple slices with topping, whole grain animal crackers, applesauce, popcorn, and baked chips.

Rewards and Incentives

Food, candy, and beverages cannot be used as a reward for student accomplishments unless they meet or exceed California Nutrition Standards. (BP 1230)

Creative school reward ideas (not limited to): stickers, pencils, passes, certificates, positive phone calls home, sitting by your friends, longer recess, free time, sending home a positive postcard, lunch brunch: eating with the teacher in class and watch a cartoon or play games.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus* during the school day*. The District will make available to parents and teachers a list of healthy fundraising ideas [examples from the <https://www.fns.usda.gov/healthy-meals-resource-system-hmrs>).

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout the school, classroom, gymnasium, and cafeteria. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs.

Nutrition Education

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- ❖ Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- ❖ Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- ❖ Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- ❖ Promotes physical activity/exercise);

Essential Healthy Eating Topics may include, but are not limited to

- ❖ Raising the level of awareness of the relationship between healthy eating and personal health and disease prevention

- ❖ Food guidance from <https://www.choosemyplate.gov/> ? Reading and using FDA's nutrition fact labels
- ❖ Eating a variety of foods every day
- ❖ Balancing food intake and physical activity
- ❖ Eating more fruits, vegetables and whole grain products
- ❖ Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain trans fat. Choosing foods and beverages with little added sugars
- ❖ Eating more calcium-rich foods
- ❖ Preparing healthy meals and snacks
- ❖ Food safety
- ❖ Importance of water consumption
- ❖ Importance of eating breakfast and making healthy choices when eating at restaurants
- ❖ Reducing sodium intake

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy. Any foods and beverages marketed or promoted to students on the school campus* during the school day* will meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This includes, but is not limited to the following:

- ❖ Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- ❖ Displays, such as on vending machine exteriors
- ❖ Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance with the marketing policy.)
- ❖ Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- ❖ Advertisements in school publications or school mailings.
- ❖ Free product samples, taste tests or coupons for a product, or free samples displaying advertising of a product.

As the District nutrition services reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

IV. Physical Education

The District will provide students with physical education. The physical education lessons will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. The lessons will support the essential components of physical education. All students will be provided an equal opportunity to participate in physical education. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All students in each grade will receive physical education for at least the number of minutes required in the state of California, per week throughout the school year.

The District will promote student physical fitness through individualized fitness and activity assessments and will use criterion-based reporting for each student.

Essential Physical Activity Topics in Health Education

Health education will be middle school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 the following essential topics on physical activity:

- ❖ The physical, psychological, or social benefits of physical activity
- ❖ How physical activity can contribute to a healthy weight ? How physical activity can contribute to the academic learning process
- ❖ How an inactive lifestyle contributes to chronic disease
- ❖ Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- ❖ Differences between physical activity, exercise and fitness
- ❖ Phases of an exercise session, that is, warm up, workout and cool down
- ❖ Overcoming barriers to physical activity
- ❖ Decreasing sedentary activities, such as TV watching
- ❖ Opportunities for physical activity in the community
- ❖ Preventing injury during physical activity
- ❖ Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- ❖ How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity.
- ❖ Developing an individualized physical activity and fitness plan
- ❖ Monitoring progress toward reaching goals in an individualized physical activity plan
- ❖ Dangers of using performance-enhancing drugs, such as steroids
- ❖ Social influences on physical activity, including media, family, peers and culture

- ❖ How to find valid information or services related to physical activity and fitness
- ❖ How to influence, support, or advocate for others to engage in physical activity
- ❖ How to resist peer pressure that discourages physical activity

Recess

Our school will offer at least 30 minutes of recess total on all days during the school year. This may be waived on early dismissal or late arrival days. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating.

Outdoor recess will be offered when weather is feasible for outdoor play. In the event that the school or district must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable. Recess will complement, not substitute, physical education class where appropriate. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

Classroom Physical Activity Breaks

The District recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

The District will inform staff of resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through USDA and the Alliance for a Healthier Generation. The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement. Teachers will serve as role models by being physically active alongside the students whenever feasible.

Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the district is committed

to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in “Physical Education” subsection). All schools in the district will be encouraged to participate in Let’s Move! Active Schools (www.letsmoveschools.org) in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment for any reason. This does not include participation on sports teams that have specific academic requirements. The district will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

After School Activities

The District offers opportunities for students to participate in physical activity after the school day through a variety of methods. The District will encourage students to be physically active before and after school by providing athletic equipment on school grounds for student use.

V. Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes. All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complimentary of the wellness policy, including but not limited to ensuring the involvement of the DWC/SWC. All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

Community Partnerships

The District will develop relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy’s implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed

and invited to participate in school-sponsored activities and will receive information about health promotion efforts. As described in the “Community Involvement, Outreach, and Communications” subsection, the District will use electronic mechanisms (e.g., email or displaying notices on the district’s website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

The District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. Examples of strategies schools will use, as well as specific actions staff members can take, include encouraging participation in the SISC Health Smarts program, walking clubs, and access to the school gym. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

4. ADMINISTRATIVE: Action items:

4.3 Administrative Regulation (AR) 5145.72/4119.13/4119.13/4219.13/4319.13
2024 Title IX Sex Discrimination Grievance Procedures

Administrative Regulation (AR) 5145.72
2024 Title IX Sex Discrimination Grievance Procedures

Title IX of the Education Amendments Act of 1972 (“Title IX”), and its implementing regulations found at 34 C.F.R. Part 106, prohibits the district from discriminating on the basis of sex, including sex-based harassment. The district has adopted the grievance procedures set forth in this administrative regulation (“AR”) that provide for prompt and equitable resolution of complaints alleging any action prohibited by Title IX.

Effective Date August 1, 2024

All complaints by a prospective, current, or former student alleging one or more incidents of sex discrimination, including sex-based harassment, that took place before August 1, 2024, shall be processed in accordance with administrative regulation (“AR”) 5145.3 entitled “Nondiscrimination/Harassment”; BP/AR 5145.7 entitled “Sexual Harassment”; and/or AR 5145.71 entitled “2020 Title IX Complaint Procedures” as determined by the district’s Title IX Coordinator or designee.

All complaints by a prospective, current, or former student alleging one or more incidents of sex discrimination, including sex-based harassment, that took place on or after August 1, 2024, shall be processed in accordance with the grievance procedures contained in this AR.

Definitions

The following definitions, many of which are found in the 2024 Title IX Regulations at 34 C.F.R. §106.2, are utilized in this AR.

1. **“Consent”** is knowing, voluntary, clear permission by word or action to engage in sexual activity.
 - Individuals may perceive and experience the same interaction in different ways. Therefore, it is the responsibility of each Party to determine that the other has consented before engaging in the activity.
 - If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.
 - For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.

- Consent can also be withdrawn once given. The withdrawal must be reasonably and clearly communicated. If consent is withdrawn, the sexual activity must stop within a reasonable time.
 - Consent to some sexual contact (such as kissing or fondling) does not imply there is consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.
 - Proof of consent or non-consent is not a burden placed on either Party involved in an incident. Instead, the burden remains on the district to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable individual in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.
2. **“Complainant”** is an individual who is alleged to have been subject to conduct that could constitute sex discrimination under Title IX at a time when the individual was participating in, or attempting to participate in, a district educational program or activity.
 3. **“Complaint”** means an oral or written request to the district that objectively can be understood as a request for the district to investigate and make a determination about alleged discrimination under Title IX.
 4. **“Decision-maker”** is the individual who makes the determination of responsibility.
 5. **“Disciplinary sanctions”** means consequences imposed on a respondent following a determination under Title IX that the respondent violated the district’s prohibition on sex discrimination.
 6. **“Grievance Procedures”** is inclusive of the formal investigation procedures and the informal resolution process set forth in this AR.
 7. **“Investigator”** is the individual who investigates the allegations, through interviews and review of evidence.
 8. **“Party”** means a complainant or respondent.
 9. **“Peer retaliation”** means retaliation by a student against another student.
 10. **“Pregnancy or Related Conditions”** means pregnancy, childbirth, termination of pregnancy, or lactation, medical conditions related thereto, or recovery therefrom.
 11. **“Relevant”** means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is

relevant when it may aid a Decision-maker in determining whether the alleged sex discrimination occurred.

12. “**Remedies**” means measures provided, as appropriate, to a complainant or any other individual the district identifies as having had their equal access to the district’s education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that individual’s access to the district’s education program or activity after a recipient determines that sex discrimination occurred.
13. “**Respondent**” means an individual who is alleged to have engaged in conduct that could constitute sex discrimination.
14. “**Retaliation**” means intimidation, threats, coercion, or discrimination against any individual authorized by the district to provide aid, benefit, or service under the district’s education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the individual has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX and this regulation.
15. “**Sex-based harassment**” is a form, or subset, of sex discrimination. It includes conduct related to sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that takes the form of one or more of the following:
 - (1) *Quid pro quo harassment*. An employee, agent, or other individual authorized by the district to provide an aid, benefit, or service under the district’s education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct;
 - (2) *Hostile environment harassment*. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies an individual’s ability to participate in or benefit from the district’s education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - The degree to which the conduct affected the complainant’s ability to access the district’s education program or activity;
 - The type, frequency, and duration of the conduct;
 - The Parties’ ages, roles within the district’s education program or activity, previous interactions, and other factors about each Party that may be relevant to evaluating the effects of the conduct;
 - The location of the conduct and the context in which the conduct occurred; and

- Other sex-based harassment in the district's education program or activity; or

(3) *Specific offenses.*

- *Sexual assault.* Sexual assault is any sexual act directed at a complainant without their consent, or instances in which the complainant is incapable of giving consent. Sexual assault includes:
 - *Rape.* The carnal knowledge of a complainant, or penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another individual, without their consent, including instances where they are incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - *Sodomy.* The oral or anal sexual intercourse with a complainant, forcibly, and/or against their will (non-consensually), or not forcibly or against their will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - *Sexual assault with an object.* The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of the complainant, forcibly, and/or against their will (non-consensually), or not forcibly or against their will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - *Fondling.* The touching of the private body part(s) (buttocks, groin, breasts), of the complainant, causing another individual to touch the private body part(s) of complainant, or causing complainant to touch another individual's private body part(s), for the purpose of sexual gratification, forcibly, and/or against their will (non-consensually), or not forcibly or against their will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - *Incest.* Non-forcible sexual intercourse, between individuals who are related to each other, within the degrees wherein marriage is prohibited by California law.
 - *Statutory Rape.* Non-forcible sexual intercourse, with an individual who is under the statutory age of consent (18 years of age in California).

- *Dating violence.* Violence committed (a) by an individual who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship; the type of relationship; and the frequency of interaction between the individuals involved in the relationship.
- *Domestic violence.* Felony or misdemeanor crimes committed by an individual who (a) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or an individual similarly situated to a spouse of the victim; (b) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (c) shares a child in common with the victim; or (d) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- *Stalking.* Engaging in a course of conduct directed at a specific individual that would cause a reasonable individual to (a) fear for the individual’s safety or the safety of others or (b) suffer substantial emotional distress.

16. “**Supportive measures**” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to: (1) Restore or preserve that Party’s access to the district’s education program or activity, including measures that are designed to protect the safety of the Parties or the district’s educational environment; or (2) Provide support during the district’s investigation process or during an informal resolution process.

Basic Requirements of Title IX Grievance Procedures

The district will treat complainants and respondents equitably.

The district requires that any Title IX Coordinator or designee, investigator, decision-maker, appeal officer, or informal resolution officer not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. These individuals must be trained. As long as there is no conflict of interest, a decision-maker may be the same individual as the Title IX Coordinator and investigator. (34 C.F.R. §106.8(d).)

The district presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

The district will not impose discipline on a respondent for sex discrimination prohibited by Title IX unless and until there is a determination at the conclusion of the investigation process that the respondent engaged in prohibited sex discrimination or unless agreed to through the informal resolution process.

The district will take reasonable steps to protect the privacy of the Parties and witnesses during the investigation process and/or the informal resolution process. These steps will not restrict the ability of the Parties to obtain and present evidence. The Parties cannot engage in retaliation, including against witnesses.

The district will objectively evaluate all evidence that is relevant and not otherwise impermissible – including both inculpatory and exculpatory evidence. Credibility determinations will not be based on an individual’s status as a complainant, respondent, or witness.

If the respondent is a student with a disability, the district will require the Title IX Coordinator or designee to consult with one or more members, as appropriate, of the student’s IEP or 504 team, to determine how to comply with the requirements of the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973.

Reporting Sex Discrimination

Anyone who has knowledge of conduct that may constitute sex discrimination is encouraged to report it to the Title IX Coordinator or designee as soon as practically possible.

Employees who have knowledge of conduct that may constitute sex discrimination must report it to the Title IX Coordinator or designee within 1 business day. An employee may be subject to discipline for failure to timely report incident(s) of sex discrimination, including sex-based harassment.

Filing a Complaint of Sex Discrimination

A complaint of sex discrimination, including sex-based harassment, may be submitted directly to the Title IX Coordinator or designee. The following is contact information for the district’s Title IX Coordinator(s):

Jackie Everett, Principal
jeverett@tipton.k12.ca.us
559-752-4213

Complaints containing allegations of sex discrimination, including sex-based harassment, may be submitted verbally or in writing.

Complaints of sex-based harassment may only be filed by:

- A complainant;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- Title IX Coordinator or designee.

Complaints of sex discrimination may be filed by:

- A complainant;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant;
- Any current district student or employee;
- An individual, other than a current district student or employee, who is alleged to have been subject to conduct that would constitute sex discrimination under Title IX during their participation, or attempt to participate, in the district's education program or activity; or
- The district's Title IX Coordinator or designee.

The district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one Party against another Party, when the allegations of sex discrimination arise out of the same facts or circumstances.

If the complainant withdraws any or all the allegations in a complaint, or requests the district not process a complaint, the Title IX Coordinator or designee must determine whether to initiate a complaint of sex discrimination. (34 C.F.R. § 106.44 (f).)

Where the Title IX Coordinator or designee is determining whether to initiate a complaint, the Title IX Coordinator or designee shall consider the following:

- The complainant's request not to proceed with initiation of a complaint;
- The complainant's reasonable safety concerns regarding initiation of a complaint;
- The risk that additional acts of sex discrimination, including sex-based harassment, would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination or sex-based harassment, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the district;
- The scope of the alleged sex discrimination, including information suggesting a pattern; ongoing sex discrimination, including sex-based harassment; or, sex discrimination, including sex-based harassment, alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination, including sex-based harassment occurred; and
- Whether the district could end the alleged sex discrimination, including sex-based harassment and prevent its recurrence without initiating grievance procedures.

There is no time limit to bringing forth a Title IX complaint to the district. However, if a respondent is no longer subject to the district's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be limited or impossible. The Title IX Coordinator or designee has the discretion whether to act on a complaint of sex discrimination that is significantly impacted by the passage of time including, but not limited to, the rescission or revision of this regulation. The Title IX Coordinator or designee may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

Knowingly asserting false and/or malicious allegations, or knowingly providing false or malicious statements, is a serious offense and may be subject to appropriate disciplinary action. Allegations or information provided in good faith but ultimately determined to be erroneous or that do not result in a determination of a policy violation, will not trigger disciplinary action.

Supportive Measures

Upon learning of conduct that may constitute sex discrimination under Title IX, the Title IX Coordinator or designee shall promptly contact the complainant and the respondent to offer and coordinate supportive measures, as appropriate, to restore or preserve their access to the district's education program or activity and/or to support them during the district's formal investigation procedure or informal resolution process.

Supportive measures shall be nondisciplinary and nonpunitive. Supportive measures shall not unreasonably burden either Party. Supportive measures will be offered and implemented as reasonably available, with consideration for the Parties' wishes and without being charged a fee. Supportive measures will be offered even where a formal investigation procedure and/or informal resolution process is not applicable.

Supportive measures may include, but are not limited to (34 C.F.R. §§ 106.2, 106.44(g)):

- Counseling;
- Extensions of deadlines and other course-related or work-related adjustments;
- Campus escort services;
- Increased security and monitoring of certain areas of the campus;
- Restrictions on contact applied to one or more Parties;
- Leaves of absence;
- Changes in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and
- Training and education programs related to sex-based harassment.

The district shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the district's ability to provide the supportive measures. (34 C.F.R. §106.44(g)(5).)

If a Party is not satisfied with the supportive measure offering, the Party is encouraged to work with the Title IX Coordinator or designee to modify an existing supportive measure or to request

an additional supportive measure. A Party may also submit to the Title IX Coordinator a written challenge within two (2) business days that includes a request to modify or terminate a supportive measure. The challenge shall be reviewed by an impartial employee, who is not the Title IX Coordinator or designee, to determine whether the challenged supportive measure offering is consistent with the definition of supportive measures. (34 C.F.R. §106.44(g)(4).)

Upon the conclusion of any formal investigation procedure or informal resolution process, the district may continue with the supportive measures, or modify or terminate such measures, as appropriate.

Emergency Removal of Respondent

If the respondent is a district employee, the employee may be placed on administrative leave during the pendency of the Title IX grievance procedures. (34 C.F.R. §106.44.)

If the respondent is a district student, on an emergency basis only, the district may remove the student respondent from the district's education program or activity, provided that an imminent and serious threat to the health or safety of a complainant or any students, employees, or other individuals arising from the allegations of sex discrimination justifies removal and provides the student with notice and an opportunity to challenge the decision immediately following the removal. Any challenge to an emergency removal must be submitted to the Title IX Coordinator or designee in writing within 2 business days. This authority to remove a student respondent does not modify the student respondent's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 C.F.R. §106.44(h).)

Informal Resolution Process

In lieu of resolving a complaint through the formal investigation procedures, the district may offer the Parties the opportunity to participate in a confidential informal resolution process. The district may not offer an informal resolution process to resolve a complaint that includes allegations an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local law. The district also has the discretion to not offer an informal resolution where it does not deem it appropriate under the circumstances, including but not limited to, where doing so would present a future risk of harm to others.

The informal resolution process is voluntary and must be consented to by the Parties. The district shall not require a Party to participate in the informal resolution process or to waive their right to receive a determination via the formal investigation procedure. (34 C.F.R. §106.44(k).)

Before engaging in an informal resolution process, the district must provide the Parties with written notice of the following (34 C.F.R. §106.44(k)(3).):

- The allegations;
- The requirements of the informal resolution process;
- That, prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and to initiate or resume a formal investigation;

- That the Parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the Parties from initiating or resuming a formal investigation arising from the same allegations;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the Parties;
- What information the district will maintain; and
- Whether and how the district may disclose such information.

The informal resolution officer must not be the same individual as the investigator or the decision-maker. The informal resolution officer must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Informal resolution officers must be trained.

The purpose of the confidential informal resolution process is to reach a mutual written agreement between the Parties as to how to resolve the allegations at issue such that each Party is not limited or denied participation in or the benefit of the district's educational program or activity, including but not limited to corrective or remedial action. The informal resolution process may take the form of a restorative justice conversation, mediation, or other process as determined appropriate by the Title IX Coordinator or designee or the informal resolution officer.

When informal resolution is offered, the Title IX Coordinator or designee must still take appropriate, prompt, and effective steps to ensure that sex discrimination does not continue or recur within the district's education program or activity.

Formal Investigation Procedure

The following formal investigation procedures provide for adequate, reliable, and impartial investigations of complaints alleging sex discrimination under 2024 Title IX regulations.

The burden is on the district, not the Parties, to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

A. Notice of Complaint

Upon initiation of the district's Title IX formal investigation procedure, the Title IX Coordinator or designee will notify the Parties, in writing, of the following:

- The district's Title IX investigation procedures and, if applicable, informal resolution process;
- Sufficient information available at the time to allow the Parties to respond to the allegations, including the identities of the Parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited; and

- The Parties will be provided with a Report of Evidence that contains the relevant and permissible evidence, including summary of the Parties/witness interviews and documentary evidence.

If, in the course of an investigation, the district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice or that are included in a complaint that is consolidated, the Title IX Coordinator or designee shall notify the Parties of the additional allegations.

B. Dismissal of Complaint

The Title IX Coordinator or designee may dismiss a complaint of sex discrimination if:

- The Title IX Coordinator or designee is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the district's education program or activity and/or is not employed by the district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the Title IX Coordinator or designee determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- The Title IX Coordinator or designee determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the Title IX Coordinator or designee will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the Title IX Coordinator or designee will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the Title IX Coordinator or designee will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The Title IX Coordinator or designee will notify the complainant that a dismissal may be appealed. If the dismissal occurs after the respondent has been notified of the allegations, the Title IX Coordinator or designee will also notify the respondent that the dismissal may be appealed.

All dismissal appeals must be filed in writing, and sent to the Title IX Coordinator or designee, within 3 business days of the notification of the dismissal. The appeal must specify at least one of the following bases, and provide any reasons or supporting evidence for why the ground is met:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and

- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

Failure to do so may result in the appeal being denied.

If the dismissal is appealed, Title IX Coordinator or designee will:

- Notify the Parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Afford the non-appealing Party 3 business days to provide a statement in support of or challenging the dismissal;
- Notify the Parties of the result of the appeal and the rationale for the result;
- Implement appeal procedures equally for the Parties;
- Ensure that the appeal officer did not take part in an investigation of the allegations or dismissal of the complaint; and
- Ensure that the appeal officer has been trained consistent with the Title IX regulation.

When a complaint is dismissed, Title IX Coordinator or designee will, at a minimum:

- Offer supportive measures to the Parties, as appropriate; and
- Take other prompt and effective steps, as appropriate, to ensure that sex discrimination does not continue or recur within the district’s education program or activity.

C. Applicable Timeframes and Extension for Good Cause

The following timeframes are applicable to the major stages of the formal investigation procedure:

- Within five (5) business days of receiving the complaint, the Title IX Coordinator or designee will determine whether to dismiss or process a Title IX complaint.
- Within sixty (60) business days of receiving the complaint, the Parties will be provided a report summarizing the evidence (“Report of Evidence”).
- Within five (5) business days of receiving the Report of Evidence, the Parties may submit to the investigator a written response to the Report of Evidence.
- Within thirty (30) business days of sending the Parties the Report of Evidence, a written determination will be issued to the Parties.
- The Parties will have five (5) business days from the date of the written determination to submit an appeal.

The Title IX Coordinator or designee may reasonably extend the above timeframes for good cause. The Parties will be provided with written notice of the delay, which will include the reason(s) for the delay.

D. Roles

The district has the discretion to determine who fills what roles during a formal investigation. Factors to be considered when determining who fills what role include, but are not limited to:

- The nature and complexity of allegations,
- The age and mental capacity of the Parties,
- Potential conflicts of interest,
- The amount and type of evidence, and
- Availability of district staff and resources.

For purposes of this AR, the district may utilize one of the following investigation models:

1. The Title IX Coordinator or designee will be the investigator and the decision-maker.
2. The Title IX Coordinator or designee will be the investigator, but there will be a separate decision-maker.
3. The Title IX Coordinator or designee will not be the same individual as the investigator but will be the decision-maker.

E. Collection and Exchange of Evidence

During the investigation process, the Parties will have equal opportunity to present fact witnesses and other inculpatory and exculpatory evidence that is relevant and not otherwise impermissible.

The investigator will interview the Parties and all other individuals who may have information related to the allegations. The investigator will also gather evidence. Once collected, the investigator will determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the district to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the individual to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A Party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the Party or witness, unless that Party's or witness's voluntary, written consent for use in the investigation process is obtained; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that

someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

The Parties will be provided with a Report of Evidence that contains the relevant and permissible evidence, including summaries of Party and witness interviews, and documentary evidence. The Parties will have 5 business days to review and provide a written response to the Report of Evidence.

The Parties shall not disclose information and evidence obtained solely through the investigation process, and the district will take reasonable steps to prevent and address any such unauthorized disclosure. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the allegations of sex discrimination are authorized.

F. Written Determination

If the investigator is distinct from the decision-maker:

- The investigator will send the Report of Evidence to the decision-maker, which may or may not include a recommended determination, and
- The decision-maker may question Parties and witnesses to adequately assess credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. The decision-maker may either ask the questions directly of the Party or witness, request the investigator ask the questions, or consult with the investigator regarding the questions.

Following an investigation the decision-maker will:

- Evaluate all relevant and not otherwise impermissible evidence;
- Not base their credibility determination on an individual's status as a complainant, respondent, or witness; and
- Use the "preponderance of the evidence" standard to determine whether the allegations of sex discrimination are sustained.

The "preponderance of the evidence" standard of proof requires the evidence to show that it is more likely than not that the alleged conduct occurred. If the decision-maker is not persuaded under the "preponderance of evidence" standard that the alleged conduct more likely than not occurred, then the decision-maker will not sustain the alleged conduct.

The decision-maker will notify the Parties in writing of the determination whether sex discrimination occurred under Title IX, including the rationale for such determination and the procedures and permissible bases for appeal.

G. Appeal of Written Determination

Either Party may appeal the written determination. An appeal must be filed in writing within 5 business days of the date of the written determination. Appeals submitted after this deadline are not timely and shall not be considered. The appeal must specify at least one of the grounds below and provide any reasons or supporting evidence for why the ground is met, otherwise the appeal may be denied:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made;
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome; and
- The final determination by the decision-maker is substantially contrary to the weight of the evidence in the record.

The non-appealing Party shall be provided notice of the appeal and 3 business days to submit a written response.

Appeal decisions are to be deferential to the original written determination, making changes to the written determination only when there is clear error. An appeal is not an opportunity for the appeal officer to substitute their judgment for that of the original decision-maker merely because they disagree with the written determination.

An appeal may be granted or denied. Appeals that are granted should be remanded (or partially remanded) to the original investigator and/or decision-maker with corrective instructions for reconsideration. In rare circumstances where an error cannot be cured by the original investigator and/or decision-maker or the Title IX Coordinator or designee (as in cases of conflict of interest or bias), the appeal officer may order a new investigation and/or a new

determination with new investigator and/or decision-maker roles.

The appeal officer will provide the Parties with a written appeal determination within 10 business days of the appeal. Once an appeal is decided, the outcome is final and constitutes the final determination. If a remand results in a new determination that is different from the appealed determination, that new determination can be appealed, once, on any of the available appeal grounds.

Corrective/Disciplinary Action

The district shall not impose any disciplinary sanctions until a final written determination of responsibility has been made via the investigation procedures or an informal resolution process. (34 C.F.R. §106.45(h)(4).)

If the allegations of sex discrimination are sustained, the Title IX Coordinator or designee will:

- Coordinate the provision and implementation of remedies to a complainant and other people the district identifies as having had equal access to the district's education program or activity limited or denied by the sex discrimination;
- Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
- Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the district's education program or activity.

For students in grades 4-12, discipline for sex-based harassment may include suspension and/or expulsion. After the completion of the complaint procedure, if it is determined that a student at any grade level has committed sexual assault, sexual battery, committed an obscene act or engaged in habitual profanity or vulgarity at school or at a school activity off school grounds, the Superintendent or designee, or principal or designee, shall immediately suspend the student and shall recommend expulsion. (Ed. Code, §§ 48900.2, 48915.)

Other actions that may be taken with a student who is determined to be responsible for sex-based harassment include, but are not limited to:

- Transfer from a class or school as permitted by law,
- Parent/guardian conference,
- Education of the student regarding the impact of the conduct on others,
- Positive behavior support or counseling,
- Referral of the student to a student success team,
- Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law.

When an employee is determined to be responsible for sex-based harassment, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

Alternative Resources

Either Party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

Record-Keeping

The Superintendent or designee shall maintain, for a period of seven (7) years, the following (34 C.F.R. § 106.8):

1. A record of the informal resolution process or the formal investigation procedures, and the resulting outcome for all complaints of sex discrimination under Title IX;
2. A record of any actions, including supportive measures, taken in response to each notification the Title IX Coordinator or designee receives of information about conduct that reasonably may constitute sex discrimination under Title IX; and
3. All Title IX training materials. The district shall make such training materials available upon request for inspection by members of the public.

For complaints containing allegations of childhood sexual assault, the Superintendent or designee shall also maintain, indefinitely, the following (Cal. Civ. Proc., § 340.1):

1. A record of the allegation(s);
2. A record of the investigation procedures followed;
3. A record of the written determination;
4. A record of the corrective action implemented, if any;
5. A record of any appeals and the outcome of the same; and
6. All training materials addressing the prohibition and investigation of childhood sexual assault.

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	Description
5 CCR 4600-4670	<u>Uniform complaint procedures</u>
5 CCR 4900-4965	<u>Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance</u>
Civ. Code 1714.1	<u>Liability of parent or guardian for act of willful misconduct by a minor</u>
Civ. Code 51.9	<u>Liability for sexual harassment; business, service and professional relationships</u>
Ed. Code 200-262.4	<u>Prohibition of discrimination on the basis of sex</u>
Ed. Code 200-262.4	<u>Prohibition of discrimination</u>
Ed. Code 48900	<u>Grounds for suspension or expulsion</u>
Ed. Code 48900.2	<u>Additional grounds for suspension or expulsion; sexual harassment</u>

State

Ed. Code 48985

Gov. Code 12950.1

Federal

20 USC 1092

20 USC 1221

20 USC 1232g

20 USC 1681-1688

34 CFR 106.1-106.82

34 CFR 99.1-99.67

34 USC 12291

42 USC 1983

42 USC 2000d-2000d-7

42 USC 2000e-2000e-17

Management Resources

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Description

Notices to parents in language other than English

Sexual harassment training

Description

Definition of sexual assault

Application of laws

Family Educational Rights and Privacy Act (FERPA) of 1974

Title IX of the Education Amendments of 1972; discrimination based on sex

Nondiscrimination on the basis of sex in education programs

Family Educational Rights and Privacy

Definition of dating violence, domestic violence, and stalking

Civil action for deprivation of rights

Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended

Description

Davis v. Monroe County Board of Education (1999) 526 U.S. 629

Doe v. Petaluma City School District (1995, 9th Cir.) 54 F.3d 1447

Gebser v. Lago Vista Independent School District (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey (1998, 9th Cir.) 143 F.3d 473

Reese v. Jefferson School District (2001, 9th Cir.) 208 F.3d 736

Donovan v. Poway Unified School District (2008) 167 Cal.App.4th 567

Management Resources

Court Decision

Description

[Flores v. Morgan Hill Unified School District \(2003, 9th Cir.\) 324 F.3d 1130](#)

CSBA Publication

[Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014](#)

CSBA Publication

[Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011](#)

Federal Bureau of Investigation

[Nondiscrimination on the Basis of Sex in Education Programs or Activities](#)

[Uniform Crime Reporting Program National Incident-Based Reporting System](#)

Federal Register

[Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579](#)

U.S. DOE, Office for Civil Rights Publication

[Sexual Harassment: It's Not Academic, September 2008](#)

U.S. DOE, Office for Civil Rights Publication

[Q&A on Campus Sexual Misconduct, September 2017](#)

U.S. DOE, Office for Civil Rights Publication

[Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001](#)

U.S. DOE, Office for Civil Rights Publication

[Dear Colleague Letter: Title IX Coordinators, April 2015](#)

U.S. DOE, Office for Civil Rights Publication

[Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016](#)

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[California Department of Education](#)

Website

[CSBA](#)

Website

[U.S. Department of Education, Office for Civil Rights](#)

Cross References

Code	Description
0410	<u>Nondiscrimination In District Programs And Activities</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3-E(1)	<u>Uniform Complaint Procedures</u>
1312.3-E(2)	<u>Uniform Complaint Procedures</u>
1313	<u>Civility</u>
3552	<u>Summer Meal Program</u>
3552	<u>Summer Meal Program</u>
3580	<u>District Records</u>
3580	<u>District Records</u>
4117.7	<u>Employment Status Reports</u>
4118	<u>Dismissal/Suspension/Disciplinary Action</u>
4118	<u>Dismissal/Suspension/Disciplinary Action</u>
4119.11	<u>Sexual Harassment</u>
4119.11	<u>Sexual Harassment</u>
4131	<u>Staff Development</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4219.11	<u>Sexual Harassment</u>
4219.11	<u>Sexual Harassment</u>
4317.7	<u>Employment Status Reports</u>
4319.11	<u>Sexual Harassment</u>
4319.11	<u>Sexual Harassment</u>
5030	<u>Student Wellness</u>
5141.4	<u>Child Abuse Prevention And Reporting</u>

Code	Description
5141.4	<u>Child Abuse Prevention And Reporting</u>
5141.52	<u>Suicide Prevention</u>
5141.52	<u>Suicide Prevention</u>
5144	<u>Discipline</u>
5144	<u>Discipline</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
5145.3	<u>Nondiscrimination/Harassment</u>
5145.3	<u>Nondiscrimination/Harassment</u>
5145.7	<u>Sexual Harassment</u>
5145.7	<u>Sexual Harassment</u>
5145.9	<u>Hate-Motivated Behavior</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6159	<u>Individualized Education Program</u>
6159	<u>Individualized Education Program</u>
6164.5	<u>Student Success Teams</u>
6164.5	<u>Student Success Teams</u>
6164.6	<u>Identification And Education Under Section 504</u>
6164.6	<u>Identification And Education Under Section 504</u>

Administrative Regulation (AR) 4119.13/4219.13/4319.13
2024 Title IX Sex Discrimination Grievance Procedures

Title IX of the Education Amendments Act of 1972 (“Title IX”), and its implementing regulations found at 34 C.F.R. Part 106, prohibits the district from discriminating on the basis of sex, including sex-based harassment. The district has adopted the grievance procedures set forth in this administrative regulation (“AR”) that provide for prompt and equitable resolution of complaints alleging any action prohibited by Title IX.

Effective Date August 1, 2024

All complaints by a current or former employee (or other individuals with an eligible employment relationship with the district) alleging one or more incidents of sex discrimination, including sex-based harassment, that took place before August 1, 2024, shall be processed in accordance with administrative regulations (“AR”) 4119.11/4219.11/4319.11 entitled “Sexual Harassment”; AR 4119.12/4219.12/4319.12 entitled “2020 Title IX Complaint Procedures”; and/or AR 4030 entitled “Nondiscrimination in Employment” as determined by the district’s Title IX Coordinator or designee.

All complaints by a current or former employee (or other individuals with an eligible employment relationship with the district) alleging one or more incidents of sex discrimination, including sex-based harassment, that took place on or after August 1, 2024, shall be processed in accordance with the grievance procedures contained in this AR.

Definitions

The following definitions, many of which are found in the 2024 Title IX Regulations at 34 C.F.R. §106.2, are utilized in this AR.

1. “**Consent**” is knowing, voluntary, clear permission by word or action to engage in sexual activity.
 - Individuals may perceive and experience the same interaction in different ways. Therefore, it is the responsibility of each Party to determine that the other has consented before engaging in the activity.
 - If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.
 - For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.

- Consent can also be withdrawn once given. The withdrawal must be reasonably and clearly communicated. If consent is withdrawn, the sexual activity must stop within a reasonable time.
 - Consent to some sexual contact (such as kissing or fondling) does not imply there is consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.
 - Proof of consent or non-consent is not a burden placed on either Party involved in an incident. Instead, the burden remains on the district to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable individual in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.
2. “**Complainant**” is an individual who is alleged to have been subject to conduct that could constitute sex discrimination under Title IX at a time when the individual was participating in, or attempting to participate in, a district educational program or activity.
 3. “**Complaint**” means an oral or written request to the district that objectively can be understood as a request for the district to investigate and make a determination about alleged discrimination under Title IX.
 4. “**Decision-maker**” is the individual who makes the determination of responsibility.
 5. “**Disciplinary sanctions**” means consequences imposed on a respondent following a determination under Title IX that the respondent violated the district’s prohibition on sex discrimination.
 6. “**Grievance Procedures**” is inclusive of the formal investigation procedures and the informal resolution process set forth in this AR.
 7. “**Investigator**” is the individual who investigates the allegations, through interviews and review of evidence.
 8. “**Party**” means a complainant or respondent.
 9. “**Pregnancy or Related Conditions**” means pregnancy, childbirth, termination of pregnancy, or lactation, medical conditions related thereto, or recovery therefrom.
 10. “**Relevant**” means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a Decision-maker in determining whether the alleged sex discrimination occurred.

11. “**Remedies**” means measures provided, as appropriate, to a complainant or any other individual the district identifies as having had their equal access to the district’s education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that individual’s access to the district’s education program or activity after a recipient determines that sex discrimination occurred.
12. “**Respondent**” means an individual who is alleged to have engaged in conduct that could constitute sex discrimination.
13. “**Retaliation**” means intimidation, threats, coercion, or discrimination against any individual authorized by the district to provide aid, benefit, or service under the district’s education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the individual has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX and this regulation.
14. “**Sex-based harassment**” is a form, or subset, of sex discrimination. It includes conduct related to sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that takes the form of one or more of the following:
 - (1) *Quid pro quo harassment.* An employee, agent, or other individual authorized by the district to provide an aid, benefit, or service under the district’s education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct;
 - (2) *Hostile environment harassment.* Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies an individual’s ability to participate in or benefit from the district’s education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - The degree to which the conduct affected the complainant’s ability to access the district’s education program or activity;
 - The type, frequency, and duration of the conduct;
 - The Parties’ ages, roles within the district’s education program or activity, previous interactions, and other factors about each Party that may be relevant to evaluating the effects of the conduct;
 - The location of the conduct and the context in which the conduct occurred; and
 - Other sex-based harassment in the district’s education program or activity; or
 - (3) *Specific offenses.*

- *Sexual assault.* Sexual assault is any sexual act directed at a complainant without their consent, or instances in which the complainant is incapable of giving consent. Sexual assault includes:
 - *Rape.* The carnal knowledge of a complainant, or penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another individual, without their consent, including instances where they are incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - *Sodomy.* The oral or anal sexual intercourse with a complainant, forcibly, and/or against their will (non-consensually), or not forcibly or against their will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - *Sexual assault with an object.* The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of the complainant, forcibly, and/or against their will (non-consensually), or not forcibly or against their will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - *Fondling.* The touching of the private body part(s) (buttocks, groin, breasts), of the complainant, causing another individual to touch the private body part(s) of complainant, or causing complainant to touch another individual's private body part(s), for the purpose of sexual gratification, forcibly, and/or against their will (non-consensually), or not forcibly or against their will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - *Incest.* Non-forcible sexual intercourse, between individuals who are related to each other, within the degrees wherein marriage is prohibited by California law.
 - *Statutory Rape.* Non-forcible sexual intercourse, with an individual who is under the statutory age of consent (18 years of age in California).
- *Dating violence.* Violence committed (a) by an individual who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship; the type of relationship; and the frequency of interaction between the individuals involved in the relationship.

- *Domestic violence.* Felony or misdemeanor crimes committed by an individual who (a) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or an individual similarly situated to a spouse of the victim; (b) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (c) shares a child in common with the victim; or (d) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- *Stalking.* Engaging in a course of conduct directed at a specific individual that would cause a reasonable individual to (a) fear for the individual's safety or the safety of others or (b) suffer substantial emotional distress.

15. “**Supportive measures**” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to: (1) Restore or preserve that Party's access to the district's education program or activity, including measures that are designed to protect the safety of the Parties or the district's educational environment; or (2) Provide support during the district's investigation process or during an informal resolution process.

Basic Requirements of Title IX Grievance Procedures

The district will treat complainants and respondents equitably.

The district requires that any Title IX Coordinator or designee, investigator, decision-maker, appeal officer, or informal resolution officer not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. These individuals must be trained. As long as there is no conflict of interest, a decision-maker may be the same individual as the Title IX Coordinator and investigator. (34 C.F.R. §106.8(d).)

The district presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

The district will not impose discipline on a respondent for sex discrimination prohibited by Title IX unless and until there is a determination at the conclusion of the investigation process that the respondent engaged in prohibited sex discrimination or unless agreed to through the informal resolution process.

The district will take reasonable steps to protect the privacy of the Parties and witnesses during the investigation process and/or the informal resolution process. These steps will not restrict the ability of the Parties to obtain and present evidence. The Parties cannot engage in retaliation, including against witnesses.

The district will objectively evaluate all evidence that is relevant and not otherwise impermissible – including both inculpatory and exculpatory evidence. Credibility

determinations will not be based on an individual's status as a complainant, respondent, or witness.

If the respondent is a student with a disability, the district will require the Title IX Coordinator or designee to consult with one or more members, as appropriate, of the student's IEP or 504 team, to determine how to comply with the requirements of the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973.

Reporting Sex Discrimination

Anyone who has knowledge of conduct that may constitute sex discrimination is encouraged to report it to the Title IX Coordinator or designee as soon as practically possible.

Employees who have knowledge of conduct that may constitute sex discrimination must report it to the Title IX Coordinator or designee within 1 business day. An employee may be subject to discipline for failure to timely report incident(s) of sex discrimination, including sex-based harassment.

Filing a Complaint of Sex Discrimination

A complaint of sex discrimination, including sex-based harassment, may be submitted directly to the Title IX Coordinator or designee. The following is contact information for the district's Title IX Coordinator(s):

Jackie Everett, Principal
jeverett@tipton.k12.ca.us
559-752-4213

Complaints containing allegations of sex discrimination, including sex-based harassment, may be submitted verbally or in writing.

Complaints of sex-based harassment may only be filed by:

- A complainant;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- Title IX Coordinator or designee.

Complaints of sex discrimination may be filed by:

- A complainant;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant;
- Any current district student or employee;
- An individual, other than a current district student or employee, who is alleged to have been subject to conduct that would constitute sex discrimination under Title

IX during their participation, or attempt to participate, in the district's education program or activity; or

- The district's Title IX Coordinator or designee.

The district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one Party against another Party, when the allegations of sex discrimination arise out of the same facts or circumstances.

If the complainant withdraws any or all the allegations in a complaint, or requests the district not process a complaint, the Title IX Coordinator or designee must determine whether to initiate a complaint of sex discrimination. (34 C.F.R. § 106.44 (f).)

Where the Title IX Coordinator or designee is determining whether to initiate a complaint, the Title IX Coordinator or designee shall consider the following:

- The complainant's request not to proceed with initiation of a complaint;
- The complainant's reasonable safety concerns regarding initiation of a complaint;
- The risk that additional acts of sex discrimination, including sex-based harassment, would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination or sex-based harassment, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the district;
- The scope of the alleged sex discrimination, including information suggesting a pattern; ongoing sex discrimination, including sex-based harassment; or, sex discrimination, including sex-based harassment, alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination, including sex-based harassment occurred; and
- Whether the district could end the alleged sex discrimination, including sex-based harassment and prevent its recurrence without initiating grievance procedures.

There is no time limit to bringing forth a Title IX complaint to the district. However, if a respondent is no longer subject to the district's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be limited or impossible. The Title IX Coordinator or designee has the discretion whether to acting on a complaint of sex discrimination that is significantly impacted by the passage of time including, but not limited to,

the rescission or revision of this regulation. The Title IX Coordinator or designee may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

Knowingly asserting false and/or malicious allegations, or knowingly providing false or malicious statements, is a serious offense and may be subject to appropriate disciplinary action. Allegations or information provided in good faith but ultimately determined to be erroneous or that do not result in a determination of a policy violation, will not trigger disciplinary action.

Supportive Measures

Upon learning of conduct that may constitute sex discrimination under Title IX, the Title IX Coordinator or designee shall promptly contact the complainant and the respondent to offer and coordinate supportive measures, as appropriate, to restore or preserve their access to the district's education program or activity and/or to support them during the district's formal investigation procedure or informal resolution process.

Supportive measures shall be nondisciplinary and nonpunitive. Supportive measures shall not unreasonably burden either Party. Supportive measures will be offered and implemented as reasonably available, with consideration for the Parties' wishes and without being charged a fee. Supportive measures will be offered even where a formal investigation procedure and/or informal resolution process is not applicable.

Supportive measures may include, but are not limited to (34 C.F.R. §§ 106.2, 106.44(g)):

- Counseling;
- Extensions of deadlines and other course-related or work-related adjustments;
- Campus escort services;
- Increased security and monitoring of certain areas of the campus;
- Restrictions on contact applied to one or more Parties;
- Leaves of absence;
- Changes in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and
- Training and education programs related to sex-based harassment.

The district shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the district's ability to provide the supportive measures. (34 C.F.R. §106.44(g)(5).)

If a Party is not satisfied with the supportive measure offering, the Party is encouraged to work with the Title IX Coordinator or designee to modify an existing supportive measure or to request an additional supportive measure. A Party may also submit to the Title IX Coordinator a written challenge within two (2) business days that includes a request to modify or terminate a supportive measure. The challenge shall be reviewed by an impartial employee, who is not the Title IX Coordinator or designee, to determine whether the challenged supportive measure offering is consistent with the definition of supportive measures. (34 C.F.R. §106.44(g)(4).)

Upon the conclusion of any formal investigation procedure or informal resolution process, the district may continue with the supportive measures, or modify or terminate such measures, as appropriate.

Emergency Removal of Respondent

If the respondent is a district employee, the employee may be placed on administrative leave during the pendency of the Title IX grievance procedures. (34 C.F.R. §106.44.)

If the respondent is a district student, on an emergency basis only, the district may remove the student respondent from the district's education program or activity, provided that an imminent and serious threat to the health or safety of a complainant or any students, employees, or other individuals arising from the allegations of sex discrimination justifies removal and provides the student with notice and an opportunity to challenge the decision immediately following the removal. Any challenge to an emergency removal must be submitted to the Title IX Coordinator or designee in writing within two (2) business days. This authority to remove a student respondent does not modify the student respondent's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 C.F.R. §106.44(h).)

Informal Resolution Process

In lieu of resolving a complaint through the formal investigation procedures, the district may offer the Parties the opportunity to participate in a confidential informal resolution process. The district may not offer an informal resolution process to resolve a complaint that includes allegations an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local law. The district also has the discretion to not offer an informal resolution where it does not deem it appropriate under the circumstances, including but not limited to, where doing so would present a future risk of harm to others.

The informal resolution process is voluntary and must be consented to by the Parties. The district shall not require a Party to participate in the informal resolution process or to waive their right to receive a determination via the formal investigation procedure. (34 C.F.R. §106.44(k).)

Before engaging in an informal resolution process, the district must provide the Parties with written notice of the following (34 C.F.R. §106.44(k)(3).):

- The allegations;
- The requirements of the informal resolution process;
- That, prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and to initiate or resume a formal investigation;
- That the Parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the Parties from initiating or resuming a formal investigation arising from the same allegations;

- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the Parties;
- What information the district will maintain; and
- Whether and how the district may disclose such information.

The informal resolution officer must not be the same individual as the investigator or the decision-maker. The informal resolution officer must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Informal resolution officers must be trained.

The purpose of the confidential informal resolution process is to reach a mutual written agreement between the Parties as to how to resolve the allegations at issue such that each Party is

not limited or denied participation in or the benefit of the district's educational program or activity, including but not limited to corrective or remedial action. The informal resolution process may take the form of a restorative justice conversation, mediation, or other process as determined appropriate by the Title IX Coordinator or designee or the informal resolution officer.

When informal resolution is offered, the Title IX Coordinator or designee must still take appropriate, prompt, and effective steps to ensure that sex discrimination does not continue or recur within the district's education program or activity.

Formal Investigation Procedure

The following formal investigation procedures provide for adequate, reliable, and impartial investigations of complaints alleging sex discrimination under 2024 Title IX regulations.

The burden is on the district, not the Parties, to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

A. Notice of Complaint

Upon initiation of the district's Title IX formal investigation procedure, the Title IX Coordinator or designee will notify the Parties, in writing, of the following:

- The district's Title IX investigation procedures and, if applicable, informal resolution process;
- Sufficient information available at the time to allow the Parties to respond to the allegations, including the identities of the Parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited; and

- The Parties will be provided with a Report of Evidence that contains the relevant and permissible evidence, including summary of the Parties/witness interviews and documentary evidence.

If, in the course of an investigation, the district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice or that are included in a complaint that is consolidated, the Title IX Coordinator or designee shall notify the Parties of the additional allegations.

B. Dismissal of Complaint

The Title IX Coordinator or designee may dismiss a complaint of sex discrimination if:

- The Title IX Coordinator or designee is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the district's education program or activity and/or is not employed by the district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the Title IX Coordinator or designee determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- The Title IX Coordinator or designee determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the Title IX Coordinator or designee will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the Title IX Coordinator or designee will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the Title IX Coordinator or designee will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The Title IX Coordinator or designee will notify the complainant that a dismissal may be appealed. If the dismissal occurs after the respondent has been notified of the allegations, the Title IX Coordinator or designee will also notify the respondent that the dismissal may be appealed.

All dismissal appeals must be filed in writing, and sent to the Title IX Coordinator or designee, within three (3) business days of the notification of the dismissal. The appeal must specify at least one of the following bases, and provide any reasons or supporting evidence for why the ground is met:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and

- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

Failure to do so may result in the appeal being denied.

If the dismissal is appealed, Title IX Coordinator or designee will:

- Notify the Parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Afford the non-appealing Party three (3) business days to provide a statement in support of or challenging the dismissal;
- Notify the Parties of the result of the appeal and the rationale for the result;
- Implement appeal procedures equally for the Parties;
- Ensure that the appeal officer did not take part in an investigation of the allegations or dismissal of the complaint; and
- Ensure that the appeal officer has been trained consistent with the Title IX regulation.

When a complaint is dismissed, Title IX Coordinator or designee will, at a minimum:

- Offer supportive measures to the Parties, as appropriate; and
- Take other prompt and effective steps, as appropriate, to ensure that sex discrimination does not continue or recur within the district’s education program or activity.

C. Applicable Timeframes and Extension for Good Cause

The following timeframes are applicable to the major stages of the formal investigation procedure:

- Within five (5) business days of receiving the complaint, the Title IX Coordinator or designee will determine whether to dismiss or process a Title IX complaint.
- Within sixty (60) business days of receiving the complaint, the Parties will be provided a report summarizing the evidence (“Report of Evidence”).
- Within five (5) business days of receiving the Report of Evidence, the Parties may submit to the investigator a written response to the Report of Evidence.
- Within thirty (30) business days of sending the Parties the Report of Evidence, a written determination will be issued to the Parties.
- The Parties will have five (5) business days from the date of the written determination to submit an appeal.

The Title IX Coordinator or designee may reasonably extend the above timeframes for good cause. The Parties will be provided with written notice of the delay, which will include the reason(s) for the delay.

D. Roles

The district has the discretion to determine who fills what roles during a formal investigation. Factors to be considered when determining who fills what role include, but are not limited to:

- The nature and complexity of allegations,
- The age and mental capacity of the Parties,
- Potential conflicts of interest,
- The amount and type of evidence, and
- Availability of district staff and resources.

For purposes of this AR, the district may utilize one of the following investigation models:

1. The Title IX Coordinator or designee will be the investigator and the decision-maker.
2. The Title IX Coordinator or designee will be the investigator, but there will be a separate decision-maker.
3. The Title IX Coordinator or designee will not be the same individual as the investigator but will be the decision-maker.

E. Collection and Exchange of Evidence

During the investigation process, the Parties will have equal opportunity to present fact witnesses and other inculpatory and exculpatory evidence that is relevant and not otherwise impermissible.

The investigator will interview the Parties and all other individuals who may have information related to the allegations. The investigator will also gather evidence. Once collected, the investigator will determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the district to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the individual to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A Party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the Party or witness, unless that Party's or witness's voluntary, written consent for use in the investigation process is obtained; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that

someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

The Parties will be provided with a Report of Evidence that contains the relevant and permissible evidence, including summaries of Party and witness interviews, and documentary evidence. The Parties will have five (5) business days to review and provide a written response to the Report of Evidence.

The Parties shall not disclose information and evidence obtained solely through the investigation process, and the district will take reasonable steps to prevent and address any such unauthorized disclosure. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the allegations of sex discrimination are authorized.

F. Written Determination

If the investigator is distinct from the decision-maker:

- The investigator will send the Report of Evidence to the decision-maker, which may or may not include a recommended determination, and
- The decision-maker may question Parties and witnesses to adequately assess credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. The decision-maker may either ask the questions directly of the Party or witness, request the investigator ask the questions, or consult with the investigator regarding the questions.

Following an investigation the decision-maker will:

- Evaluate all relevant and not otherwise impermissible evidence;
- Not base their credibility determination on an individual's status as a complainant, respondent, or witness; and
- Use the "preponderance of the evidence" standard to determine whether the allegations of sex discrimination are sustained.

The "preponderance of the evidence" standard of proof requires the evidence to show that it is more likely than not that the alleged conduct occurred. If the decision-maker is not persuaded under the "preponderance of evidence" standard that the alleged conduct more likely than not occurred, then the decision-maker will not sustain the alleged conduct.

The decision-maker will notify the Parties in writing of the determination whether sex discrimination occurred under Title IX, including the rationale for such determination and the procedures and permissible bases for appeal.

G. Appeal of Written Determination

Either Party may appeal the written determination. An appeal must be filed in writing within five (5) business days of the date of the written determination. Appeals submitted after this deadline are not timely and shall not be considered. The appeal must specify at least one of the grounds below and provide any reasons or supporting evidence for why the ground is met, otherwise the appeal may be denied:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made;
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome; and
- The final determination by the decision-maker is substantially contrary to the weight of the evidence in the record.

The non-appealing Party shall be provided notice of the appeal and three (3) business days to submit a written response.

Appeal decisions are to be deferential to the original written determination, making changes to the written determination only when there is clear error. An appeal is not an opportunity for the appeal officer to substitute their judgment for that of the original decision-maker merely because they disagree with the written determination.

An appeal may be granted or denied. Appeals that are granted should be remanded (or partially remanded) to the original investigator and/or decision-maker with corrective instructions for reconsideration. In rare circumstances where an error cannot be cured by the original investigator and/or decision-maker or the Title IX Coordinator or designee (as in cases of conflict of interest or bias), the appeal officer may order a new investigation and/or a new determination with new investigator and/or decision-maker roles.

The appeal officer will provide the Parties with a written appeal determination within ten (10) business days of the appeal. Once an appeal is decided, the outcome is final and constitutes the final determination. If a remand results in a new determination that is different from the appealed determination, that new determination can be appealed, once, on any of the available appeal grounds.

Corrective/Disciplinary Action

The district shall not impose any disciplinary sanctions until a final written determination of responsibility has been made via the investigation procedures or an informal resolution process. (34 C.F.R. §106.45(h)(4).)

If the allegations of sex discrimination are sustained, the Title IX Coordinator or designee will:

- Coordinate the provision and implementation of remedies to a complainant and other people the district identifies as having had equal access to the district's education program or activity limited or denied by the sex discrimination;
- Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
- Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the district's education program or activity.

For students in grades 4-12, discipline for sex-based harassment may include suspension and/or expulsion. After the completion of the complaint procedure, if it is determined that a student at any grade level has committed sexual assault, sexual battery, committed an obscene act or engaged in habitual profanity or vulgarity at school or at a school activity off school grounds, the Superintendent or designee, or principal or designee, shall immediately suspend the student and shall recommend expulsion. (Ed. Code, §§ 48900.2, 48915.)

Other actions that may be taken with a student who is determined to be responsible for sex-based harassment include, but are not limited to:

- Transfer from a class or school as permitted by law,
- Parent/guardian conference,
- Education of the student regarding the impact of the conduct on others,
- Positive behavior support or counseling,
- Referral of the student to a student success team,
- Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law.

When an employee is determined to be responsible for sex-based harassment, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

Alternative Resources

Either Party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

Record-Keeping

The Superintendent or designee shall maintain, for a period of seven (7) years, the following (34 C.F.R. § 106.8):

1. A record of the informal resolution process or the formal investigation procedures, and the resulting outcome for all complaints of sex discrimination under Title IX;
2. A record of any actions, including supportive measures, taken in response to each notification the Title IX Coordinator or designee receives of information about conduct that reasonably may constitute sex discrimination under Title IX; and
3. All Title IX training materials. The district shall make such training materials available upon request for inspection by members of the public.

For complaints containing allegations of childhood sexual assault, the Superintendent or designee shall also maintain, indefinitely, the following (Cal. Civ. Proc., § 340.1):

1. A record of the allegation(s);
2. A record of the investigation procedures followed;
3. A record of the written determination;
4. A record of the corrective action implemented, if any;
5. A record of any appeals and the outcome of the same; and
6. All training materials addressing the prohibition and investigation of childhood sexual assault.

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	Description
5 CCR 4600-4670	<u>Uniform complaint procedures</u>
5 CCR 4900-4965	<u>Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance</u>
Civ. Code 1714.1	<u>Liability of parent or guardian for act of willful misconduct by a minor</u>
Civ. Code 51.9	<u>Liability for sexual harassment; business, service and professional relationships</u>
Ed. Code 200-262.4	<u>Prohibition of discrimination on the basis of sex</u>
Ed. Code 200-262.4	<u>Prohibition of discrimination</u>
Ed. Code 48900	<u>Grounds for suspension or expulsion</u>
Ed. Code 48900.2	<u>Additional grounds for suspension or expulsion; sexual harassment</u>

State

Ed. Code 48985

Gov. Code 12950.1

Federal

20 USC 1092

20 USC 1221

20 USC 1232g

20 USC 1681-1688

34 CFR 106.1-106.82

34 CFR 99.1-99.67

34 USC 12291

42 USC 1983

42 USC 2000d-2000d-7

42 USC 2000e-2000e-17

Management Resources

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

DescriptionNotices to parents in language other than EnglishSexual harassment training**Description**Definition of sexual assaultApplication of lawsFamily Educational Rights and Privacy Act (FERPA) of 1974Title IX of the Education Amendments of 1972; discrimination based on sexNondiscrimination on the basis of sex in education programsFamily Educational Rights and PrivacyDefinition of dating violence, domestic violence, and stalkingCivil action for deprivation of rightsTitle VI, Civil Rights Act of 1964Title VII, Civil Rights Act of 1964, as amended**Description**Davis v. Monroe County Board of Education (1999) 526 U.S. 629Doe v. Petaluma City School District (1995, 9th Cir.) 54 F.3d 1447Gebser v. Lago Vista Independent School District (1998) 524 U.S. 274Oona by Kate S. v. McCaffrey (1998, 9th Cir.) 143 F.3d 473Reese v. Jefferson School District (2001, 9th Cir.) 208 F.3d 736Donovan v. Poway Unified School District (2008) 167 Cal.App.4th 567

Management Resources

Court Decision

Description

[Flores v. Morgan Hill Unified School District \(2003, 9th Cir.\) 324 F.3d 1130](#)

CSBA Publication

[Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014](#)

CSBA Publication

[Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011](#)

Federal Bureau of Investigation

[Nondiscrimination on the Basis of Sex in Education Programs or Activities](#)

[Uniform Crime Reporting Program National Incident-Based Reporting System](#)

Federal Register

[Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579](#)

U.S. DOE, Office for Civil Rights Publication

[Sexual Harassment: It's Not Academic, September 2008](#)

U.S. DOE, Office for Civil Rights Publication

[Q&A on Campus Sexual Misconduct, September 2017](#)

U.S. DOE, Office for Civil Rights Publication

[Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001](#)

U.S. DOE, Office for Civil Rights Publication

[Dear Colleague Letter: Title IX Coordinators, April 2015](#)

U.S. DOE, Office for Civil Rights Publication

[Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016](#)

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[California Department of Education](#)

Website

[CSBA](#)

Website

[U.S. Department of Education, Office for Civil Rights](#)

Cross References

Code	Description
0410	<u>Nondiscrimination In District Programs And Activities</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3-E(1)	<u>Uniform Complaint Procedures</u>
1312.3-E(2)	<u>Uniform Complaint Procedures</u>
1313	<u>Civility</u>
3552	<u>Summer Meal Program</u>
3552	<u>Summer Meal Program</u>
3580	<u>District Records</u>
3580	<u>District Records</u>
4117.7	<u>Employment Status Reports</u>
4118	<u>Dismissal/Suspension/Disciplinary Action</u>
4118	<u>Dismissal/Suspension/Disciplinary Action</u>
4119.11	<u>Sexual Harassment</u>
4119.11	<u>Sexual Harassment</u>
4131	<u>Staff Development</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4219.11	<u>Sexual Harassment</u>
4219.11	<u>Sexual Harassment</u>
4317.7	<u>Employment Status Reports</u>
4319.11	<u>Sexual Harassment</u>
4319.11	<u>Sexual Harassment</u>
5030	<u>Student Wellness</u>
5141.4	<u>Child Abuse Prevention And Reporting</u>

Code	Description
5141.4	<u>Child Abuse Prevention And Reporting</u>
5141.52	<u>Suicide Prevention</u>
5141.52	<u>Suicide Prevention</u>
5144	<u>Discipline</u>
5144	<u>Discipline</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
5145.3	<u>Nondiscrimination/Harassment</u>
5145.3	<u>Nondiscrimination/Harassment</u>
5145.7	<u>Sexual Harassment</u>
5145.7	<u>Sexual Harassment</u>
5145.9	<u>Hate-Motivated Behavior</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6159	<u>Individualized Education Program</u>
6159	<u>Individualized Education Program</u>
6164.5	<u>Student Success Teams</u>
6164.5	<u>Student Success Teams</u>
6164.6	<u>Identification And Education Under Section 504</u>
6164.6	<u>Identification And Education Under Section 504</u>

4. **ADMINISTRATIVE: Action items:**
 - 4.5 Estimate From Guzman Creative

Guzman Creative Turf

932 N Dickran Dr
Tulare, CA 93274 US
+15596233069
gcturf66@yahoo.com

Estimate

ADDRESS

Tipton Elementary school
370 N Evans Rd
Tipton, CA 93272

ESTIMATE #
1816

DATE
08/09/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Services	Gym/ both sides of entry. Turf up to the building. Remove existing bark and install install Fescue Elite •Remove 4" of native soil and haul off site •Install gopher mesh 19 ga •Back fill with class 2 base (3") •Install composite frame along the perimeter of proposed turf. •Back fill with decomposed granite (1") and compact with vibratory plate. •seam will be glued to seam tape and the edges will be secure to the frame. •Turf will be groomed accordingly and dressed to envirofill and zeolite to required specifications.	2,140	11.50	24,610.00
	Services	Install Black metal edging around	100	12.50	1,250.00

	trees.			
Services	Install deep irrigation tubes (2) per tree.	5	250.00	1,250.00
				Subtotal: 27,110.00
Services	Gym/ triangle planter. Remove existing bark and install install Fescue Elite <ul style="list-style-type: none"> •Remove 4" of native soil and haul off site •Install gopher mesh 19 ga •Back fill with class 2 base (3") •Install composite frame along the perimeter of proposed turf. •Back fill with decomposed granite (1") and compact with vibratory plate. • seam will be glued to seam tape and the edges will be secure to the frame. •Turf will be groomed accordingly and dressed with Envirofill and zeolite to required specifications. Note: Rate is higher due to narrow sections on the corners.	450	12.00	5,400.00
Services	Left over material due to existing triangle layout	240	2.49	597.60
Services	Install irrigation tubes for proposed tree	1	250.00	250.00
Services	Install metal edging around tree	20	12.50	250.00
				Subtotal: 6,497.60

Thank you for your business.

SUBTOTAL	33,607.60
TAX	0.00
<hr/>	
TOTAL	\$33,607.60

Accepted By

Accepted Date

5. **FINANCE: Action items:**
 - 5.1 Vendor Payments

APY List

Date Paid between 05/29/2024 and 06/30/2024

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount
13456	A & G TELEPHONE SERVICE, INC.	242348	06/28/2024	9122	010-81500-0-00000-81000-58000-0-0000	\$170.00
13971	ALMEIDA, VIRGINIA	242032	05/31/2024	REIMB.STC.SUPPLY	010-90336-0-11100-10000-43000-0-0000	\$110.10
13971	ALMEIDA, VIRGINIA	242353	06/28/2024	REIMB.STC.SUPPLY	010-90336-0-11100-10000-43000-0-0000	\$9.55
13971	ALMEIDA, VIRGINIA	242033	05/31/2024	REIMB.STC TRAVEL	010-90336-0-11100-10000-52000-0-0000	\$80.66
13971	ALMEIDA, VIRGINIA	242351	06/28/2024	REIMB.STC TRAVEL	010-90336-0-11100-10000-52000-0-0000	\$54.94
13971	ALMEIDA, VIRGINIA	242352	06/28/2024	REIMB.STC TRAVEL	010-90336-0-11100-10000-52000-0-0000	\$53.46
13971	ALMEIDA, VIRGINIA	242354	06/28/2024	REIMB.STC TRAVEL	010-90336-0-11100-10000-52000-0-0000	\$101.23
13971	ALMEIDA, VIRGINIA	242353	06/28/2024	REIMB.STC.SUPPLY	010-90336-0-11350-10000-43000-0-0000	\$22.38
13036	AMERICAN FIDELITY	242040	05/31/2024	APRIL 2024	010-00000-0-00000-00000-95024-0-0000	\$294.15
13036	AMERICAN FIDELITY	242211	06/07/2024	MAY 2024	010-00000-0-00000-00000-95024-0-0000	\$294.15
13904	AT&T	242039	05/31/2024	9391028858	010-00000-0-00000-81000-59000-0-0000	\$174.33
13904	AT&T	242214	06/14/2024	9391028859	010-00000-0-00000-81000-59000-0-0000	\$29.12
13904	AT&T	242327	06/28/2024	9391028858	010-00000-0-00000-81000-59000-0-0000	\$176.90
14101	B&B PEST CONTROL SERVICE	242234	06/14/2024	01-TIP-04-24	010-00000-0-00000-81000-58000-0-0000	\$170.00
14596	BAGSINBULK	242341	06/28/2024	138415	010-90336-0-11350-10000-43000-0-0000	\$154.59
12548	CALIFORNIA TURF EQUIP. & SUPP.	242340	06/28/2024	635878	010-07230-0-00000-36000-43000-0-0000	\$322.05
12548	CALIFORNIA TURF EQUIP. & SUPP.	242350	06/28/2024	638972	010-07230-0-00000-36000-43000-0-0000	\$100.76
12548	CALIFORNIA TURF EQUIP. & SUPP.	242333	06/28/2024	638477	010-26000-3-00000-82000-64000-0-0000	\$18,402.50
12548	CALIFORNIA TURF EQUIP. & SUPP.	242106	05/31/2024	635825	010-81500-0-00000-81000-43000-0-0000	\$459.95
14598	CECILIA MORA	242047	05/31/2024	REIMB.LIVSCAN	010-00000-0-00000-72000-58000-0-0000	\$57.54
14245	CENTRAL VALLEY REFRIGERATION	242349	06/28/2024	56496	010-00000-0-00000-81000-56000-0-0000	\$230.00
14498	CINTAS	242238	06/14/2024	5213757594	010-07230-0-00000-36000-43000-0-0000	\$42.64
14490	CLAUIDO VALERO	242089	05/29/2024	5.31.24	010-00000-0-11100-10000-43000-0-0000	\$420.00
14491	CLAY CAFE	242041	05/31/2024	JUNE 4,5,6	010-26000-3-11100-10000-58000-0-0000	\$2,115.75
13620	DANELLE BICKERS	242044	05/31/2024	REIMB.ZOO TRIP	010-07200-0-11100-10000-58000-0-0107	\$275.00
13459	DELL MARKETING L.P.	242031	05/31/2024	10743996358	010-07200-0-11100-24900-43000-0-0102	\$465.54
13459	DELL MARKETING L.P.	242254	06/14/2024	10751827062	010-07200-0-11100-24900-43000-0-0102	\$180.82
13459	DELL MARKETING L.P.	242030	05/31/2024	10743996358	010-07200-0-11100-24900-44000-0-0102	\$1,337.04
14374	ELAN FINANCIAL SERIVCES	242168	06/07/2024	9190 BETTENCOURT	010-00000-0-00000-72000-43000-0-0000	\$34.56
14374	ELAN FINANCIAL SERIVCES	242171	06/07/2024	9190 BETTENCOURT	010-00000-0-00000-72000-59000-0-0000	\$9.41
14374	ELAN FINANCIAL SERIVCES	242169	06/07/2024	9190 BETTENCOURT	010-00000-0-00000-72000-59000-0-0000	\$11.79
14374	ELAN FINANCIAL SERIVCES	242172	06/07/2024	9190 BETTENCOURT	010-07200-0-11100-10000-58000-0-0201	\$1,783.62
14373	ELAN FINANCIAL SERVICES	242185	06/07/2024	0461 MARTIN	010-00000-0-00000-72000-43000-0-0000	\$1,104.53
14375	ELAN FINANCIAL SERVICES	242164	06/07/2024	9281 SOLIAN	010-07200-0-00000-24950-43000-0-0301	\$1,079.40
14373	ELAN FINANCIAL SERVICES	242190	06/07/2024	0461 MARTIN	010-07200-0-11100-10000-43000-0-0407	\$999.63
14373	ELAN FINANCIAL SERVICES	242183	06/07/2024	0461 MARTIN	010-07200-0-11100-24900-43000-0-0102	\$850.16
14373	ELAN FINANCIAL SERVICES	242187	06/07/2024	0461 MARTIN	010-07230-0-00000-36000-43000-0-0000	\$36.78

14373	ELAN FINANICAL SERVICES	242186	06/07/2024	0461 MARTIN	010-07230-0-0000-36000-43000-0-0000	\$113.62
14373	ELAN FINANICAL SERVICES	242184	06/07/2024	0461 MARTIN	010-07230-0-0000-36000-43000-0-0000	\$194.82
14373	ELAN FINANICAL SERVICES	242189	06/07/2024	0461 MARTIN	010-07230-0-0000-36000-58000-0-0000	\$299.00
14375	ELAN FINANICAL SERVICES	242167	06/07/2024	9281 SOLIAN	010-26000-3-11100-10000-43000-0-0000	\$270.62
14375	ELAN FINANICAL SERVICES	242166	06/07/2024	9281 SOLIAN	010-26000-3-11100-10000-43000-0-0000	\$500.00
14375	ELAN FINANICAL SERVICES	242165	06/07/2024	9281 SOLIAN	010-26000-3-11100-10000-58000-0-0000	\$37.00
14459	ELAN FINANICAL SERVICES	242179	06/07/2024	1091 YOUNG	010-00000-0-00000-72000-43000-0-0000	\$17.35
14459	ELAN FINANICAL SERVICES	242177	06/07/2024	1091 YOUNG	010-00000-0-00000-72000-43000-0-0000	\$77.51
14459	ELAN FINANICAL SERVICES	242180	06/07/2024	1091 YOUNG	010-00000-0-11100-10000-43000-0-0000	\$298.84
14459	ELAN FINANICAL SERVICES	242176	06/07/2024	1091 YOUNG	010-07200-0-00000-24950-43000-0-0301	\$70.58
14459	ELAN FINANICAL SERVICES	242178	06/07/2024	1091 YOUNG	010-07200-0-11100-10000-43000-0-0104	\$97.30
14459	ELAN FINANICAL SERVICES	242182	06/07/2024	1091 YOUNG	010-07200-0-11302-10000-43000-0-0403	\$962.26
14459	ELAN FINANICAL SERVICES	242181	06/07/2024	1091 YOUNG	010-07200-0-11302-10000-43000-0-0403	\$952.70
14459	ELAN FINANICAL SERVICES	242175	06/07/2024	1091 YOUNG	010-26000-3-11100-10000-43000-0-0000	\$1,013.29
14459	ELAN FINANICAL SERVICES	242173	06/07/2024	1091 YOUNG	010-90336-0-11100-10000-43000-0-0000	\$64.81
14459	ELAN FINANICAL SERVICES	242174	06/07/2024	1091 YOUNG	010-90336-0-11100-10000-43000-0-0000	\$189.03
14115	ETA HAND2MIND	242258	06/14/2024	INV000286650	010-90336-0-11350-10000-43000-0-0000	\$612.07
14115	ETA HAND2MIND	242257	06/14/2024	INV000386557	010-90336-0-11350-10000-43000-0-0000	\$610.73
14115	ETA HAND2MIND	242335	06/28/2024	INV000288812	010-90336-0-11350-10000-43000-0-0000	\$3,789.01
14474	FOLLETT CONTENT SOLUTIONS, LLC	242256	06/14/2024	380993F	010-07200-0-11100-24203-43000-0-0114	\$1,022.99
14592	GANNETT CALIFORNIA LOCALIQ	242048	05/31/2024	0006406609	010-00000-0-00000-72000-58000-0-0000	\$564.69
14592	GANNETT CALIFORNIA LOCALIQ	242219	06/14/2024	0006471277	010-00000-0-00000-72000-58000-0-0000	\$245.96
12921	GOLD STAR FOODS INC.	242049	05/31/2024	7366435	010-26000-3-11100-10000-43000-0-0000	\$105.90
12921	GOLD STAR FOODS INC.	242099	05/31/2024	7448266	010-26000-3-11100-10000-43000-0-0000	\$166.40
12921	GOLD STAR FOODS INC.	242100	05/31/2024	7448270	010-26000-3-11100-10000-43000-0-0000	\$87.84
12921	GOLD STAR FOODS INC.	242101	05/31/2024	7448277	010-26000-3-11100-10000-43000-0-0000	\$98.85
12921	GOLD STAR FOODS INC.	242102	05/31/2024	7366394	010-26000-3-11100-10000-43000-0-0000	\$120.90
12921	GOLD STAR FOODS INC.	242239	06/14/2024	7554276	010-26000-3-11100-10000-43000-0-0000	\$115.96
12921	GOLD STAR FOODS INC.	242361	06/28/2024	7567652	010-26000-3-11100-10000-43000-0-0000	\$309.50
12996	GOPHER SPORT	242226	06/14/2024	IN376530	010-26000-3-11100-10000-43000-0-0000	\$5,594.53
12996	GOPHER SPORT	242228	06/14/2024	IN376850	010-26000-3-11100-10000-43000-0-0000	\$613.10
12996	GOPHER SPORT	242227	06/14/2024	IN376889	010-26000-3-11100-10000-43000-0-0000	\$362.63
14315	HCI SYSTEMS, Inc	242052	05/31/2024	I0075437	010-81500-0-00000-81000-58000-0-0000	\$417.00
14369	HD SUPPLY FACILITIES MAINTENAN	242209	06/07/2024	800749525	010-81500-0-00000-81000-43000-0-0000	\$1,261.45
14369	HD SUPPLY FACILITIES MAINTENAN	242346	06/28/2024	806790689	010-81500-0-00000-81000-43000-0-0000	\$297.39
14369	HD SUPPLY FACILITIES MAINTENAN	242345	06/28/2024	818144323	010-81500-0-00000-81000-43000-0-0000	\$57.02
14369	HD SUPPLY FACILITIES MAINTENAN	242344	06/28/2024	807970769	010-81500-0-00000-81000-43000-0-0000	\$1,920.11
14369	HD SUPPLY FACILITIES MAINTENAN	242347	06/28/2024	805827615	010-81500-0-00000-81000-43000-0-0000	\$326.09
13920	HEINKS, DESIREE	242036	05/31/2024	REIMB.AWARDS	010-07200-0-11100-10000-43000-0-0104	\$128.96
12577	HOUSTON INSURANCE SERVICES	242215	06/14/2024	3616	010-00000-0-00000-72000-54500-0-0000	\$59,946.00
14164	IEC POWER LLC	242213	06/14/2024	TESD-OM-INV45	010-99900-0-00000-81000-58000-0-0000	\$2,935.74
14599	IMAGINE COMMUNITY ARTS CENTER	242163	06/04/2024	1009	010-26000-3-11100-10000-58000-0-0000	\$800.00
14599	IMAGINE COMMUNITY ARTS CENTER	242300	06/28/2024	1040	010-26000-3-11100-10000-58000-0-0000	\$3,120.00
14597	INTERSTATE BOOKS4SCHOOL	242332	06/28/2024	174860	010-90336-0-11350-10000-43000-0-0000	\$413.11
14512	J & F DIESEL REPAIR	242342	06/28/2024	1227	010-07230-0-00000-36000-58000-0-0000	\$4,556.04
12983	JACK BENIGO TREE SERVICE	242336	06/28/2024	20992	010-26000-3-00000-85000-62000-0-0000	\$1,275.00
14239	JOEY'S JUMPING CASTLE	242090	05/29/2024	7313	010-26000-3-11100-10000-58000-0-0000	\$981.00
14239	JOEY'S JUMPING CASTLE	242207	06/07/2024	7530	010-26000-3-11100-10000-58000-0-0000	\$1,107.50

12733	LAKESHORE	242109	05/31/2024	508074051724	010-90336-0-11350-10000-43000-0-0000	\$4,380.43
13961	LOWE'S	240048	05/31/2024	986886	010-81500-0-00000-81000-43000-0-0000	(\$30.79)
13961	LOWE'S	240049	05/31/2024	992186	010-81500-0-00000-81000-43000-0-0000	(\$283.81)
13961	LOWE'S	242062	05/31/2024	901150	010-81500-0-00000-81000-43000-0-0000	\$132.28
13961	LOWE'S	240047	05/31/2024	984734	010-81500-0-00000-81000-43000-0-0000	(\$64.77)
13961	LOWE'S	242059	05/31/2024	901323	010-81500-0-00000-81000-43000-0-0000	\$120.77
13961	LOWE'S	242061	05/31/2024	901345	010-81500-0-00000-81000-43000-0-0000	\$337.76
13961	LOWE'S	242064	05/31/2024	993750	010-81500-0-00000-81000-43000-0-0000	\$151.01
13961	LOWE'S	242063	05/31/2024	997489	010-81500-0-00000-81000-43000-0-0000	\$61.70
13961	LOWE'S	242058	05/31/2024	982912	010-81500-0-00000-81000-43000-0-0000	\$279.29
13961	LOWE'S	242060	05/31/2024	984808	010-81500-0-00000-81000-43000-0-0000	\$168.89
12270	LOZANO SMITH	242056	05/31/2024	2217798	010-00000-0-00000-72000-58000-0-0000	\$5,226.38
12270	LOZANO SMITH	242057	05/31/2024	2217799	010-00000-0-00000-72000-58000-0-0000	\$577.50
12270	LOZANO SMITH	242330	06/28/2024	2220001	010-00000-0-00000-72000-58000-0-0000	\$5,659.00
12270	LOZANO SMITH	242329	06/28/2024	2220000	010-00000-0-00000-72000-58000-0-0000	\$693.00
12270	LOZANO SMITH	242331	06/28/2024	2220002	010-00000-0-00000-72000-58000-0-0000	\$115.50
12270	LOZANO SMITH	242328	06/28/2024	2219999	010-00000-0-00000-72000-58000-0-0000	\$5,226.38
14254	MARIO GARCIA	242045	05/31/2024	REIMB.DMV FEE	010-07230-0-00000-36000-58000-0-0000	\$98.00
14582	MCDERMONT VENTURE, INC.	242338	06/28/2024	6186	010-26000-3-11100-10000-43000-0-0000	\$484.16
14582	MCDERMONT VENTURE, INC.	242338	06/28/2024	6186	010-26000-3-11100-10000-58000-0-0000	\$1,780.00
14255	MEGAN RICE	242208	06/07/2024	REIMB.	010-07200-0-11100-10000-43000-0-0104	\$45.69
14255	MEGAN RICE	242034	05/31/2024	REIMB.MILAGE	010-73110-0-11100-24203-52000-0-0000	\$62.18
13063	MICHELLE NUCKOLS	242296	06/14/2024	REIMB.GARDEN	010-07200-0-11302-10000-43000-0-0403	\$101.27
13882	MOBILE MODULAR MGT. CORP.	242245	06/14/2024	2569479	010-00000-0-00000-81000-56000-0-0000	\$640.00
13882	MOBILE MODULAR MGT. CORP.	242246	06/14/2024	2569525	010-00000-0-00000-81000-56000-0-0000	\$640.00
13882	MOBILE MODULAR MGT. CORP.	242244	06/14/2024	2569531	010-00000-0-00000-81000-56000-0-0000	\$640.00
14595	MODEL 1 COMMERCIAL VEHICLES, I	242264	06/14/2024	VA101003547	010-26000-3-00000-85000-64000-0-0000	\$153,762.84
14595	MODEL 1 COMMERCIAL VEHICLES, I	242263	06/14/2024	VA101003547	010-32130-0-00000-85000-64000-0-0000	\$76,881.42
14595	MODEL 1 COMMERCIAL VEHICLES, I	242262	06/14/2024	VA101003548	010-32130-0-00000-85000-64000-0-0000	\$230,644.26
11531	MORRIS LEVIN & SON	242233	06/14/2024	2405-192738	010-81500-0-00000-81000-58000-0-0000	\$358.74
14488	N & R DIESEL TRUCK REPAIR	242067	05/31/2024	821023	010-07230-0-00000-36000-58000-0-0000	\$2,700.00
14488	N & R DIESEL TRUCK REPAIR	242066	05/31/2024	821017	010-07230-0-00000-36000-58000-0-0000	\$196.00
14488	N & R DIESEL TRUCK REPAIR	242065	05/31/2024	821017	010-07230-0-00000-36000-58000-0-0000	\$500.00
12836	OFFICE DEPOT, INC.	242125	05/31/2024	362787759002	010-00000-0-00000-72000-43000-0-0000	\$18.74
12836	OFFICE DEPOT, INC.	242127	05/31/2024	362860733001	010-00000-0-00000-72000-43000-0-0000	\$67.62
12836	OFFICE DEPOT, INC.	242126	05/31/2024	362787759001	010-00000-0-00000-72000-43000-0-0000	\$17.76
12836	OFFICE DEPOT, INC.	242318	06/28/2024	366942507002	010-00000-0-00000-72000-43000-0-0000	\$31.13
12836	OFFICE DEPOT, INC.	242317	06/28/2024	3669425077001	010-00000-0-00000-72000-43000-0-0000	\$110.69
12836	OFFICE DEPOT, INC.	242143	05/31/2024	363232334001	010-07200-0-11100-10000-43000-0-0103	\$11.52
12836	OFFICE DEPOT, INC.	242142	05/31/2024	363229976001	010-07200-0-11100-10000-43000-0-0103	\$80.60
12836	OFFICE DEPOT, INC.	242132	05/31/2024	363681790001	010-07200-0-11100-10000-43000-0-0103	\$138.39
12836	OFFICE DEPOT, INC.	242131	05/31/2024	365894498001	010-11000-0-11100-10000-43000-0-0000	\$135.08
12836	OFFICE DEPOT, INC.	242141	05/31/2024	365378998001	010-11000-0-11100-10000-43000-0-0000	\$28.97
12836	OFFICE DEPOT, INC.	242147	05/31/2024	366008154001	010-11000-0-11100-10000-43000-0-0000	\$50.82
12836	OFFICE DEPOT, INC.	242116	05/31/2024	364188927001	010-11000-0-11100-10000-43000-0-0000	\$27.71
12836	OFFICE DEPOT, INC.	242145	05/31/2024	366008156001	010-11000-0-11100-10000-43000-0-0000	\$5.96
12836	OFFICE DEPOT, INC.	242140	05/31/2024	365379562001	010-11000-0-11100-10000-43000-0-0000	\$37.16
12836	OFFICE DEPOT, INC.	242144	05/31/2024	366008155001	010-11000-0-11100-10000-43000-0-0000	\$5.96

12836	OFFICE DEPOT, INC.	242160	05/31/2024	359210163001	010-11000-0-11100-10000-43000-0-0000	\$28.00
12836	OFFICE DEPOT, INC.	242129	05/31/2024	364369911001	010-11000-0-11100-10000-43000-0-0000	\$7.21
12836	OFFICE DEPOT, INC.	242128	05/31/2024	364369909001	010-11000-0-11100-10000-43000-0-0000	\$95.35
12836	OFFICE DEPOT, INC.	242139	05/31/2024	365375800001	010-11000-0-11100-10000-43000-0-0000	\$108.60
12836	OFFICE DEPOT, INC.	242146	05/31/2024	366008157001	010-11000-0-11100-10000-43000-0-0000	\$23.80
12836	OFFICE DEPOT, INC.	242135	05/31/2024	362611166001	010-11000-0-11100-10000-43000-0-0000	\$69.48
12836	OFFICE DEPOT, INC.	242133	05/31/2024	362611161001	010-11000-0-11100-10000-43000-0-0000	\$64.81
12836	OFFICE DEPOT, INC.	242138	05/31/2024	364158256001	010-11000-0-11100-10000-43000-0-0000	\$41.71
12836	OFFICE DEPOT, INC.	242134	05/31/2024	362609898001	010-11000-0-11100-10000-43000-0-0000	\$132.50
12836	OFFICE DEPOT, INC.	242123	05/31/2024	362132908001	010-11000-0-11100-10000-43000-0-0000	\$150.90
12836	OFFICE DEPOT, INC.	240051	05/31/2024	361534026001	010-11000-0-11100-10000-43000-0-0000	(\$66.64)
12836	OFFICE DEPOT, INC.	240050	05/31/2024	361529682001	010-11000-0-11100-10000-43000-0-0000	(\$48.19)
12836	OFFICE DEPOT, INC.	242122	05/31/2024	359210162001	010-11000-0-11100-10000-43000-0-0000	\$29.08
12836	OFFICE DEPOT, INC.	242137	05/31/2024	364158260001	010-11000-0-11100-10000-43000-0-0000	\$14.20
12836	OFFICE DEPOT, INC.	242136	05/31/2024	364157523001	010-11000-0-11100-10000-43000-0-0000	\$71.73
12836	OFFICE DEPOT, INC.	242117	05/31/2024	364188930001	010-11000-0-11100-10000-43000-0-0000	\$50.63
12836	OFFICE DEPOT, INC.	242118	05/31/2024	356581433001	010-11000-0-11100-10000-43000-0-0000	\$69.92
12836	OFFICE DEPOT, INC.	242112	05/31/2024	366006843001	010-11000-0-11100-10000-43000-0-0000	\$100.78
12836	OFFICE DEPOT, INC.	242119	05/31/2024	356383682001	010-11000-0-11100-10000-43000-0-0000	\$20.78
12836	OFFICE DEPOT, INC.	242124	05/31/2024	362134018001	010-11000-0-11100-10000-43000-0-0000	\$22.29
12836	OFFICE DEPOT, INC.	242114	05/31/2024	364929065001	010-11000-0-11100-10000-43000-0-0000	\$27.54
12836	OFFICE DEPOT, INC.	242115	05/31/2024	364057552001	010-11000-0-11100-10000-43000-0-0000	\$157.09
12836	OFFICE DEPOT, INC.	242113	05/31/2024	364937773001	010-11000-0-11100-10000-43000-0-0000	\$20.88
12836	OFFICE DEPOT, INC.	242130	05/31/2024	364318433001	010-11000-0-11100-10000-43000-0-0000	\$136.54
12836	OFFICE DEPOT, INC.	242121	05/31/2024	356754075001	010-11000-0-11100-10000-43000-0-0000	\$34.46
12836	OFFICE DEPOT, INC.	242120	05/31/2024	356754062001	010-11000-0-11100-10000-43000-0-0000	\$176.26
12836	OFFICE DEPOT, INC.	242320	06/28/2024	362600486001	010-11000-0-11100-10000-43000-0-0000	\$80.35
12836	OFFICE DEPOT, INC.	242321	06/28/2024	365833520001	010-11000-0-11100-10000-43000-0-0000	\$390.54
12836	OFFICE DEPOT, INC.	242322	06/28/2024	364937778001	010-11000-0-11100-10000-43000-0-0000	\$51.91
12836	OFFICE DEPOT, INC.	242319	06/28/2024	364369381001	010-11000-0-11100-10000-43000-0-0000	\$297.38
12836	OFFICE DEPOT, INC.	242325	06/28/2024	361782712001	010-11000-0-11100-10000-43000-0-0000	\$21.22
12836	OFFICE DEPOT, INC.	242323	06/28/2024	365379558002	010-11000-0-11100-10000-43000-0-0000	\$11.63
12836	OFFICE DEPOT, INC.	240054	06/28/2024	365811785001	010-11000-0-11100-10000-43000-0-0000	(\$26.38)
12836	OFFICE DEPOT, INC.	242324	06/28/2024	365824952001	010-11000-0-11100-10000-43000-0-0000	\$24.13
12836	OFFICE DEPOT, INC.	242149	05/31/2024	361013590001	010-26000-3-11100-10000-43000-0-0000	\$57.99
12836	OFFICE DEPOT, INC.	242148	05/31/2024	364595222001	010-26000-3-11100-10000-43000-0-0000	\$433.90
12836	OFFICE DEPOT, INC.	242155	05/31/2024	361200662001	010-26000-3-11100-10000-43000-0-0000	\$56.96
12836	OFFICE DEPOT, INC.	242157	05/31/2024	364595226001	010-26000-3-11100-10000-43000-0-0000	\$13.89
12836	OFFICE DEPOT, INC.	242158	05/31/2024	364594571001	010-26000-3-11100-10000-43000-0-0000	\$22.94
12836	OFFICE DEPOT, INC.	242156	05/31/2024	363299489001	010-26000-3-11100-10000-43000-0-0000	\$7.21
12836	OFFICE DEPOT, INC.	242153	05/31/2024	363299198001	010-26000-3-11100-10000-43000-0-0000	\$15.51
12836	OFFICE DEPOT, INC.	242152	05/31/2024	363299488002	010-26000-3-11100-10000-43000-0-0000	\$124.61
12836	OFFICE DEPOT, INC.	242154	05/31/2024	364595233001	010-26000-3-11100-10000-43000-0-0000	\$23.02
12836	OFFICE DEPOT, INC.	242150	05/31/2024	363299488001	010-26000-3-11100-10000-43000-0-0000	\$49.59
12836	OFFICE DEPOT, INC.	242159	05/31/2024	361013106001	010-26000-3-11100-10000-43000-0-0000	\$22.72
12836	OFFICE DEPOT, INC.	242151	05/31/2024	364595232001	010-26000-3-11100-10000-43000-0-0000	\$250.66
12836	OFFICE DEPOT, INC.	242355	06/28/2024	364595231001	010-26000-3-11100-10000-43000-0-0000	\$19.89
12836	OFFICE DEPOT, INC.	242356	06/28/2024	364595224001	010-26000-3-11100-10000-43000-0-0000	\$85.75

12836	OFFICE DEPOT, INC.	242309	06/28/2024	367624394001	010-26000-3-11100-10000-43000-0-0000	\$1.80
12836	OFFICE DEPOT, INC.	242326	06/28/2024	369101357001	010-26000-3-11100-10000-43000-0-0000	\$138.51
12836	OFFICE DEPOT, INC.	242316	06/28/2024	367687780001	010-26000-3-11100-10000-43000-0-0000	\$3.76
12836	OFFICE DEPOT, INC.	242315	06/28/2024	367687781001	010-26000-3-11100-10000-43000-0-0000	\$4.79
12836	OFFICE DEPOT, INC.	242303	06/28/2024	367575912001	010-26000-3-11100-10000-43000-0-0000	\$28.00
12836	OFFICE DEPOT, INC.	242308	06/28/2024	369396890001	010-26000-3-11100-10000-43000-0-0000	\$175.38
12836	OFFICE DEPOT, INC.	242304	06/28/2024	369532115001	010-26000-3-11100-10000-43000-0-0000	\$38.69
12836	OFFICE DEPOT, INC.	242305	06/28/2024	369286366001	010-26000-3-11100-10000-43000-0-0000	\$61.05
12836	OFFICE DEPOT, INC.	242307	06/28/2024	369404222001	010-26000-3-11100-10000-43000-0-0000	\$21.52
12836	OFFICE DEPOT, INC.	242306	06/28/2024	369979725001	010-26000-3-11100-10000-43000-0-0000	\$106.90
12836	OFFICE DEPOT, INC.	242302	06/28/2024	367633907001	010-26000-3-11100-10000-43000-0-0000	\$166.30
12836	OFFICE DEPOT, INC.	242310	06/28/2024	367619372001	010-26000-3-11100-10000-43000-0-0000	\$197.05
12836	OFFICE DEPOT, INC.	242311	06/28/2024	369895100001	010-26000-3-11100-10000-43000-0-0000	\$199.49
12836	OFFICE DEPOT, INC.	242312	06/28/2024	367673389001	010-26000-3-11100-10000-43000-0-0000	\$151.18
12836	OFFICE DEPOT, INC.	242313	06/28/2024	367687782001	010-26000-3-11100-10000-43000-0-0000	\$16.15
12836	OFFICE DEPOT, INC.	242314	06/28/2024	367687779001	010-26000-3-11100-10000-43000-0-0000	\$22.29
12836	OFFICE DEPOT, INC.	242301	06/28/2024	369103118001	010-26000-3-11100-10000-43000-0-0000	\$57.39
14026	PEAP	242110	05/31/2024	502245	010-07200-0-11100-10000-43000-0-0104	\$464.22
12088	PERMA-BOUND BOOKS	242068	05/31/2024	1989257-00	010-07200-0-11100-10000-43000-0-0103	\$1,614.09
12088	PERMA-BOUND BOOKS	242069	05/31/2024	1989254	010-07200-0-11100-10000-43000-0-0103	\$1,077.60
14521	REPTILE RON ANIMAL PRESENTATIO	242205	06/07/2024	1576	010-26000-3-11100-10000-58000-0-0000	\$600.00
14521	REPTILE RON ANIMAL PRESENTATIO	242206	06/07/2024	1580	010-26000-3-11100-10000-58000-0-0000	\$600.00
14396	S & S AG AND AUTO PARTS	242096	05/31/2024	119341	010-07230-0-00000-36000-43000-0-0000	\$30.15
14396	S & S AG AND AUTO PARTS	242097	05/31/2024	120110	010-07230-0-00000-36000-43000-0-0000	\$20.29
14396	S & S AG AND AUTO PARTS	242265	06/14/2024	121189	010-07230-0-00000-36000-43000-0-0000	\$82.92
14396	S & S AG AND AUTO PARTS	242266	06/14/2024	120800	010-07230-0-00000-36000-43000-0-0000	\$102.28
14396	S & S AG AND AUTO PARTS	242267	06/14/2024	119084	010-07230-0-00000-36000-43000-0-0000	\$2.90
14357	SANCHEZ CONNIE	242043	05/31/2024	REIMB.STC/MOM&DON	010-07200-0-00000-24950-43000-0-0301	\$95.44
14357	SANCHEZ CONNIE	242043	05/31/2024	REIMB.STC/MOM&DON	010-90336-0-11100-10000-43000-0-0000	\$18.41
13316	SCHOOL INNOVATIONS & ACHIEVEME	242362	06/28/2024	INV-SIA-666	010-00000-0-00000-72000-58000-0-0000	\$3,000.00
12994	SCHOOLS EXCESS LIABILITY FUND	242095	05/31/2024	AB218_5472215-A3	010-00000-0-00000-72000-54500-0-0000	\$10,037.07
14519	SCIENCE DIPITY INC	242088	05/31/2024	6.4.24	010-26000-3-11100-10000-58000-0-0000	\$1,450.00
14308	SHI INTERNATIONAL CORP	242071	05/31/2024	B18309427	010-07200-0-11100-24900-43000-0-0102	\$74.63
14308	SHI INTERNATIONAL CORP	242072	05/31/2024	B18297015	010-07200-0-11100-24900-43000-0-0102	\$709.46
14308	SHI INTERNATIONAL CORP	242087	05/31/2024	B18295898	010-07200-0-11100-24900-43000-0-0102	\$407.18
14308	SHI INTERNATIONAL CORP	242260	06/14/2024	B18354192	010-07200-0-11100-24900-44000-0-0102	\$673.79
14308	SHI INTERNATIONAL CORP	242261	06/14/2024	B18351260	010-07200-0-11100-24900-44000-0-0102	\$673.79
14111	SISC	242198	06/07/2024	JUNE HW RET.BRD.ACT	010-00000-0-00000-00000-95024-0-0000	\$79,216.88
14111	SISC	242197	06/07/2024	JUNE HW RET.BRD.ACT	010-00000-0-00000-00000-95028-0-0000	\$1,623.00
14111	SISC	242196	06/07/2024	JUNE HW RET.BRD.ACT	010-00000-0-00000-71000-34020-0-0000	\$8,071.65
14600	SITEONE LANDSCAPE SUPPLY , LLC	242343	06/28/2024	141858496-001	010-81500-0-00000-81000-43000-0-0000	\$2,656.91
14546	SNACK AND FRUIT	242212	06/14/2024	2017	010-26000-3-11100-10000-43000-0-0000	\$1,460.00
14392	SOLIAN, CHERIE	242202	06/07/2024	REIMB.ELD SUMMER	010-26000-3-11100-10000-58000-0-0000	\$26.50
5388	SOUTHERN CAL GAS	242070	05/31/2024	108 416 9100 8	010-00000-0-00000-81000-55000-0-0000	\$477.86
5383	SOUTHERN CALIF EDISON CO	242094	05/31/2024	700140798877	010-99900-0-00000-81000-55000-0-0000	\$13,595.89
5383	SOUTHERN CALIF EDISON CO	242093	05/31/2024	700142519619	010-99900-0-00000-81000-55000-0-0000	\$1,111.63
13902	SOUTHWEST SCH. & OFFICE SUPPLY	242259	06/14/2024	6004016552	010-00000-0-00000-71000-43000-0-0000	\$2,849.13
13902	SOUTHWEST SCH. & OFFICE SUPPLY	242073	05/31/2024	6002650257	010-00000-0-11100-10000-43000-0-0000	\$452.05

13902	SOUTHWEST SCH. & OFFICE SUPPLY	242220	06/14/2024	6002735943	010-00000-0-11100-10000-43000-0-0000	\$412.14
13527	STARLING, TIM	242098	05/31/2024	REIMB.ESPORTS AWARDS	010-26000-3-11100-10000-43000-0-0000	\$43.39
13130	SYSCO FOOD SERVICES	242075	05/31/2024	484054393	010-07200-0-11100-10000-43000-0-0201	\$250.51
13130	SYSCO FOOD SERVICES	242074	05/31/2024	484054395	010-26000-3-11100-10000-43000-0-0000	\$567.76
13130	SYSCO FOOD SERVICES	242297	06/14/2024	484081793	010-26000-3-11100-10000-43000-0-0000	\$1,842.63
13130	SYSCO FOOD SERVICES	242221	06/14/2024	484062859	010-26000-3-11100-10000-43000-0-0000	\$417.48
13130	SYSCO FOOD SERVICES	242223	06/14/2024	484070890	010-26000-3-11100-10000-43000-0-0000	\$318.45
13130	SYSCO FOOD SERVICES	242222	06/14/2024	484070890	010-26000-3-11100-10000-43000-0-0000	\$988.29
13130	SYSCO FOOD SERVICES	242360	06/28/2024	484089700	010-26000-3-11100-10000-43000-0-0000	\$436.46
13130	SYSCO FOOD SERVICES	242359	06/28/2024	484089701	010-26000-3-11100-10000-43000-0-0000	\$950.92
13421	TAMARA LAMPE	242092	05/29/2024	REIMB. DRAMA	010-07200-0-11372-10000-43000-0-0402	\$83.61
12264	TIPTON AUTO PARTS	242293	06/14/2024	72259	010-81500-0-00000-81000-43000-0-0000	\$25.41
12264	TIPTON AUTO PARTS	240052	06/14/2024	71099	010-81500-0-00000-81000-43000-0-0000	(\$54.00)
12264	TIPTON AUTO PARTS	242298	06/14/2024	72361	010-81500-0-00000-81000-43000-0-0000	\$10.98
12264	TIPTON AUTO PARTS	242291	06/14/2024	71552	010-81500-0-00000-81000-43000-0-0000	\$21.53
12264	TIPTON AUTO PARTS	242271	06/14/2024	72652	010-81500-0-00000-81000-43000-0-0000	\$323.78
12264	TIPTON AUTO PARTS	240053	06/14/2024	71986	010-81500-0-00000-81000-43000-0-0000	(\$27.00)
12264	TIPTON AUTO PARTS	242285	06/14/2024	71098	010-81500-0-00000-81000-43000-0-0000	\$610.45
12264	TIPTON AUTO PARTS	242270	06/14/2024	72528	010-81500-0-00000-81000-43000-0-0000	\$191.76
12264	TIPTON AUTO PARTS	242269	06/14/2024	4757	010-81500-0-00000-81000-43000-0-0000	\$542.55
12264	TIPTON AUTO PARTS	242294	06/14/2024	72320	010-81500-0-00000-81000-43000-0-0000	\$65.65
12264	TIPTON AUTO PARTS	242292	06/14/2024	71985	010-81500-0-00000-81000-43000-0-0000	\$239.24
12264	TIPTON AUTO PARTS	242287	06/14/2024	71243	010-81500-0-00000-81000-43000-0-0000	\$21.54
12264	TIPTON AUTO PARTS	242286	06/14/2024	71234	010-81500-0-00000-81000-43000-0-0000	\$105.57
12264	TIPTON AUTO PARTS	242283	06/14/2024	70912	010-81500-0-00000-81000-43000-0-0000	\$41.99
12264	TIPTON AUTO PARTS	242290	06/14/2024	71436	010-81500-0-00000-81000-43000-0-0000	\$135.33
12264	TIPTON AUTO PARTS	242289	06/14/2024	12264	010-81500-0-00000-81000-43000-0-0000	\$257.17
12264	TIPTON AUTO PARTS	242288	06/14/2024	71274	010-81500-0-00000-81000-43000-0-0000	\$56.87
12264	TIPTON AUTO PARTS	242284	06/14/2024	71032	010-81500-0-00000-81000-43000-0-0000	\$25.84
12264	TIPTON AUTO PARTS	242280	06/14/2024	73340	010-81500-0-00000-81000-43000-0-0000	\$26.06
12264	TIPTON AUTO PARTS	242279	06/14/2024	73231	010-81500-0-00000-81000-43000-0-0000	\$56.01
12264	TIPTON AUTO PARTS	242282	06/14/2024	70848	010-81500-0-00000-81000-43000-0-0000	\$397.46
12264	TIPTON AUTO PARTS	242281	06/14/2024	70747	010-81500-0-00000-81000-43000-0-0000	\$56.01
12264	TIPTON AUTO PARTS	242278	06/14/2024	73128	010-81500-0-00000-81000-43000-0-0000	\$18.31
12264	TIPTON AUTO PARTS	242277	06/14/2024	73116	010-81500-0-00000-81000-43000-0-0000	\$222.21
12264	TIPTON AUTO PARTS	242276	06/14/2024	73045	010-81500-0-00000-81000-43000-0-0000	\$27.91
12264	TIPTON AUTO PARTS	242275	06/14/2024	73011	010-81500-0-00000-81000-43000-0-0000	\$15.06
12264	TIPTON AUTO PARTS	242274	06/14/2024	72837	010-81500-0-00000-81000-43000-0-0000	\$10.04
12264	TIPTON AUTO PARTS	242273	06/14/2024	72769	010-81500-0-00000-81000-43000-0-0000	\$22.98
12264	TIPTON AUTO PARTS	242272	06/14/2024	72656	010-81500-0-00000-81000-43000-0-0000	\$843.13
5760	TIPTON COMMUNITY SERVICES DIST	242243	06/14/2024	10040002	010-00000-0-00000-81000-55000-0-0000	\$1,236.84
14414	T-MOBILE USA INC.	242192	06/07/2024	987306951	010-00000-0-00000-81000-59000-0-0000	\$599.10
14414	T-MOBILE USA INC.	242255	06/14/2024	970029235	010-07200-0-11100-24900-58000-0-0102	\$4,686.40
12899	TROPHY SHOPPE	242242	06/14/2024	20260	010-07200-0-11100-10000-43000-0-0104	\$948.25
14511	TS ACCOUNTING & CONSULTING,INC	242339	06/28/2024	1755	010-00000-0-00000-72000-58000-0-0000	\$500.00
14476	TUFF SHED	242199	06/07/2024	2791141	010-26000-3-00000-85000-62000-0-0000	\$10,679.86
13463	TULARE COUNTY OFFICE OF EDUCAT	242077	05/31/2024	243326	010-00000-0-00000-73500-58000-0-0000	\$26,614.00
13463	TULARE COUNTY OFFICE OF EDUCAT	242037	05/31/2024	242666	010-07200-0-11100-10000-58000-0-0107	\$11,299.23

13463	TULARE COUNTY OFFICE OF EDUCAT	242203	06/07/2024	243526	010-07200-0-11100-10000-58000-0-0405	\$45.00
13463	TULARE COUNTY OFFICE OF EDUCAT	242204	06/07/2024	232350	010-07200-0-11100-10000-58000-0-0405	\$40.00
13463	TULARE COUNTY OFFICE OF EDUCAT	242363	06/28/2024	244020	010-33270-0-50010-31100-58000-0-0000	\$6,199.00
12324	TULE TRASH COMPANY	242248	06/14/2024	310523	010-00000-0-00000-81000-55000-0-0000	\$1,227.97
14424	U.S. BANK EQUIPMENT FINANCE	242194	06/07/2024	530092626	010-00000-0-00000-72000-58000-0-0000	\$707.42
14424	U.S. BANK EQUIPMENT FINANCE	242195	06/07/2024	530092626	010-00000-0-11100-10000-58000-0-0000	\$2,122.23
14557	UBEO BUSINESS SERVICES	242216	06/14/2024	4532852	010-00000-0-00000-81000-58000-0-0000	\$41.48
13496	VALLEY PACIFIC PET. SERV., INC	242080	05/31/2024	24-786090	010-07230-0-00000-36000-43000-0-0000	\$918.26
13496	VALLEY PACIFIC PET. SERV., INC	242236	06/14/2024	24-794071	010-07230-0-00000-36000-43000-0-0000	\$570.41
13496	VALLEY PACIFIC PET. SERV., INC	242232	06/14/2024	24-789978	010-07230-0-00000-36000-43000-0-0000	\$1,825.97
12788	VESTIS SERVICES, LLC	242079	05/31/2024	5031405315	010-00000-0-00000-81000-58000-0-0000	\$636.60
12788	VESTIS SERVICES, LLC	242078	05/31/2024	5031399289	010-00000-0-00000-81000-58000-0-0000	\$636.60
12788	VESTIS SERVICES, LLC	242231	06/14/2024	5031408667	010-00000-0-00000-81000-58000-0-0000	\$636.60
12788	VESTIS SERVICES, LLC	242230	06/14/2024	5031411789	010-00000-0-00000-81000-58000-0-0000	\$636.60
12788	VESTIS SERVICES, LLC	242229	06/14/2024	5031414927	010-00000-0-00000-81000-58000-0-0000	\$636.60
12788	VESTIS SERVICES, LLC	242334	06/28/2024	5031417947	010-00000-0-00000-81000-58000-0-0000	\$636.60
14228	YESENIA MENDOZA	242210	06/07/2024	REIMB.ELOP	010-26000-3-11100-10000-43000-0-0000	\$68.75
14228	YESENIA MENDOZA	242161	05/31/2024	REIMB.ASES MILAGE	010-60100-0-11100-10000-52000-0-0000	\$31.08

010-General Fund Total Expenditures:

\$847,413.85

14101	B&B PEST CONTROL SERVICE	242235	06/14/2024	01-TIP-04-24	130-53100-0-00000-37000-58000-0-0000	\$40.00
14498	CINTAS	242237	06/14/2024	5213757588	130-53100-0-00000-37000-43000-0-0000	\$16.66
14374	ELAN FINANCIAL SERIVCES	242170	06/07/2024	9190 BETTENCOURT	130-53100-0-00000-37000-47000-0-0000	\$96.79
14373	ELAN FINANCIAL SERVICES	242188	06/07/2024	0461 MARTIN	130-53100-0-00000-37000-47000-0-0000	\$432.68
12921	GOLD STAR FOODS INC.	242105	05/31/2024	7525264	130-53100-0-00000-37000-47000-0-0000	\$319.50
12921	GOLD STAR FOODS INC.	242104	05/31/2024	7494690	130-53100-0-00000-37000-47000-0-0000	\$468.85
12921	GOLD STAR FOODS INC.	242103	05/31/2024	7366394	130-53100-0-00000-37000-47000-0-0000	\$64.81
12921	GOLD STAR FOODS INC.	242051	05/31/2024	7466881	130-53100-0-00000-37000-47000-0-0000	\$131.76
12921	GOLD STAR FOODS INC.	242050	05/31/2024	7366435	130-53100-0-00000-37000-47000-0-0000	\$237.65
12921	GOLD STAR FOODS INC.	242240	06/14/2024	7554089	130-53100-0-00000-37000-47000-0-0000	\$101.85
14560	IMPERIAL DADE	242107	05/31/2024	16750520	130-53100-0-00000-37000-43000-0-0000	\$487.14
14560	IMPERIAL DADE	242108	05/31/2024	16791069	130-53100-0-00000-37000-43000-0-0000	\$589.00
14560	IMPERIAL DADE	240046	05/31/2024	16531198	130-53100-0-00000-37000-43000-0-0000	(\$28.35)
14560	IMPERIAL DADE	242054	05/31/2024	16457819	130-53100-0-00000-37000-43000-0-0000	\$266.15
14560	IMPERIAL DADE	242053	05/31/2024	16656444	130-53100-0-00000-37000-43000-0-0000	\$881.19
14560	IMPERIAL DADE	242241	06/14/2024	16791069	130-53100-0-00000-37000-43000-0-0000	\$589.00
14560	IMPERIAL DADE	240055	06/28/2024	62277699	130-53100-0-00000-37000-43000-0-0000	(\$589.00)
14560	IMPERIAL DADE	242299	06/28/2024	16916395	130-53100-0-00000-37000-43000-0-0000	\$961.67
14427	R & L CROW DISTRIBUTING	242082	05/31/2024	4.9.24	130-53100-0-00000-37000-47000-0-0000	\$575.40
14427	R & L CROW DISTRIBUTING	242084	05/31/2024	4.19.24	130-53100-0-00000-37000-47000-0-0000	\$872.20
14427	R & L CROW DISTRIBUTING	242085	05/31/2024	4.23.24	130-53100-0-00000-37000-47000-0-0000	\$1,337.72
14427	R & L CROW DISTRIBUTING	242086	05/31/2024	4.30.24	130-53100-0-00000-37000-47000-0-0000	\$769.60
14427	R & L CROW DISTRIBUTING	242083	05/31/2024	4.16.24	130-53100-0-00000-37000-47000-0-0000	\$926.24
14427	R & L CROW DISTRIBUTING	242249	06/14/2024	5.28.24	130-53100-0-00000-37000-47000-0-0000	\$660.50
14427	R & L CROW DISTRIBUTING	242250	06/14/2024	5.21.24	130-53100-0-00000-37000-47000-0-0000	\$856.40
14427	R & L CROW DISTRIBUTING	242251	06/14/2024	5.16.24	130-53100-0-00000-37000-47000-0-0000	\$719.00
14427	R & L CROW DISTRIBUTING	242252	06/14/2024	5.14.24	130-53100-0-00000-37000-47000-0-0000	\$1,045.04
14427	R & L CROW DISTRIBUTING	242253	06/14/2024	5.7.24	130-53100-0-00000-37000-47000-0-0000	\$986.09

14357	SANCHEZ CONNIE	242042	05/31/2024	REIMB.CAFE FOOD	130-53100-0-0000-37000-47000-0-0000	\$8.98
13130	SYSCO FOOD SERVICES	242076	05/31/2024	484054392	130-53100-0-0000-37000-47000-0-0000	\$3,274.97
13130	SYSCO FOOD SERVICES	242224	06/14/2024	484070890	130-53100-0-0000-37000-47000-0-0000	\$92.47
13130	SYSCO FOOD SERVICES	242225	06/14/2024	484062858	130-53100-0-0000-37000-47000-0-0000	\$1,675.43
13130	SYSCO FOOD SERVICES	242358	06/28/2024	484054394	130-53100-0-0000-37000-47000-0-0000	\$327.28
13130	SYSCO FOOD SERVICES	242357	06/28/2024	484070891	130-53100-0-0000-37000-47000-0-0000	\$334.74
12324	TULE TRASH COMPANY	242247	06/14/2024	310522	130-53100-0-0000-81000-55000-0-0000	\$1,321.03

130-Cafeteria Fund Total Expenditures: \$20,850.44

14576	DC INSPECTIONS, INC.	242337	06/28/2024	23425-02	356-78100-0-0000-85000-62000-0-0000	\$1,105.00
14011	KIRK PURCARO	242217	06/14/2024	DSA#02-121239	356-78100-0-0000-85000-62000-0-0000	\$6,460.00
13607	MANGINI ASSOCIATES, INC.	242218	06/14/2024	14726	356-78100-0-0000-85000-62000-0-0000	\$5,021.83
14587	MISSION BANK	242091	05/29/2024	9001654	356-78100-0-0000-85000-62000-0-0000	\$7,564.62
14587	MISSION BANK	242201	06/07/2024	9001654	356-78100-0-0000-85000-62000-0-0000	\$9,549.21
14266	ORAL E. MICHAM INC	242162	05/31/2024	Payment #4	356-78100-0-0000-85000-62000-0-0000	\$143,727.68
14266	ORAL E. MICHAM INC	242295	06/14/2024	PAYMENT #5	356-78100-0-0000-85000-62000-0-0000	\$181,434.61

356-County School Facilities Fund (Kinder Facilities): \$354,862.95

Both Months

\$1,849,219.42

Total Payments

\$1,223,127.24

APY List

Date Paid between 07/01/2024 and 08/02/2024

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount
14446	95 PERCENT GROUP INC.	250108	07/19/2024	INV 151446	010-07200-0-11100-10000-58000-0-0103	\$8,260.44
13670	AERIES,INC - EAGLE SOFTWARE	250001	07/12/2024	M&S-10538	010-07200-0-11100-10000-58000-0-0310	\$2,100.00
13670	AERIES,INC - EAGLE SOFTWARE	250002	07/12/2024	M&S-10538	010-07200-0-11100-10000-58000-0-0402	\$12,705.01
13971	ALMEIDA, VIRGINIA	250135	07/26/2024	REIMB.STC TRAVEL	010-58147-0-11100-10000-52000-0-0000	\$89.14
13036	AMERICAN FIDELITY	250088	07/19/2024	JUNE 2024	010-00000-0-00000-00000-95024-0-0000	\$294.15
13904	AT&T	250083	07/12/2024	9391028859	010-00000-0-00000-81000-59000-0-0000	\$29.12
13904	AT&T	250110	07/19/2024	9391028858	010-00000-0-00000-81000-59000-0-0000	\$172.51
14101	B&B PEST CONTROL SERVICE	250090	07/19/2024	01-TIP-05-24	010-00000-0-00000-81000-52000-0-0000	\$170.00
14101	B&B PEST CONTROL SERVICE	250139	07/26/2024	01-TIP-06-24	010-00000-0-00000-81000-58000-0-0000	\$170.00
13286	BETTENCOURT, STACEY	250132	07/19/2024	REIMB.MILAGE	010-00000-0-00000-71000-52000-0-0000	\$202.34
12549	CALIFORNIA SCHOOL BOARDS ASSN.	250004	07/12/2024	INV-72638-S1H3Y4	010-00000-0-00000-72000-53000-0-0000	\$9,020.00
12549	CALIFORNIA SCHOOL BOARDS ASSN.	250003	07/12/2024	INV-71629-Z6Q7J2	010-00000-0-00000-72000-58000-0-0000	\$4,260.00
14245	CENTRAL VALLEY REFRIGERATION	250005	07/12/2024	57035	010-00000-0-00000-81000-56000-0-0000	\$643.81
14498	CINTAS	250006	07/12/2024	5217950292	010-07230-0-00000-36000-43000-0-0000	\$25.85
13389	CLASSIC CHARTER	250091	07/19/2024	170729	010-26000-4-11100-10000-58000-0-0000	\$5,262.00
14328	DONNA M. LOPEZ	250093	07/19/2024	2024-REN	010-07230-0-00000-36000-58000-0-0000	\$1,425.00
14177	DUBUQUE BANK & TRUST	250162	08/02/2024	7287401335	010-99901-0-00000-91000-74380-0-0000	\$3,163.63
14177	DUBUQUE BANK & TRUST	250161	08/02/2024	7287401335	010-99901-0-00000-91000-74390-0-0000	\$18,836.37
14374	ELAN FINANCIAL SERIVCES	250073	07/12/2024	6629 BETTENCOURT	010-00000-0-00000-71500-43000-0-0000	\$171.89
14374	ELAN FINANCIAL SERIVCES	250078	07/12/2024	6629 BETTENCOURT	010-90336-0-11350-10000-43000-0-0000	\$169.84
14374	ELAN FINANCIAL SERIVCES	250074	07/12/2024	6629 BETTENCOURT	010-90336-0-11350-10000-43000-0-0000	\$28.20
14374	ELAN FINANCIAL SERIVCES	250076	07/12/2024	6629 BETTENCOURT	010-90336-0-11350-10000-43000-0-0000	\$34.61
14374	ELAN FINANCIAL SERIVCES	250077	07/12/2024	6629 BETTENCOURT	010-90336-0-11350-10000-43000-0-0000	\$518.75
14374	ELAN FINANCIAL SERIVCES	250080	07/12/2024	6629 BETTENCOURT	010-90336-0-11350-10000-43000-0-0000	\$181.24
14374	ELAN FINANCIAL SERIVCES	250079	07/12/2024	6629 BETTENCOURT	010-90336-0-11350-10000-43000-0-0000	\$35.96
14374	ELAN FINANCIAL SERIVCES	250075	07/12/2024	6629 BETTENCOURT	010-90336-0-11350-10000-43000-0-0000	\$48.35
14375	ELAN FINANCIAL SERVICES	250065	07/12/2024	9281 SOLIAN	010-26000-3-11350-10000-58000-0-0000	\$129.30
14459	ELAN FINANCIAL SERVICES	250066	07/12/2024	1091 YOUNG	010-00000-0-11100-10000-59000-0-0000	\$68.00
14459	ELAN FINANCIAL SERVICES	250068	07/12/2024	1091 YOUNG	010-07200-0-11302-10000-43000-0-0403	\$732.04
14459	ELAN FINANCIAL SERVICES	250071	07/12/2024	1091 YOUNG	010-07230-0-00000-36000-58000-0-0000	\$1.00
14459	ELAN FINANCIAL SERVICES	250072	07/12/2024	1091 YOUNG	010-07230-0-00000-36000-58000-0-0000	\$12.00
14459	ELAN FINANCIAL SERVICES	250069	07/12/2024	1091 YOUNG	010-26000-3-11100-10000-43000-0-0000	\$175.27
14459	ELAN FINANCIAL SERVICES	250067	07/12/2024	1091 YOUNG	010-26000-3-11100-10000-43000-0-0000	\$117.44
14459	ELAN FINANCIAL SERVICES	250070	07/12/2024	1091 YOUNG	010-90336-0-11350-10000-43000-0-0000	\$67.79

5481	EMPLOYMENT DEVELOPMENT DEPT.	250085	07/16/2024	942384433 Q2 2024	010-00000-0-00000-00000-95025-0-0000	\$700.22
14115	ETA HAND2MIND	250008	07/12/2024	INV000291957	010-90336-0-11350-10000-43000-0-0000	\$1,221.46
14115	ETA HAND2MIND	250009	07/12/2024	INV000291566	010-90336-0-11350-10000-43000-0-0000	\$1,221.46
14115	ETA HAND2MIND	250094	07/19/2024	INV000293053	010-90336-0-11350-10000-43000-0-0000	\$610.73
14241	Explore Learning	250111	07/19/2024	7987958	010-63000-0-11100-10000-58000-0-0000	\$920.00
12614	FRESNO'S CHAFFEE ZOO CORP.	250140	07/26/2024	10377748	010-07200-0-11100-10000-58000-0-0107	\$446.00
14359	FRONTLINE TECH. GROUP LLC	250007	07/12/2024	INVUS203715	010-00000-0-00000-72000-58000-0-0000	\$4,514.67
14605	GILROY GARDENS FAMILY THEME PA	250141	07/26/2024	7.19.24	010-26000-4-11100-10000-58000-0-0000	\$500.00
11961	GIOTTOS ALARM TECH	250112	07/19/2024	151407	010-81500-0-00000-81000-58000-0-0000	\$1,070.57
14369	HD SUPPLY FACILITIES MAINTENAN	250010	07/12/2024	808453195	010-81500-0-00000-81000-43000-0-0000	\$283.48
14369	HD SUPPLY FACILITIES MAINTENAN	250152	07/26/2024	814092185	010-81500-0-00000-81000-43000-0-0000	\$103.28
14369	HD SUPPLY FACILITIES MAINTENAN	250153	07/26/2024	814854964	010-81500-0-00000-81000-43000-0-0000	\$105.53
14369	HD SUPPLY FACILITIES MAINTENAN	250154	07/26/2024	814350781	010-81500-0-00000-81000-43000-0-0000	\$381.93
14369	HD SUPPLY FACILITIES MAINTENAN	250203	08/02/2024	815073192	010-81500-0-00000-81000-43000-0-0000	\$51.55
14189	Hector Cardenas	250133	07/26/2024	REIMB.RENEWAL	010-07230-0-00000-36000-58000-0-0000	\$12.00
12476	HOUGHTON MIFFLIN COMPANY	250114	07/19/2024	956075083	010-63000-0-11100-10000-42000-0-0000	\$964.09
12476	HOUGHTON MIFFLIN COMPANY	250113	07/19/2024	956070309	010-63000-0-11100-10000-42000-0-0000	\$571.75
13957	INFINITY COMM. & CONSUL., INC.	250011	07/12/2024	17638	010-00000-0-00000-71000-58000-0-0000	\$3,375.00
13500	INTERACTIVE EDUCATIONAL SER.	250012	07/12/2024	188381	010-00000-0-00000-72000-58000-0-0000	\$1,100.00
14493	IXL LEARNING, INC.	250150	07/26/2024	S501193	010-07200-0-11100-10000-58000-0-0111	\$4,725.00
14493	IXL LEARNING, INC.	250151	07/26/2024	S501193	010-07200-0-11100-10000-58000-0-0204	\$4,725.00
14508	JAMF SOFTWARE, LLC	250097	07/19/2024	INV395457	010-07200-0-11100-24900-58000-0-0102	\$385.00
14239	JOEY'S JUMPING CASTLE	250095	07/19/2024	8145	010-26000-3-11100-10000-58000-0-0000	\$405.00
14239	JOEY'S JUMPING CASTLE	250096	07/19/2024	8111	010-26000-4-11100-10000-58000-0-0000	\$1,065.00
14407	LEARNING A-Z, LLC	250142	07/26/2024	8016021	010-07200-0-11100-10000-58000-0-0111	\$4,820.00
13961	LOWE'S	250126	07/19/2024	993007	010-81500-0-00000-81000-43000-0-0000	\$157.12
13961	LOWE'S	250130	07/19/2024	989379	010-81500-0-00000-81000-43000-0-0000	\$124.38
13961	LOWE'S	250131	07/19/2024	976886	010-81500-0-00000-81000-43000-0-0000	\$49.12
13961	LOWE'S	250127	07/19/2024	987140	010-81500-0-00000-81000-43000-0-0000	\$36.24
13961	LOWE'S	250001	07/19/2024	989860	010-81500-0-00000-81000-43000-0-0000	(\$51.41)
13961	LOWE'S	250128	07/19/2024	989345	010-81500-0-00000-81000-43000-0-0000	\$142.51
13961	LOWE'S	250129	07/19/2024	989869	010-81500-0-00000-81000-43000-0-0000	\$51.41
12270	LOZANO SMITH	250121	07/19/2024	2222034	010-00000-0-00000-72000-58000-0-0000	\$404.25
12270	LOZANO SMITH	250124	07/19/2024	2222037	010-00000-0-00000-72000-58000-0-0000	\$144.38
12270	LOZANO SMITH	250123	07/19/2024	2222036	010-00000-0-00000-72000-58000-0-0000	\$0.50
12270	LOZANO SMITH	250122	07/19/2024	2222035	010-00000-0-00000-72000-58000-0-0000	\$4,550.12
14254	MARIO GARCIA	250134	07/26/2024	REIMB.CERT/LIVE SCAN	010-07230-0-00000-36000-58000-0-0000	\$57.00
14024	MATH TEACHERS PRESS, INC.	250098	07/19/2024	00051640	010-26000-3-11100-10000-43000-0-0000	\$263.77
13882	MOBILE MODULAR MGT. CORP.	250017	07/12/2024	2581979	010-00000-0-00000-81000-56000-0-0000	\$640.00
13882	MOBILE MODULAR MGT. CORP.	250018	07/12/2024	2581996	010-00000-0-00000-81000-56000-0-0000	\$640.00
13882	MOBILE MODULAR MGT. CORP.	250015	07/12/2024	2581974	010-00000-0-00000-81000-56000-0-0000	\$640.00
13882	MOBILE MODULAR MGT. CORP.	250163	08/02/2024	2594330	010-00000-0-00000-81000-56000-0-0000	\$736.00
13882	MOBILE MODULAR MGT. CORP.	250165	08/02/2024	2594312	010-00000-0-00000-81000-56000-0-0000	\$736.00
13882	MOBILE MODULAR MGT. CORP.	250164	08/02/2024	2594336	010-00000-0-00000-81000-56000-0-0000	\$736.00

14363	NUTRIEN AG SOLUTIONS	250082	07/12/2024	54518628	010-00000-0-00000-81000-43000-0-0000	\$468.72
12836	OFFICE DEPOT, INC.	250019	07/12/2024	372911623001	010-00000-0-00000-72000-43000-0-0000	\$61.83
12836	OFFICE DEPOT, INC.	250020	07/12/2024	372911621001	010-00000-0-00000-72000-43000-0-0000	\$28.33
12836	OFFICE DEPOT, INC.	250021	07/12/2024	372910395001	010-00000-0-00000-72000-43000-0-0000	\$2.68
12836	OFFICE DEPOT, INC.	250024	07/12/2024	370518026001	010-26000-3-11100-10000-43000-0-0000	\$146.75
12836	OFFICE DEPOT, INC.	250022	07/12/2024	370519050001	010-26000-3-11100-10000-43000-0-0000	\$8.14
12836	OFFICE DEPOT, INC.	250023	07/12/2024	370519049001	010-26000-3-11100-10000-43000-0-0000	\$22.28
12836	OFFICE DEPOT, INC.	250025	07/12/2024	370519046001	010-26000-3-11100-10000-43000-0-0000	\$22.08
13562	ORIENTAL TRADING CO.	250099	07/19/2024	730823730-02	010-26000-3-11100-10000-43000-0-0000	\$108.56
14427	R & L CROW DISTRIBUTING	250102	07/19/2024	6.3.24	010-26000-3-11100-10000-43000-0-0000	\$257.00
14427	R & L CROW DISTRIBUTING	250100	07/19/2024	6.10.24	010-26000-3-11100-10000-43000-0-0000	\$540.32
14427	R & L CROW DISTRIBUTING	250101	07/19/2024	6.6.24	010-26000-3-11100-10000-43000-0-0000	\$131.00
14413	READ NATURALLY INC	250109	07/19/2024	268329	010-07200-0-11100-10000-58000-0-0103	\$290.00
14109	RENAISSANCE LEARNING INC.	250028	07/12/2024	INV5331369	010-30100-5-11100-10000-58000-0-0000	\$11,374.00
14396	S & S AG AND AUTO PARTS	250029	07/12/2024	120800	010-07230-0-00000-36000-43000-0-0000	\$102.28
14396	S & S AG AND AUTO PARTS	250030	07/12/2024	121118	010-07230-0-00000-36000-43000-0-0000	\$33.69
14396	S & S AG AND AUTO PARTS	250031	07/12/2024	121887	010-07230-0-00000-36000-43000-0-0000	\$10.24
14396	S & S AG AND AUTO PARTS	250032	07/12/2024	121189	010-07230-0-00000-36000-43000-0-0000	\$82.92
14396	S & S AG AND AUTO PARTS	250033	07/12/2024	123116	010-07230-0-00000-36000-43000-0-0000	\$48.48
14396	S & S AG AND AUTO PARTS	250156	07/26/2024	123727	010-07230-0-00000-36000-43000-0-0000	\$19.66
14396	S & S AG AND AUTO PARTS	250157	07/26/2024	123890	010-07230-0-00000-36000-43000-0-0000	\$56.14
14396	S & S AG AND AUTO PARTS	250158	07/26/2024	124137	010-07230-0-00000-36000-43000-0-0000	\$215.33
14396	S & S AG AND AUTO PARTS	250171	08/02/2024	124053	010-07230-0-00000-36000-43000-0-0000	\$4.74
14396	S & S AG AND AUTO PARTS	250170	08/02/2024	124393	010-07230-0-00000-36000-43000-0-0000	\$37.59
14396	S & S AG AND AUTO PARTS	250169	08/02/2024	124668	010-07230-0-00000-36000-43000-0-0000	\$1.39
14586	SANDRA ARIAS FLORES	250136	07/26/2024	STC EXAM	010-58147-0-11100-10000-52000-0-0000	\$88.67
13596	SCHOOL NURSE SUPPLY	250176	08/02/2024	1011333-IN	010-00000-0-00000-31400-43000-0-0000	\$1,210.98
14545	SCHOOLPASS, INC.	250034	07/12/2024	INV126123	010-07200-0-00000-85000-58000-0-0312	\$1,450.00
14194	Secure by Design Inc	250104	07/19/2024	99127163	010-07200-0-11100-24900-58000-0-0102	\$1,140.00
14308	SHI INTERNATIONAL CORP	250144	07/26/2024	B18565218	010-07200-0-11100-24900-43000-0-0102	\$407.18
14308	SHI INTERNATIONAL CORP	250105	07/19/2024	B18440912	010-07200-0-11100-24900-44000-0-0102	\$709.46
14111	SISC	250036	07/12/2024	JULY HW RET.BRD.ACT	010-00000-0-00000-00000-95024-0-0000	\$73,333.73
14111	SISC	250038	07/12/2024	JULY HW RET.BRD.ACT	010-00000-0-00000-00000-95028-0-0000	\$1,623.00
14111	SISC	250037	07/12/2024	JULY HW RET.BRD.ACT	010-00000-0-00000-71000-34020-0-0000	\$8,071.65
5388	SOUTHERN CAL GAS	250035	07/12/2024	108 416 9100 8	010-00000-0-00000-81000-55000-0-0000	\$248.72
5388	SOUTHERN CAL GAS	250143	07/26/2024	108 416 9100 8	010-00000-0-00000-81000-55000-0-0000	\$92.91
5383	SOUTHERN CALIF EDISON CO	250039	07/12/2024	700142519619	010-99900-0-00000-81000-55000-0-0000	\$1,579.20
5383	SOUTHERN CALIF EDISON CO	250040	07/12/2024	700140798877	010-99900-0-00000-81000-55000-0-0000	\$15,762.93
5383	SOUTHERN CALIF EDISON CO	250174	08/02/2024	700140798877	010-99900-0-00000-81000-55000-0-0000	\$19,638.23
5383	SOUTHERN CALIF EDISON CO	250175	08/02/2024	700142519619	010-99900-0-00000-81000-55000-0-0000	\$1,630.84
13902	SOUTHWEST SCH. & OFFICE SUPPLY	250148	07/26/2024	6006883406	010-00000-0-11100-10000-43000-0-0000	\$89.06
13902	SOUTHWEST SCH. & OFFICE SUPPLY	250145	07/26/2024	6006883405	010-00000-0-11100-10000-43000-0-0000	\$8.37
13902	SOUTHWEST SCH. & OFFICE SUPPLY	250149	07/26/2024	6006934176	010-00000-0-11100-10000-43000-0-0000	\$4.57
13902	SOUTHWEST SCH. & OFFICE SUPPLY	250147	07/26/2024	6006934178	010-00000-0-11100-10000-43000-0-0000	\$88.68

13902	SOUTHWEST SCH. & OFFICE SUPPLY	250146	07/26/2024	6006883404	010-00000-0-11100-10000-43000-0-0000	\$3,278.60
13902	SOUTHWEST SCH. & OFFICE SUPPLY	250103	07/19/2024	6004413205	010-26000-3-11100-10000-43000-0-0000	\$379.60
13902	SOUTHWEST SCH. & OFFICE SUPPLY	250103	07/19/2024	6004413205	010-26000-3-11100-10000-44000-0-0000	\$3,433.24
14601	SUCCESS BY DESING, INC	250204	08/02/2024	198484	010-07200-0-11100-10000-43000-0-0103	\$509.24
14601	SUCCESS BY DESING, INC	250205	08/02/2024	198484	010-07200-0-11100-10000-43000-0-0201	\$509.24
14341	SUPREME CONSTRUCTION INC	250173	08/02/2024	3703	010-81500-0-00000-81000-58000-0-0000	\$23,629.00
14341	SUPREME CONSTRUCTION INC	250172	08/02/2024	3704	010-81500-0-00000-81000-58000-0-0000	\$3,283.00
13130	SYSCO FOOD SERVICES	250106	07/19/2024	484099547	010-26000-3-11100-10000-43000-0-0000	\$715.68
12264	TIPTON AUTO PARTS	250186	08/02/2024	75681	010-07230-0-00000-36000-43000-0-0000	\$131.34
12264	TIPTON AUTO PARTS	250188	08/02/2024	75784	010-07230-0-00000-36000-43000-0-0000	\$556.85
12264	TIPTON AUTO PARTS	250192	08/02/2024	76004	010-07230-0-00000-36000-43000-0-0000	\$56.37
12264	TIPTON AUTO PARTS	250178	08/02/2024	75344	010-07230-0-00000-36000-43000-0-0000	\$16.36
12264	TIPTON AUTO PARTS	250195	08/02/2024	76098	010-07230-0-00000-36000-43000-0-0000	\$160.03
12264	TIPTON AUTO PARTS	250201	08/02/2024	76409	010-07230-0-00000-36000-43000-0-0000	\$75.32
12264	TIPTON AUTO PARTS	250200	08/02/2024	76329	010-07230-0-00000-36000-43000-0-0000	\$110.91
12264	TIPTON AUTO PARTS	250196	08/02/2024	76138	010-07230-0-00000-36000-43000-0-0000	\$76.64
12264	TIPTON AUTO PARTS	250206	08/02/2024	75596	010-07230-0-00000-36000-43000-0-0000	\$65.68
12264	TIPTON AUTO PARTS	250002	08/02/2024	75572	010-07230-0-00000-36000-43000-0-0000	(\$81.00)
12264	TIPTON AUTO PARTS	250198	08/02/2024	76244	010-07230-0-00000-36000-43000-0-0000	\$32.31
12264	TIPTON AUTO PARTS	250202	08/02/2024	76442	010-07230-0-00000-36000-43000-0-0000	\$180.19
12264	TIPTON AUTO PARTS	250199	08/02/2024	76259	010-07230-0-00000-36000-43000-0-0000	\$93.03
12264	TIPTON AUTO PARTS	250194	08/02/2024	76057	010-07230-0-00000-36000-43000-0-0000	\$105.69
12264	TIPTON AUTO PARTS	250189	08/02/2024	75863	010-07230-0-00000-36000-43000-0-0000	\$110.78
12264	TIPTON AUTO PARTS	250187	08/02/2024	75728	010-07230-0-00000-36000-43000-0-0000	\$86.14
12264	TIPTON AUTO PARTS	250185	08/02/2024	75616	010-07230-0-00000-36000-43000-0-0000	\$18.31
12264	TIPTON AUTO PARTS	250179	08/02/2024	75381	010-07230-0-00000-36000-43000-0-0000	\$129.52
12264	TIPTON AUTO PARTS	250180	08/02/2024	75451	010-07230-0-00000-36000-43000-0-0000	\$23.67
12264	TIPTON AUTO PARTS	250181	08/02/2024	75461	010-07230-0-00000-36000-43000-0-0000	\$5.30
12264	TIPTON AUTO PARTS	250190	08/02/2024	75930	010-07230-0-00000-36000-43000-0-0000	\$337.54
12264	TIPTON AUTO PARTS	250193	08/02/2024	76049	010-07230-0-00000-36000-43000-0-0000	\$112.06
12264	TIPTON AUTO PARTS	250191	08/02/2024	75989	010-07230-0-00000-36000-43000-0-0000	\$72.40
12264	TIPTON AUTO PARTS	250049	07/12/2024	74689	010-81500-0-00000-81000-43000-0-0000	\$47.68
12264	TIPTON AUTO PARTS	250050	07/12/2024	74822	010-81500-0-00000-81000-43000-0-0000	\$57.45
12264	TIPTON AUTO PARTS	250051	07/12/2024	74877	010-81500-0-00000-81000-43000-0-0000	\$44.16
12264	TIPTON AUTO PARTS	250043	07/12/2024	73977	010-81500-0-00000-81000-43000-0-0000	\$136.27
12264	TIPTON AUTO PARTS	250044	07/12/2024	74109	010-81500-0-00000-81000-43000-0-0000	\$43.71
12264	TIPTON AUTO PARTS	250042	07/12/2024	73647	010-81500-0-00000-81000-43000-0-0000	\$7.33
12264	TIPTON AUTO PARTS	250045	07/12/2024	74288	010-81500-0-00000-81000-43000-0-0000	\$38.74
12264	TIPTON AUTO PARTS	250046	07/12/2024	74444	010-81500-0-00000-81000-43000-0-0000	\$20.45
12264	TIPTON AUTO PARTS	250047	07/12/2024	74476	010-81500-0-00000-81000-43000-0-0000	\$57.00
12264	TIPTON AUTO PARTS	250048	07/12/2024	74643	010-81500-0-00000-81000-43000-0-0000	\$18.29
12264	TIPTON AUTO PARTS	250177	08/02/2024	75159	010-81500-0-00000-81000-43000-0-0000	\$21.54
5760	TIPTON COMMUNITY SERVICES DIST	250052	07/12/2024	10040002	010-00000-0-00000-81000-55000-0-0000	\$922.05
14414	T-MOBILE USA INC.	250041	07/12/2024	987306951	010-00000-0-00000-81000-59000-0-0000	\$599.10

14414	T-MOBILE USA INC.	250168	08/02/2024	987306951	010-00000-0-00000-81000-59000-0-0000	\$599.10
14414	T-MOBILE USA INC.	250125	07/19/2024	970029235	010-07200-0-11100-24900-58000-0-0102	\$4,686.40
13605	TULARE CO. OFFICE OF EDUCATION	250137	07/26/2024	243853	010-30100-4-11100-10000-58000-0-0000	\$5,000.00
13463	TULARE COUNTY OFFICE OF EDUCAT	250167	08/02/2024	244128	010-07200-0-00000-31200-58000-0-0202	\$15,041.00
12324	TULE TRASH COMPANY	250054	07/12/2024	315315	010-00000-0-00000-81000-55000-0-0000	\$1,332.61
14424	U.S. BANK EQUIPMENT FINANCE	250055	07/12/2024	532374576	010-00000-0-00000-72000-58000-0-0000	\$731.37
14424	U.S. BANK EQUIPMENT FINANCE	250056	07/12/2024	532374576	010-00000-0-11100-10000-58000-0-0000	\$2,194.12
14557	UBEO BUSINESS SERVICES	250107	07/19/2024	4557179	010-00000-0-00000-81000-58000-0-0000	\$30.00
13496	VALLEY PACIFIC PET. SERV., INC	250057	07/12/2024	INV 24-798859	010-07230-0-00000-36000-43000-0-0000	\$727.31
12788	VESTIS SERVICES, LLC	250117	07/19/2024	5031421180	010-00000-0-00000-81000-58000-0-0000	\$636.60
12788	VESTIS SERVICES, LLC	250120	07/19/2024	5031430710	010-00000-0-00000-81000-58000-0-0000	\$639.56
12788	VESTIS SERVICES, LLC	250118	07/19/2024	5031424483	010-00000-0-00000-81000-58000-0-0000	\$645.56
12788	VESTIS SERVICES, LLC	250119	07/19/2024	5031427601	010-00000-0-00000-81000-58000-0-0000	\$639.56
12788	VESTIS SERVICES, LLC	250115	07/19/2024	5031402425	010-00000-0-00000-81000-58000-0-0000	\$639.60
12788	VESTIS SERVICES, LLC	250155	07/26/2024	5031433867	010-00000-0-00000-81000-58000-0-0000	\$639.56
12788	VESTIS SERVICES, LLC	250166	08/02/2024	5031437027	010-00000-0-00000-81000-58000-0-0000	\$639.56

010-General Fund Total Expenditures:						\$329,958.21
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14101	B&B PEST CONTROL SERVICE	250138	07/26/2024	01-TIP-06-24	130-53100-0-00000-37000-58000-0-0000	\$40.00
14101	B&B PEST CONTROL SERVICE	250089	07/19/2024	01-TIP-05-24	130-53100-0-00000-81000-58000-0-0000	\$40.00
14498	CINTAS	250092	07/19/2024	5217950300	130-53100-0-00000-37000-43000-0-0000	\$74.38
14315	HCI SYSTEMS, Inc	250081	07/12/2024	I0082147	130-53100-0-00000-37000-58000-0-0000	\$966.30
12264	TIPTON AUTO PARTS	250183	08/02/2024	75462	130-53100-0-00000-37000-43000-0-0000	\$1,932.78
12324	TULE TRASH COMPANY	250053	07/12/2024	315314	130-53100-0-00000-81000-55000-0-0000	\$1,432.30

130-Cafeteria Fund Total Expenditures:						\$4,485.76
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14011	KIRK PURCARO	250013	07/12/2024	DSA#02-121239	356-78100-0-00000-85000-62000-0-0000	\$5,780.00
13607	MANGINI ASSOCIATES, INC.	250014	07/12/2024	14808	356-78100-0-00000-85000-62000-0-0000	\$2,873.62
14587	MISSION BANK	250026	07/12/2024	9001654	356-78100-0-00000-85000-62000-0-0000	\$9,879.92
14587	MISSION BANK	250160	08/02/2024	9001654	356-78100-0-00000-85000-62000-0-0000	\$4,269.82
14266	ORAL E. MICHAM INC	250027	07/12/2024	PAYMENT #6	356-78100-0-00000-85000-62000-0-0000	\$187,718.29
14266	ORAL E. MICHAM INC	250159	08/02/2024	PAYMENT #7	356-78100-0-00000-85000-62000-0-0000	\$81,126.56

356-County School Facilities Fund (Kinder Facilities):						\$291,648.21
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Total Payments	\$626,092.18
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6. **INFORMATION: (Verbal Reports & Presentations)**
 - 6.2 2022-2023 Priority Local Indicator: Teacher Assignment Monitoring Outcomes (TAMO) Report

California Department of Education

DataQuest Home / Teaching Assignment Monitoring Outcomes by FTE

2022-23 Teaching Assignment Monitoring Outcomes by Full-Time Equivalent (FTE)

Tipton Elementary Report (54-72215) Disaggregated by School

+ [Report Description](#)

+ [Report Glossary](#)

+ [Report Options and Filters](#)

Filters Enabled:

School Type: Non-Charter

[Reset Filters](#)

<u>Name</u>	<u>Total Teaching FTE</u>	<u>Clear</u>	<u>Out-of-Field</u>	<u>Intern</u>	<u>Ineffective</u>	<u>Incomplete</u>	<u>Unknown</u>	<u>N/A</u>
<u>Tipton Elementary</u>	27.0	86.3%	10.0%	0.0%	3.7%	0.0%	0.0%	0.0%

Report Totals

Name	Total Teaching FTE	Clear	Out-of-Field	Intern	Ineffective	Incomplete	Unknown	N/A
<u>Tipton Elementary</u>	27.0	86.3%	10.0%	0.0%	3.7%	0.0%	0.0%	0.0%
<u>Tulare</u>	4,445.0	82.5%	3.2%	5.2%	4.9%	3.9%	0.2%	0.1%
<u>Statewide</u>	245,801.8	85.1%	2.9%	1.8%	4.9%	4.9%	0.3%	0.2%

Note: Data for classroom-based teaching assignments taught by teachers without a Statewide Education Identifier (SEID) are not included in the Teacher Assignment Monitoring Outcome (AMO) by Full-Time Equivalency (FTE) report. Data are not included for districts and independently reporting charter schools (IRCs) that did not certify their California Longitudinal Pupil Achievement Data System (CALPADS) Fall 2 submission. Due to rounding error, partial FTE counts by AMO may not sum exactly to the Total FTE displayed in the report for the selected reporting

level and filters. For more information about this report, including data sources and timelines, data uses, downloadable files, and a description of the methodology and business rules for processing the data, please visit the [CDE Information about the Teaching Assignment Monitoring Outcome Report](#) webpage.

* Charter school data are removed by default from all district-level reports, including the associated state and county Report Totals. To include charter school data in district-level reports, select the "Reset Filters" button on district-level reports to show data for "All Schools" OR select the desired School Type filter from within the expandable Report Filters menu on the desired DataQuest report.

** Results produced using the Alternative School report filter are based on the Alternative School Accountability Status (ASAS) during associated academic year, which is based on the Dashboard Alternative School Status (DASS). The Alternative School report filter is strictly intended to facilitate comparisons for traditional charter and non-charter schools by allowing for the removal of alternative schools, which generally serve "high-risk" student populations. More information about alternative school accountability can be found on the [CDE Dashboard Alternative School Status \(DASS\)](#) webpage.

6. **INFORMATION: (Verbal Reports & Presentations)**
 - 6.3 June Board Policy Review

Bylaw 9220: Governing Board Elections

Status: DRAFT

Original Adopted Date: 10/03/2017 | **Last Revised Date:** 03/07/2023

Board Member Qualifications

Any person is eligible to be a member of the Governing Board, without further qualifications, if the person is: 18 years of age or older; a citizen of California; a resident of the school district or, if applicable, the trustee area; a registered voter; and not legally disqualified from holding civil office. (Education Code 35107)

A person is not eligible to be a member of the Board if they have been convicted of an offense(s) as specified in law and the accompanying Exhibit, except when the person has been granted a pardon in accordance with law. A district employee duly elected to the Board shall resign from district employment, or shall otherwise cease being a district employee, before being sworn in. If a district employee duly elected to the Board is sworn in and remains a district employee, then the employment shall automatically terminate upon being sworn into office. (Education Code 35107)

The Board encourages all candidates to become knowledgeable about the role of board members. The Superintendent or designee shall provide a Board candidate, upon request by the candidate, with information that will enable them to understand the responsibilities and expectations of being a Board member, including information regarding available workshops, seminars, and/or training. Additionally, the Superintendent or designee shall provide a Board candidate, upon request by the candidate, the county election official's contact information and general information about school programs, district operations, and Board responsibilities.

Recalling a Board Member

A Board member may be recalled as permitted by Elections Code 11000-11386. To commence a recall of a Board member, proponents shall serve, file, and publish or post a notice of intention to circulate the recall petition as specified by law and any applicable county elections official directives. Additionally, the recall petition shall be in the format provided by the Secretary of State and include, among other things, an estimate of the cost of conducting the special election, as determined by the county elections official, in consultation with the district.

Within 14 days after the regular meeting at which the Board receives a certificate of sufficiency of signatures on a recall petition from a county elections official, the Board shall order an election to be held to determine whether the Board member named in the petition shall be recalled. The election shall be held not less than 88, nor more than 125, days after the date that the Board orders the election. However, the election may be conducted within 180 days after the issuance of the Board's order to consolidate the election with a regularly scheduled election. (Elections Code 11240-11242)

A recall election of a Board member shall be conducted in accordance with Elections Code 11381-11386.

If a recall of a Board member is successful, that Board member's seat becomes vacant and shall be filled in accordance with Education Code 5090-95 and Board Bylaw 9223 - Filling Vacancies.

Consolidation of Elections

The Board may consolidate Board elections with the local municipal or statewide primary or general election in accordance with Elections Code 1302. Additionally, if a regularly scheduled Board election held other than on a statewide election date results in a decrease in local voter turnout of 25 percent or more compared to the average local turnout for the previous four statewide general elections, the Board shall take action to consolidate Board elections with statewide elections in accordance with Elections Code 14051-14052.

In order to consolidate elections, the Board shall adopt a resolution and submit it to the County Board of Supervisors for approval not later than 240 days prior to the date of the currently scheduled district election. (Elections Code 10404.5)

Whenever a regularly scheduled Board election is changed due to consolidation of elections, the terms of office of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)

Elections Process and Procedures

For each election, upon certification by the County Board of Supervisors, the Board shall declare who has been elected to the Board in accordance with law. (Election Code 15400)

A Board member whose term has expired shall continue to discharge the duties of the office until a successor has qualified by taking the oath of office. (Government Code 1302, 1360)

Board members may reside anywhere within the district's boundaries and shall be elected by all voters in the district.

The Board may review the district's Board election method to determine whether any modification is necessary.

If the district seeks to change its election method, the Board shall follow procedural requirements and hold public hearings in accordance with Elections Code 10010 and 21100-21150 before adopting a resolution at an open meeting specifying the change and obtain approval from the county committee on school district organization having jurisdiction over the district in accordance with Education Code 5019.

The election method or trustee-area boundaries in effect at the beginning of a Board member's term shall be used when any vacancy that occurs during that term is to be filled, even if, during the term, the district has adopted "by-trustee area" election method or trustee area boundaries have been adjusted.

Campaign Conduct

All candidates, including current Board members running as incumbents, shall abide by local, county, state, and federal requirements regarding campaign contributions, funding, and expenditures.

A Board member shall not expend, and a candidate shall not accept, any public money for the purpose of seeking elective office. However, the district may establish a dedicated fund for those seeking election to the Board, provided that the funds are available to all candidates who are qualified pursuant to Education Code 35107 without regard to incumbency or political preference. (Government Code 85300)

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

Statement of Qualifications

On the 125th day prior to the day fixed for the general district election, the Board secretary or designee shall deliver a notice, bearing the secretary's signature and district seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

Candidates for the Board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

When the elections official allows for the electronic distribution of candidate statements, a candidate for the Board may, in addition to or instead of submitting a candidate statement for inclusion in the mailed voter's pamphlet, prepare and submit a candidate statement for electronic distribution.

The district shall assume no part of the cost of printing, handling, translating, mailing, or electronically distributing candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the voter's pamphlet, the district may require candidates to pay their estimated pro rata share of these costs to the district in advance pursuant to Elections Code 13307.

Tie Votes in Board Member Elections

Whenever the County Superintendent of Schools certifies to the Board that there is a tie vote such that it is impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time and place shall determine the winner by lot. (Education Code 5016)

Bylaw 9223: Filling Vacancies

Status: DRAFT

Original Adopted Date: 02/03/2009 | **Last Revised Date:** 03/07/2023

Events Causing a Vacancy

A vacancy on the Governing Board may arise from any of the following events:

1. The death of an incumbent (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of the office for the remainder of the term (Government Code 1770)
3. A Board member's resignation in accordance with Board Bylaw 9222 - Resignation (Government Code 1770)
4. A Board member's removal from office by recall (Elections Code 11000-11386; Government Code 1770)
5. A Board member's ceasing to be a resident of the district (Government Code 1770)
6. A Board member's ceasing to inhabit the trustee area represented by the Board member (Government Code 1770)
7. A Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)
 - a. Upon district business with the approval of the Board
 - b. With the consent of the Board for an additional period not to exceed a total absence of 90 days or, in the case of illness or other urgent necessity and upon a proper showing thereof, for more than 90 days
 - c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve during the absence. If two or more Board members are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.
8. A Board member's ceasing to discharge the duties of the office for the period of three consecutive months, except when prevented by sickness or when absent from the state with the permission required by law (Government Code 1770)
9. A Board member's conviction of a felony or any offense involving a violation of official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)
10. A Board member's refusal or neglect to file the required oath within the time prescribed (Government Code 1770)
11. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)
12. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)

13. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs within four months of the end of a Board member's term, the Board shall take no action. (Education Code 5093)
2. When a vacancy occurs between six months and 130 days before a regularly scheduled Board election at which the vacant position is not scheduled to be filled, the vacancy shall be filled by a special election consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which the person was elected to fill. (Education Code 5093)
3. When a vacancy occurs any time outside of the statutory time windows identified in Items #1 and #2 above, the Board shall either order an election or make a provisional appointment within 60 days of the date of the vacancy or the filing of the member's deferred resignation, whichever is sooner. (Education Code 5091, 5093)

Eligibility for Appointment

In order to be appointed to fill a vacancy on the Board, a person must meet the eligibility requirements specified in law and Board Bylaw 9220 - Governing Board Elections.

Provisional Appointments

When, as authorized by law, the Board has opted to make a provisional appointment to fill a vacancy, the Board, by resolution, may approve the procedures for selecting the person to be provisionally appointed to fill the vacancy. These procedures may, but are not required to, include the following:

1. Advertising in the local media to solicit candidate applications
2. Establishing a committee consisting of less than a quorum of the Board to ensure that applicants are eligible for Board membership and announce the names of the eligible candidates
3. Interviewing the candidates at a public meeting

Within 10 days after the Board makes a provisional appointment to fill a Board vacancy, the Superintendent or designee, on behalf of the Board, shall post a notice of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The Superintendent or designee shall post the notice as follows: (Education Code 5092)

1. In three public places in the district or, if applicable, trustee area
2. On the district's website
3. In a newspaper of general circulation published in the district, if such a newspaper exists

The notice shall contain: (Education Code 5092)

1. The fact of the vacancy or resignation
2. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
3. The full name of the provisional appointee to the Board and the date of the provisional appointee's appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code

5091 is filed in the office of the County Superintendent of Schools within 30 days of the provisional appointment, the appointment shall become effective

The person appointed shall only hold office until the next regularly scheduled election for district Board members. (Education Code 5091)

If within 30 days of the Board's appointment, registered voters of the district or, where elections are by trustee areas, of the trustee area, submit a petition for special election that the County Superintendent determines to be legally sufficient, the provisional appointment is terminated, and a special election shall be held in accordance with Education Code 5091 to fill the vacancy.

Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

When, as authorized by law, the Board seeks to make an appointment because of a failure to elect, the Board, by resolution, may approve any additional the procedures for selecting the person to be appointed to fill the vacancy.

Exhibit 0420.41-E(1): Charter School Oversight

Status: DRAFT

Original Adopted Date: 12/13/2022

REQUIREMENTS FOR CHARTER SCHOOLS

This exhibit is a non-exhaustive list of legal requirements that apply to charter schools and may be used by districts to monitor a charter school's compliance with law. Other legal requirements may exist and may be identified in the future.

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

Governance

1. Comply with the Ralph M. Brown Act (Government Code 54950-54963), California Public Records Act (Government Code 7920.000-7930.215), conflict of interest laws (Government Code 1090-1099), and Political Reform Act (Government Code 81000-91014), including the adoption of a conflict of interest code pursuant to Government Code 87300 (Education Code 47604.1)
2. Except as otherwise authorized by Government Code 54954, hold the meetings of 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)
4. If the charter school is attended by high school students and the governing body receives student petition to appoint a student member to the governing body, appoint one or more student members in accordance with Education Code 47604.2

Operations

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

Admission/Enrollment

7. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)
8. 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)
9. Serve students with disabilities in the same manner as such students are served in other district schools (Education Code 47646, 56145)
10. Admit all students who wish to attend the charter school, according to the following criteria and procedures:

- a. Admission to the charter school shall not be determined according to the student's or parent/guardian's place of residence within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within that school's former attendance area (Education Code 47605)

If a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admission preference for students who are currently enrolled in that public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

- b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing, with preference extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5 (Education Code 47605)
- c. Other admission preferences may be permitted by the Board of the district on an individual school basis consistent with law

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

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

The charter school shall not request or require a student's records to be submitted before enrollment. The charter school shall post on its website 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)

12. Comply with the requirements of Education Code 48850-48859 regarding enrollment, identification, and placement of students experiencing homelessness and unaccompanied youth (Education Code 48850, 48851, 48852.5, 48852.6; 42 USC 11431-11435)
13. Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)
14. 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

15. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)
16. Not discriminate in the use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources (Education Code 243)
17. 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

18. Post specified information related to the prohibition against discrimination under Title IX of the Education Amendments of 1972 in a prominent and conspicuous location on the school website or on the website of the charter operator (Education Code 221.61)
19. If the charter school offers competitive athletics, annually post on the school's website or on the website of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)
20. 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)
21. 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)
22. If the charter school serves high school students and participates in the California Interscholastic Federation, post the standardized incident form developed by CDE to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events on the charter school's website on or before April 1, 2025, and, upon CDE's request, submit information related to any completed standardized incident forms received by the charter school (Ed. Code 33353)

Tuition and Fees

23. Not charge tuition (Education Code 47605)
24. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools (Education Code 49010, 49011)
25. 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

26. 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)
27. 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 and as appropriate, an Individuals with Disabilities Education Act Addendum, based on the templates developed by SBE (Education Code 47604.33, 47606.5, 52064, 52064.1, 52064.3)
28. Present a report on the annual update to the LCAP and the local control funding formula budget overview for parents/guardians on or before February 28 of each year, at a regularly scheduled meeting of the governing body of the charter school (Education Code 47606.5)
29. 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)

30. Develop a comprehensive safety plan in accordance with Education Code 32282 and review and update the plan in accordance with law by March 1 each year (Education Code 47605)
31. 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

32. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 47612.5)
33. Provide one or more periods of recess that total 30 minutes on regular instructional days and at least 15 minutes on early release days as required by law (Education Code 49056)
34. 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)
35. 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)
36. 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)
37. 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)
38. 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)
39. If the charter school is planning to hold a college or career fair, the charter school shall notify each apprenticeship program in the same county as the charter school and each community college district that has overlapping jurisdiction with the charter school with the planned date, time, and location of the fair, and give each community college district that has overlapping jurisdiction the opportunity to participate in the college or career fair (Education Code 52770, Labor Code 3074.2)
40. If a charter school offers instruction in any of grades 9-12, and provides on-campus access to employers, not prohibit access to the military services (Education Code 49603)
41. 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)
42. 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)
43. Accept and provide full or partial credit for coursework satisfactorily completed by a foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, student who is migratory, or a newcomer student while attending another school (Education Code 51225.2)
44. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605)

Special Education

45. 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)

46. 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

47. Exempt a foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, or student who is migratory who transfers between schools after the second year of high school, or a newcomer student 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)
48. In accordance with Education Code 51225.31, exempt an eligible student with disabilities from all coursework and other requirements adopted by the charter school board that are in addition to the statewide course requirements specified in Education Code 51225.3, and award such student a high school diploma (Education Code 51225.31)
49. 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)
50. 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

51. 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)
52. 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

53. 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)

54. If the charter school offers transitional kindergarten (TK), require credentialed teachers first assigned to a TK class to meet one of three specified criteria establishing qualification for the position by August 1, 2025, and to maintain adult to student ratios as specified in Education Code 48000 (Education Code 48000)

55. Correct any misassignments if notified by the district that an assignment of a charter school employee is not legally authorized (Education Code 44258.9)
56. 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)
57. 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)
58. 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)
59. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)
60. 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)
61. If the charter school provides transportation to students under contract, require drivers to submit and clear tuberculosis risk assessment, unless otherwise exempt by law (Education Code 49406)

Parent/Guardian Involvement

62. On a regular basis, consult with parents/guardians and teachers regarding the charter school's educational programs (Education Code 47605)
63. 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)
64. 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

65. Provide a nutritionally adequate breakfast and lunch free of charge during each school day to students requesting a meal regardless of the student's free or reduced-price meal eligibility, including, if the charter school offers independent study, to a student enrolled in independent study on any school day in which the student is scheduled for in-person educational activities of two or more hours (Education Code 49501.5)

If the charter school participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and is a high poverty school, as defined, the charter school shall apply to operate a federal universal meal service provision, and upon approval, apply such service. (Education Code 49501.5, 49564.3)

66. If the charter school participates in the NSLP or SBP, not promote any food or beverage during the school day that does not comply with state nutritional standards pursuant to Education Code 49430-49434, and not participate in a corporate incentive program that offers free or discounted non-nutritious foods or beverages as rewards for students who reach certain academic goals (Education Code 49431.9)

Student Health

67. 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)

68. Each charter school that serves students in any of grades 6-12 shall create and prominently display an age appropriate and culturally relevant poster that identifies approaches and resources about student mental health (Education Code 49428.5)
69. 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)
70. 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)
71. 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)
72. 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)

73. If the charter school offers an interscholastic athletic program, develop and post a written emergency action plan that describes procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, including concussion and heat illness, the location of emergency medical equipment, and the rehearsal of such procedures; acquire at least one automated external defibrillator (AED) for the school; and make the AED available at on-campus athletic activities or events (Education Code 35179.4, 35179.6)
74. 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)
75. 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)
76. If the charter school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, or to make emergency stock albuterol inhalers available to persons suffering, or reasonably believed to be suffering, from respiratory distress, comply with the requirements of Education Code 49414.3 and 49414.7, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist

Student Conduct/Discipline

77. Prohibit the denial of recess to a student unless the student's participation poses an immediate threat to the student's physical safety or to the physical safety of one or more of the student's peers (Education Code 49056)
78. Adopt a policy on bullying and cyberbullying prevention, post specified information on bullying and harassment prevention on the charter school's website, and annually make CDE's online training module on bullying prevention available to school site certificated employees and other employees who have regular interaction with students (Education Code 234.4, 234.6, 32283.5)
79. 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)
80. 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)

81. Until June 30, 2029, neither recommend for expulsion nor suspend a student in grades K-12 for disrupting school activities or otherwise willfully defying the authority of school personnel in the performance of their duties (Education Code 48901.1)
82. 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

83. 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)
84. 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)
85. 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)
86. 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)

87. 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

88. 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
89. If the charter school serves students in any of grades 3-12, stock the school's restrooms at all times with an adequate supply of menstrual products available and accessible free of cost in all women's restrooms, all-gender restrooms, and in at least one men's restroom (Education Code 35292.6)

Finance

90. 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)
91. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
92. 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)

93. 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)

94. 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

95. Annually adopt a school accountability report card (Education Code 33126, 47612; California Constitution, Article 16, Section 8.5)
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Exhibit 1113-E(1): District And School Websites

Status: DRAFT

Original Adopted Date: 09/06/2022

MATERIALS REQUIRED TO BE POSTED ON DISTRICT WEBSITE

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

Materials to Prominently Display

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

1. 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, including sex stereotypes, sex characteristics, gender, gender identity, sexual orientation, pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions or recovery, and parental, family, and marital status; that inquiries about the application of Title IX may be referred to the Title IX Coordinator or the U.S. Department of Education's Office for Civil Rights (OCR); the name and contact information of the Title IX Coordinator; how to locate the district's nondiscrimination policy and grievance procedures; how to report information about conduct that may constitute sex discrimination under Title IX; the rights of students and the public as specified in Education Code 221.8; the responsibilities of the district under Title IX; web links to information about those rights and responsibilities on the websites of the Office for Equal Opportunity and OCR; a description of how to file a complaint of noncompliance under Title IX with specified components; and a link to Title IX information posted on the California Department of Education's (CDE) website (Education Code 221.6, 221.61, 234.6; 34 CFR 106.2, 106.8, 106.10). 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 Civil Rights Department (CRD) including, "California Law Prohibits Workplace Discrimination and Harassment," and for districts with five or more employees, "The Rights of

Employees Who Are Transgender or Gender Nonconforming," "Your Rights and Obligations as a Pregnant Employee," and "Family Care and Medical Leave and Pregnancy Disability Leave" (Government Code 12950). 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 website. However, there are no specific requirements related to where they are posted on the website.

11. 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.
12. 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.
13. 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.
14. For all schools offering competitive athletics, the total enrollment of the school classified by gender, the number of students enrolled at the school who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9). The information shall be posted at the end of the school year on the school's website or, if the school does not have a website, on the district's website. See AR 6145.2 - Athletic Competition.
15. 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.
16. 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.
17. 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.
18. The section(s) of the district's employee code of conduct addressing interactions with students. These section(s) or a link to them shall be posted on each school's website or, if a school does not have its own website, on the district's website in a manner that is accessible to the public without a password. (Education Code 44050) See BP 4119.21/4219.21/4319.21 - Professional Standards and BP 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions.
19. 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.
20. If the district includes information about the free and reduced-priced meal program on its website, 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(1) 3555 - Nutrition Program Compliance.

21. 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. The plan shall be posted on the school's website or, if the school does not have a website, then on the district's website. (Education Code 17611.5). See AR 3514.2 Integrated Pest Management.
 22. 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). See BP 7150 - Site Selection And Development.
 23. 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.
 24. 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.
 25. 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 website.) In addition, if a school loses its WASC or other agency's accreditation, the district and school shall post on their websites a notice of the loss of accreditation and potential consequences (Education Code 35178.4). See BP 6190 - Evaluation of the Instructional Program.
 26. The district's COVID-19 testing plan (Education Code 32096).
 27. Using the template developed by CDE, the use of Learning Recovery Emergency Funds, with interim reports posted by December 1, 2024 and annually thereafter, and a final report by December 15, 2029 (Education Code 32526).
 28. An age appropriate and culturally relevant digitized poster that identifies approaches and shares resources about student mental health, distributed to students online at the beginning of each school year (Education Code 49428.5). See BP 5141.5 - Mental Health
 29. The standardized incident form developed by CDE to track racial discrimination, harassment, or hazing, that occurs at high school sporting games or events, including information on how to submit a completed incident form (Education Code 33353).
 30. If a provisional appointment is made to fill a governing board vacancy, notice of both the actual vacancy or the filing of a deferred resignation and the provisional appointment. Post within 10 days of making the provisional appointment (Education Code 5092). See BB 9223 - Filling Vacancies.
 31. The dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl, and of the possibility that dangerous synthetic drugs can be found in counterfeit pills (Education Code 48985.5).
 32. The annual report to CDE on the use of behavioral restraints and seclusion (Education Code 49006).
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Exhibit 4112.9-E(1): Employee Notifications

Status: DRAFT

Original Adopted Date: 10/03/2023

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to employees. Other notices may exist and be identified in the future.

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment
Education or Other Legal Code: Education Code 231.5, Government Code 12950
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually and 72 hours before pesticide application
Education or Other Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: AR 3514.2
Subject: Use of pesticide products, active ingredients, Internet address to access information on pesticides

When/Whom to Notify: Prior to implementing year-round schedule
Education or Other Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: BP 6117
Subject: Public hearing on implementing year-round program schedule

When/Whom to Notify: Prior to implementing alternative schedule
Education or Other Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: BP 6112
Subject: Public hearing on alternative schedule in secondary grades

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: AR 1312.3; BP 0460; BP 3260
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When to Notify: Annually
Education or Other Legal Code: Education Code 49069.5, 51225.1
Board Policy/Administrative Regulation #: AR 6173, AR 6173.1, 6173.3, 6175
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, students who are migratory, and newcomer students.

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer epinephrine auto-injectors

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49414.7
Board Policy/Administrative Regulation #: 5141.21
Subject: Request for volunteers to be trained to administer stock albuterol inhalers

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49468.2
Board Policy/Administrative Regulation #: 5141.21
Subject: Request for volunteers to be trained to administer anti-seizure medication

When/Whom to Notify: At least once per year
Education or Other Legal Code: Education Code 49414.3
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer opioid antagonist

When to Notify: When a parent/guardian requests for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures
Education or Other Legal Code: Education Code 49468.2
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When/Whom to Notify: To all employees
Education or Other Legal Code: Government Code 1126
Board Policy/Administrative Regulation #: BP 4136/4236/4336
Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: To all employees
Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210
Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359
Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment
Education or Other Legal Code: Government Code 21029
Board Policy/Administrative Regulation #: None
Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter
Education or Other Legal Code: Health and Safety Code 1797.196
Board Policy/Administrative Regulation #: AR 5141
Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: If the district receives Tobacco-Use Prevention Education funds
Education or Other Legal Code: Health and Safety Code 104420
Board Policy/Administrative Regulation #: AR 3513.3
Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually, or more frequently if there is new information
Education or Other Legal Code: Health and Safety Code 120875, 120880
Board Policy/Administrative Regulation #: BP 4119.43/4219.43/4319.43
Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To new employees upon hire and other employees upon request, in districts with 25 or more employees
Education or Other Legal Code: Labor Code 230.1
Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2
Subject: Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse

When/Whom to Notify: With each paycheck
Education or Other Legal Code: Labor Code 246
Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1
Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave
Education or Other Legal Code: Labor Code 1034
Board Policy/Administrative Regulation #: BP 4033
Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees
Education or Other Legal Code: Labor Code 2800.2
Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account
Education or Other Legal Code: Labor Code 2810.7
Board Policy/Administrative Regulation #: None
Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period
Education or Other Legal Code: Labor Code 3551
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Within one day of receiving notice of potential exposure to COVID-19, and remain posted for not less than 15 calendar days, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable
Where: Prominently display in all places where notices to employees concerning workplace rules or regulations are customarily posted
Education or Other Legal Code: Labor Code 6409.6
Board Policy/Administrative Regulation #: AR 4157/4257/4357
Subject: Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan

When/Whom to Notify: Prior to beginning employment
Education or Other Legal Code: Penal Code 11165.7, 11166.5
Board Policy/Administrative Regulation #: AR 5141.4
Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury
Education or Other Legal Code: Unemployment Insurance Code 2613
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses
Education or Other Legal Code: Welfare and Institutions Code 827
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants
Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.9
Board Policy/Administrative Regulation #: BP 0410, AR 4030
Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee
Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: To all employees
Education or Other Legal Code: 8 CCR 3203
Board Policy/Administrative Regulation #: AR 4157/4257/4357
Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees
Education or Other Legal Code: 34 CFR 106.8
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

When/Whom to Notify: Annually
Education or Other Legal Code: 40 CFR 763.84, 763.93
Board Policy/Administrative Regulation #: AR 3514
Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When/Whom to Notify: Prior to the beginning of school year or upon employment
Education or Other Legal Code: 20 USC 2354; 34 CFR 100 Appendix B, 104.8
Board Policy/Administrative Regulation #: AR 6178
Subject: All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

II. To Certificated Employees

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire
Education or Other Legal Code: Education Code 22455.5
Board Policy/Administrative Regulation #: AR 4121
Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual
Education or Other Legal Code: Education Code 22461
Board Policy/Administrative Regulation #: AR 4117.14/4317.14
Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees
Education or Other Legal Code: Education Code 35171
Board Policy/Administrative Regulation #: AR 4115, BP 4315
Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated
Education or Other Legal Code: Education Code 44663
Board Policy/Administrative Regulation #: AR 4115
Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee
Education or Other Legal Code: Education Code 44664
Board Policy/Administrative Regulation #: AR 4115
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees
Education or Other Legal Code: Education Code 44842
Board Policy/Administrative Regulation #: AR 4112.1
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and every July thereafter
Education or Other Legal Code: Education Code 44916
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121
Subject: Employment status and salary

When/Whom to Notify: To probationary employee, by March 15
Education or Other Legal Code: Education Code 44929.21, 44929.23, 44948.5

Board Policy/Administrative Regulation #: BP 4116
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year
Education or Other Legal Code: Education Code 44934, 44934.1, 44936
Board Policy/Administrative Regulation #: BP 4118; AR 4118
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings
Education or Other Legal Code: Education Code 44940.5
Board Policy/Administrative Regulation #: AR 4118
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second- year probationary employee
Education or Other Legal Code: Education Code 44948.3
Board Policy/Administrative Regulation #: AR 4118
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15
Education or Other Legal Code: Education Code 44949, 44955
Board Policy/Administrative Regulation #: BP 4117.3
Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: Before the end of the school year to temporary employee who served 75 percent of school year but will be released
Education or Other Legal Code: Education Code 44954
Board Policy/Administrative Regulation #: BP 4121
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated
Education or Other Legal Code: Education Code 44955.5
Board Policy/Administrative Regulation #: BP 4117.3
Subject: Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts
Education or Other Legal Code: Education Code 49079
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee

receives transfer student's record regarding acts that resulted in suspension or expulsion
Education or Other Legal Code: Education Code 48201
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct
Education or Other Legal Code: 5 CCR 80303
Board Policy/Administrative Regulation #: AR 4117.7/4317.7
Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

III. To Classified Employees

When/Whom to Notify: When a classified employee is subject to disciplinary action for cause, in a nonmerit district
Education or Other Legal Code: Education Code 45113
Board Policy/Administrative Regulation #: AR 4218
Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification
Education or Other Legal Code: Education Code 45169
Board Policy/Administrative Regulation #: AR 4212
Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted
Education or Other Legal Code: Education Code 45192, 45195
Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11
Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified documents
Education or Other Legal Code: 13 CCR 1234
Board Policy/Administrative Regulation #: AR 3542
Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter
Education or Other Legal Code: 13 CCR 2480
Board Policy/Administrative Regulation #: AR 3542
Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon

employment

Education or Other Legal Code: 49 CFR 382.113, 382.601

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test

When/Whom to Notify: To school bus drivers, prior to operating school bus

Education or Other Legal Code: 49 CFR 382.303

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Post accident information, procedures, and instruction

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Education or Other Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 2121, BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Education or Other Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Education or Other Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: BP 3580

Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file

Education or Other Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline

Education or Other Legal Code: Government Code 3304

Board Policy/Administrative Regulation #: AR 3515.3

Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return

Education or Other Legal Code: Government Code 20997

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Education or Other Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information
Education or Other Legal Code: Government Code 54963
Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23
Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: When document identifying employee who is victim of domestic violence is disclosed
Education or Other Legal Code: Labor Code 230
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Accommodations and leave for victims of domestic violence

When/Whom to Notify: Within one working day of work-related injury or victimization of crime
Education or Other Legal Code: Labor Code 3553, 5401
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification
Education or Other Legal Code: Penal Code 11105, 11105.2
Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5
Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter
Education or Other Legal Code: 8 CCR 3204
Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42
Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, within 15 working days after receiving a monitoring result related to an employee exposure determination
Education or Other Legal Code: 8 CCR 5191
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area
Education or Other Legal Code: 8 CCR 5194
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave
Education or Other Legal Code: 38 USC 4334
Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5
Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave
Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee
Education or Other Legal Code: 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

When/Whom to Notify: To all employees working with families experiencing homelessness
Education or Other Legal Code: Education Code 48851.3, 42 USC 11432
Board Policy/Administrative Regulation #: AR 6173
Subject: Duties of district liaison for homeless students and availability of training and services

Exhibit 5145.6-E(1): Parent/Guardian Notifications

Status: DRAFT

Original Adopted Date: 10/03/2023

Cautionary Notice: Government Code 17581.5 releases districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2023 (SB 101, Ch. 12, Statutes of 2023) extends the suspension of these requirements through the 2023-24 fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to parents/guardians. Other notices may exist and be identified in the future.

I. Annually

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 222.5; 46015
Board Policy/Administrative Regulation #: See BP 5146
Subject: Rights and options for pregnant and parenting students

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 234.7
Board Policy/Administrative Regulation #: See BP 0410
Subject: Right to a free public education regardless of immigration status or religious beliefs

When to Notify: Beginning of each school year or upon enrollment
Education or Other Legal Code: Education Code 310
Board Policy/Administrative Regulation #: See BP 6142.2, AR 6174
Subject: Information on the district's language acquisition program

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3
Board Policy/Administrative Regulation #: See AR 3514.2
Subject: Use of pesticide products, active ingredients, internet address to access information, and, if district uses certain pesticides, integrated pest management plan

When to Notify: Annually by February 1
Education or Other Legal Code: Education Code 35256, 35258
Board Policy/Administrative Regulation #: See BP 0510
Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 35291, 48980
Board Policy/Administrative Regulation #: See AR 5144, AR 5144.1
Subject: District and site discipline rules

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 44050
Board Policy/Administrative Regulation #: See BP 4119.21, BP 4219.21, BP 4319.21
Subject: Code of conduct addressing employee interactions with students

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 46010.1
Board Policy/Administrative Regulation #: See AR 5113
Subject: Absence for confidential medical services

When to Notify: Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school
Education or Other Legal Code: Education Code 48929, 48980
Board Policy/Administrative Regulation #: See BP 5116.2

Subject: District policy authorizing transfer

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980
Board Policy/Administrative Regulation #: See BP 6111
Subject: Schedule of minimum days and student-free staff development days

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917; 34 CFR 106.8
Board Policy/Administrative Regulation #: See AR 5145.7
Subject: Copy of sexual harassment policy as related to students; contact information for Title IX coordinator

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 32255-32255.6
Board Policy/Administrative Regulation #: See AR 5145.8
Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301
Board Policy/Administrative Regulation #: See BP 5111.1, AR 5116.1, AR 5117
Subject: All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process

When to Notify: Beginning of each school year, if Governing Board allows such absence
Education or Other Legal Code: Education Code 48980, 46014
Board Policy/Administrative Regulation #: See AR 5113
Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 48205
Board Policy/Administrative Regulation #: See AR 5113, BP 6154
Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208
Board Policy/Administrative Regulation #: See AR 6183
Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49403
Board Policy/Administrative Regulation #: See BP 5141.31
Subject: School immunization program

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49423, 49480
Board Policy/Administrative Regulation #: See AR 5141.21
Subject: Administration of prescribed medication

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49471, 49472
Board Policy/Administrative Regulation #: See BP 5143
Subject: Availability of insurance

When to Notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement

Education or Other Legal Code: Education Code 48980, 51225.3
Board Policy/Administrative Regulation #: See AR 6146.1
Subject: How district established graduation requirements do or do not satisfy college entrance A-G course criteria; district's CTE courses that satisfy A-G course criteria

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48985.5
Board Policy/Administrative Regulation #: Not currently in CSBA policy
Subject: The dangers of using synthetic drugs not prescribed by a physician and possibility that such drugs can be found in counterfeit pills

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48986, 49392
Board Policy/Administrative Regulation #: See AR 0450
Subject: Information and laws related to the safe storage of firearms and California's child access prevention laws

When to Notify: Annually (not otherwise specified)
Education or Other Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: See AR 1312.3, BP 0460, BP 3260
Subject: Uniform complaint procedures, available appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49063
Board Policy/Administrative Regulation #: See AR 5125, AR 5125.3
Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7
Board Policy/Administrative Regulation #: See AR 5125
Subject: Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria for defining school officials and to determine legitimate educational interest, categories defined as directory information, disclosures, right to file complaint with U.S. Department of Education, course prospectus availability

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37
Board Policy/Administrative Regulation #: See AR 5125.1
Subject: Release of directory information

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49069.5, 51225.1
Board Policy/Administrative Regulation #: See AR 6173, AR 6173.1, AR 6173.3, AR 6175
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, students who are migratory and newcomer students

When to Notify: Two or more times during the school year
Education or Other Legal Code: Education Code 49428
Board Policy/Administrative Regulation #: See BP 5141.5
Subject: How to access mental health services at school and/or in the community

When to Notify: Beginning of each school year in schools serving students in grades 6-12
Education or Other Legal Code: Education Code 49428.5
Board Policy/Administrative Regulation #: See BP 5141.5
Subject: Distribution of digitized mental health poster online

When to Notify: Annually or upon enrollment in elementary school
Education or Other Legal Code: Education Code 49452.6
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Availability of type 1 diabetes informational materials developed by the California Department of Education

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49520, 48980, 42 USC 1758, 7 CFR 245.5
Board Policy/Administrative Regulation #: See AR 3553
Subject: Eligibility and application process for free and reduced price meals

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 51513, 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5022, BP 6162.8
Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures

When to Notify: When developing the local control and accountability plan and during the annual update of the local control and accountability plan (LCAP)
Education or Other Legal Code: Education Code 52062
Board Policy/Administrative Regulation #: See BP 0460
Subject: Opportunity to submit written comments regarding specific actions and expenditures in proposed plan or annual update

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 56301
Board Policy/Administrative Regulation #: See BP 6164.4
Subject: Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 58501, 48980
Board Policy/Administrative Regulation #: See AR 6181
Subject: Alternative schools

When/Whom to Notify: Annually (not otherwise specified)
Education or Other Legal Code: Education Code 60615, 5 CCR 852
Board Policy/Administrative Regulation #: See AR 6162.51
Subject: Student's participation in state assessments; option to request exemption from testing

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 60900.5
Board Policy/Administrative Regulation #: Not currently in CSBA policy
Subject: Use of CalPADS data as specified in Education Code 60900.5

When to Notify: Beginning of each school year
Education or Other Legal Code: Health and Safety Code 104855
Board Policy/Administrative Regulation #: See AR 5141.6
Subject: Availability of dental fluoride treatment; opportunity to accept or deny treatment

When to Notify: Beginning of each school year, if district receives Title I funds
Education or Other Legal Code: 20 USC 6312; 34 CFR 200.48
Board Policy/Administrative Regulation #: See BP 4112.2, AR 4222
Subject: Right to request information re: professional qualifications of child's teacher and paraprofessional

When to Notify: Beginning of each school year
Education or Other Legal Code: 34 CFR 104.8, 106.8
Board Policy/Administrative Regulation #: See BP 0410, BP 6178
Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals
Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93
Board Policy/Administrative Regulation #: See AR 3514
Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When to Notify: Beginning of each school year
Education or Other Legal Code: USDA FNS Instructions 113-1
Board Policy/Administrative Regulation #: See BP 3555
Subject: Information related to the district's food service programs

When to Notify: Beginning of each school year
Education or Other Legal Code: USDA SP-46-2016
Board Policy/Administrative Regulation #: See AR 3551
Subject: District policy on meal payments

II. At Specific Times During the Student's Academic Career

When to Notify: Beginning in grade 7, at least once prior to course selection and career counseling
Education or Other Legal Code: Education Code 221.5, 48980
Board Policy/Administrative Regulation #: See BP 6164.2
Subject: Course selection and career counseling

When to Notify: Upon a student's enrollment
Education or Other Legal Code: Education Code 310
Board Policy/Administrative Regulation #: See BP 6142.2, AR 6174
Subject: Information on the district's language acquisition programs

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program
Education or Other Legal Code: Education Code 32390, 48980
Board Policy/Administrative Regulation #: See AR 5142.1
Subject: Fingerprinting program

When/Whom to Notify: When participating in driver training courses under the jurisdiction of the district
Education or Other Legal Code: Education Code 35211
Board Policy/Administrative Regulation #: None
Subject: Civil liability, insurance coverage

When to Notify: Upon registration in K-6, if students have not previously been transported
Education or Other Legal Code: Education Code 39831.5
Board Policy/Administrative Regulation #: See AR 3543
Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

When to Notify: Beginning of each school year for high school students, if high school is open campus
Education or Other Legal Code: Education Code 44808.5, 48980
Board Policy/Administrative Regulation #: See BP 5112.5
Subject: Open campus

When to Notify: When admitted or advancing to sixth grade
Education or Other Legal Code: Education Code 48980.4
Board Policy/Administrative Regulation #: Not currently in CSBA policy
Subject: A statement regarding the state's public policy, advising that the student adhere to current immunization guidelines regarding full human papillomavirus (HPV) immunization before admission or advancement to the eighth grade level

When to Notify: Prior to providing an eye examination
Education or Other Legal Code: Education Code 49455.5
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Upcoming eye examinations at school site, including form on which parent/guardian may indicate lack of consent

When to Notify: When a parent/guardian request for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures
Education or Other Legal Code: Education Code 49468.2
Board Policy/Administrative Regulation #: To be included in AR 5141.21
Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of

emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When to Notify: Upon a student's enrollment
Education or Other Legal Code: Education Code 49063
Board Policy/Administrative Regulation #: See AR 5125, AR 5125.3
Subject: Specified rights related to student records

When to Notify: When students enter grade 7
Education or Other Legal Code: Education Code 49452.7
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Specified information on type 2 diabetes

When to Notify: When in kindergarten, or first grade if not previously enrolled in public school
Education or Other Legal Code: Education Code 49452.8
Board Policy/Administrative Regulation #: See AR 5141.32
Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

When to Notify: Before grade 12
Education or Other Legal Code: Education Code 51225.8
Board Policy/Administrative Regulation #: See AR 6143
Subject: Completion and submission of FAFSA and CADAA

When to Notify: Beginning of each school year for students in grades 9-12
Education or Other Legal Code: Education Code 51229, 48980
Board Policy/Administrative Regulation #: See AR 6143, BP 6178
Subject: UC and CSU College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors

When to Notify: Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year
Education or Other Legal Code: Education Code 51938, 48980
Board Policy/Administrative Regulation #: See AR 6142.1
Subject: Sexual health and HIV prevention education; right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse

When to Notify: Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year
Education or Other Legal Code: Education Code 60641, 5 CCR 863
Board Policy/Administrative Regulation #: See AR 6162.51
Subject: Results of tests; test purpose, individual score and intended use

When/Whom to Notify: By October 15 for students in grade 12
Education or Other Legal Code: Education Code 69432.9
Board Policy/Administrative Regulation #: See AR 5121, AR 5125
Subject: Forwarding of student's grade point average to Cal Grant program; timeline to opt out

When to Notify: Upon enrollment in a California State Preschool program
Education or Other Legal Code: Education Code 8489.1
Board Policy/Administrative Regulation #: See AR 5148.3
Subject: Limitations on disenrollment, including expulsion and suspension and how to file an appeal in the event of expulsion or suspension

When to Notify: When child is enrolled or reenrolled in a licensed child care center or preschool
Education or Other Legal Code: Health and Safety Code 1596.7996
Board Policy/Administrative Regulation #: See AR 5148
Subject: Information on risks and effects of lead exposure, blood lead testing

When to Notify: When child is enrolled in kindergarten
Education or Other Legal Code: Health and Safety Code 124100, 124105

Board Policy/Administrative Regulation #: See AR 5141.32
Subject: Health screening examination

When to Notify: To students in grades 11-12, early enough to enable registration for fall test
Education or Other Legal Code: 5 CCR 11523
Board Policy/Administrative Regulation #: See AR 6146.2
Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: To secondary students, if district receives Title I funds
Education or Other Legal Code: 20 USC 7908
Board Policy/Administrative Regulation #: See AR 5125.1
Subject: Request that district not release student's name, address, and phone number to military recruiters without prior written consent

III. When Special Circumstances Occur

When to Notify: In the event of a breach of security of district records
Education or Other Legal Code: Civil Code 1798.29
Board Policy/Administrative Regulation #: See BP 3580
Subject: Types of records affected, date of breach, description of incident, contact information for credit reporting agencies

When to Notify: Upon receipt of a complaint alleging discrimination
Education or Other Legal Code: Education Code 262.3
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Civil law remedies available to complainants

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient
Education or Other Legal Code: Education Code 313, 5 CCR 11303
Board Policy/Administrative Regulation #: See AR 6174
Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives Title I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year
Education or Other Legal Code: Education Code 313.2, 440, 20 USC 6312
Board Policy/Administrative Regulation #: See AR 6174
Subject: Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program

When to Notify: For districts under financial distress, as defined, upon an affirmative action by the Board to implement a school closure or consolidation
Education or Other Legal Code: Education Code 41329
Board Policy/Administrative Regulation #: Not currently in CSBA policy
Subject: The date of the closure or consolidation, student's new school assignment, district resources to support student transition, contacts for additional information.

When to Notify: Prior to implementing alternative schedule
Education or Other Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: See BP 6112
Subject: Public hearing on alternative schedule in secondary grades

When to Notify: When homeless or foster youth applies for enrollment in before/after school program
Education or Other Legal Code: Education Code 8483
Board Policy/Administrative Regulation #: See AR 5178.2
Subject: Right to priority enrollment how to request priority enrollment

When to Notify: When certification status of a nonpublic, nonsectarian school or agency attended by a district student changes, within 14 days of becoming aware of the change
Education or Other Legal Code: Education Code 56366.45

Board Policy/Administrative Regulation #: Not currently in CSBA policy
Subject: A change in certification status of nonpublic, nonsectarian school or agency

When to Notify: When a child in a California State Preschool program exhibits persistent and serious challenging behaviors

Education or Other Legal Code: Education Code 8489.1

Board Policy/Administrative Regulation #: See AR 5148.3

Subject: Description of the child's behaviors and program plan for maintaining the child's safe participation in program and expulsion/unenrollment process

When to Notify: At least 24 hours before the effective date of suspending or expelling a child from a California State Preschool program

Education or Other Legal Code: Education Code 8489.1

Board Policy/Administrative Regulation #: See AR 5148.3

Subject: "Notice of Action, Recipient of Services," as described in 5 CCR 17783

When to Notify: Before high school student attends specialized secondary program on a university campus

Education or Other Legal Code: Education Code 17288

Board Policy/Administrative Regulation #: None

Subject: University campus buildings may not meet Education Code requirements for structural safety

When to Notify: At least 72 hours before use of pesticide product not included in annual list

Education or Other Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Intended use of pesticide product

When to Notify: To members of athletic teams

Education or Other Legal Code: Education Code 32221.5

Board Policy/Administrative Regulation #: See AR 5143

Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: Annually to parents/guardians of student athletes before participation in competition

Education or Other Legal Code: Education Code 33479.3

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Information on sudden cardiac arrest

When to Notify: If school has lost its WASC accreditation status

Education or Other Legal Code: Education Code 35178.4

Board Policy/Administrative Regulation #: See BP 6190

Subject: Loss of status, potential consequences

When/Whom to Notify: When district has contracted for electronic products or services that disseminate advertising

Education or Other Legal Code: Education Code 35182.5

Board Policy/Administrative Regulation #: See BP 3312

Subject: Advertising will be used in the classroom or learning center

When to Notify: At least six months before implementing a schoolwide uniform policy

Education or Other Legal Code: Education Code 35183

Board Policy/Administrative Regulation #: See AR 5132

Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule

Education or Other Legal Code: Education Code 37616

Board Policy/Administrative Regulation #: See BP 6117

Subject: Public hearing on year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days

Education or Other Legal Code: Education Code 46601

Board Policy/Administrative Regulation #: See AR 5117

Subject: Appeal process

When to Notify: Before early entry to transitional kindergarten or kindergarten, if early entry offered
Education or Other Legal Code: Education Code 48000
Board Policy/Administrative Regulation #: See AR 5111, AR 6170.1
Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention
Education or Other Legal Code: Education Code 48070.5
Board Policy/Administrative Regulation #: See AR 5123
Subject: Student at risk of retention

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to safety or health
Education or Other Legal Code: Education Code 48213
Board Policy/Administrative Regulation #: See AR 5112.2
Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization
Education or Other Legal Code: Education Code 48216, 17 CCR 6040
Board Policy/Administrative Regulation #: See AR 5141.31
Subject: Need to submit evidence of immunization or exemption within 10 school days; referral to medical care

When to Notify: When a student is classified as truant
Education or Other Legal Code: Education Code 48260.5, 48262
Board Policy/Administrative Regulation #: See AR 5113.1
Subject: Truancy, parental obligation, availability of alternative programs, student consequences, need for conference

When to Notify: When a truant is referred to a SARB or probation department
Education or Other Legal Code: Education Code 48263
Board Policy/Administrative Regulation #: See AR 5113.1
Subject: Name and address of SARB or probation department and reason for referral

When/Whom to Notify: When student requests to voluntarily transfer to continuation school
Education or Other Legal Code: Education Code 48432.3
Board Policy/Administrative Regulation #: See AR 6184
Subject: Copy of district policy and regulation on continuation education

When to Notify: Prior to involuntary transfer to continuation school
Education or Other Legal Code: Education Code 48432.5
Board Policy/Administrative Regulation #: See AR 6184
Subject: Right to require meeting prior to involuntary transfer to continuation school

When/Whom to Notify: To person holding educational rights, prior to recommending placement of foster youth outside school of origin
Education or Other Legal Code: Education Code 48853.5
Board Policy/Administrative Regulation #: See AR 6173.1
Subject: Basis for the placement recommendation

When to Notify: When a foster youth or an Indian child receives a suspension, expulsion, manifestation determination, or involuntary transfer
Education or Other Legal Code: Education Code 48853.5
Board Policy/Administrative Regulation #: See AR 6173.1, AR 6173.4
Subject: Suspension notice, expulsion notice, manifestation determination notice, involuntary transfer notice, and other documents and related information to a foster youth's educational rights holder, attorney, and county social worker and an Indian child's tribal social worker and, if applicable, the child's county social worker

When to Notify: When student is removed from class and teacher requires parental attendance at school
Education or Other Legal Code: Education Code 48900.1
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts
Education or Other Legal Code: Education Code 48904
Board Policy/Administrative Regulation #: See AR 5125.2
Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student
Education or Other Legal Code: Education Code 48904.3
Board Policy/Administrative Regulation #: See AR 5125.2
Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer
Education or Other Legal Code: Education Code 48906
Board Policy/Administrative Regulation #: See BP 5145.11
Subject: Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse

When to Notify: At time of suspension
Education or Other Legal Code: Education Code 48911
Board Policy/Administrative Regulation #: See BP 5144.1, AR 5144.1
Subject: Notice of suspension

When to Notify: When original period of suspension is extended
Education or Other Legal Code: Education Code 48911
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom
Education or Other Legal Code: Education Code 48911.1
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension
Education or Other Legal Code: Education Code 48912
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Intent to hold a closed session re: suspension

When to Notify: When a student expelled from another district for certain acts seeks admission
Education or Other Legal Code: Education Code 48915.1, 48918
Board Policy/Administrative Regulation #: See BP 5119
Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied
Education or Other Legal Code: Education Code 48916
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs
Education or Other Legal Code: Education Code 48916
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Readmission procedures

When to Notify: At least 10 calendar days before expulsion hearing
Education or Other Legal Code: Education Code 48918
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs
Education or Other Legal Code: Education Code 48918
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Decision to expel; right to appeal to county board; obligation to inform new district of status

When to Notify: Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school

Education or Other Legal Code: Education Code 48929, 48980

Board Policy/Administrative Regulation #: See BP 5116.2

Subject: Right to request a meeting with principal or designee

When to Notify: One month before the scheduled minimum day

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111

Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents/guardians request guidelines for filing complaint of child abuse at a school site

Education or Other Legal Code: Education Code 48987

Board Policy/Administrative Regulation #: See AR 5141.4

Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course

Education or Other Legal Code: Education Code 49067

Board Policy/Administrative Regulation #: See AR 5121

Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school into the district

Education or Other Legal Code: Education Code 49068

Board Policy/Administrative Regulation #: See AR 5125

Subject: Right to receive copy of student's record and a hearing to challenge content of student's records

When/Whom to Notify: When parent/guardian's challenge of student record is denied and parent/guardian appeals

Education or Other Legal Code: Education Code 49070

Board Policy/Administrative Regulation #: See AR 5125.3

Subject: If board sustains allegations, the correction of destruction of record; if denied, right to submit written objection

When/Whom to Notify: When district is considering program to gather safety-related information from students' social media activity

Education or Other Legal Code: Education Code 49073.6

Board Policy/Administrative Regulation #: See BP 5125

Subject: Opportunity for input on proposed program

When/Whom to Notify: When district adopts program to gather information from students' social media activity, and annually thereafter

Education or Other Legal Code: Education Code 49073.6

Board Policy/Administrative Regulation #: AR 5125

Subject: Information is being gathered, access to records, process for removal or corrections, destruction of records

When to Notify: Within 24 hours of release of information to a judge or probation officer

Education or Other Legal Code: Education Code 49076

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena

Education or Other Legal Code: Education Code 49077

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis

Education or Other Legal Code: Education Code 49452.5

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects

Education or Other Legal Code: Education Code 49456; 17 CCR 2951
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Vision or hearing test results

When to Notify: Annually to parents/guardians of student athletes
Education or Other Legal Code: Education Code 49475
Board Policy/Administrative Regulation #: See AR 6145.2
Subject: Information on concussions and head injuries

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition
Education or Other Legal Code: Education Code 49476
Board Policy/Administrative Regulation #: See AR 6145.2
Subject: Opioid fact sheet

When/Whom to Notify: Within 30 days of foster youth, student experiencing homelessness, former juvenile court school student, child of military family, or migrant student being transferred after second year of high school, or immigrant student enrolled in newcomer program in grades 11-12
Education or Other Legal Code: Educational Code 51225.1
Board Policy/Administrative Regulation #: See BP 6146.1, AR 6173, AR 6173.1, AR 6173.3, AR 6175
Subject: Exemption from local graduation requirements, effect on college admission, option for fifth year of high school, transfer opportunities through California Community Colleges

When to Notify: When satisfactory educational progress in one or more independent study courses is not being made by student under 18
Education or Other Legal Code: Educational Code 51749.5
Board Policy/Administrative Regulation #: See BP 6158
Subject: Findings from evaluation to determine if it is in student's best interest to remain in independent study or whether student should be referred to an alternative program.

When to Notify: Before any test/survey questioning personal beliefs
Education or Other Legal Code: Education Code 51513
Board Policy/Administrative Regulation #: See AR 5022
Subject: Permission for test, survey questioning personal beliefs

When to Notify: At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year
Education or Other Legal Code: Education Code 51938
Board Policy/Administrative Regulation #: See AR 6142.1
Subject: Instruction in HIV prevention or sexual health by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12
Education or Other Legal Code: Education Code 51938
Board Policy/Administrative Regulation #: See AR 5022
Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency
Education or Other Legal Code: Education Code 52164.1, 52164.3, 5 CCR 11511.5
Board Policy/Administrative Regulation #: See AR 6174
Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established
Education or Other Legal Code: Education Code 54444.2
Board Policy/Administrative Regulation #: See BP 6175, AR 6175
Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program
Education or Other Legal Code: Health and Safety Code 1596.857, 22 CCR 101218.1
Board Policy/Administrative Regulation #: See AR 5148
Subject: Parent/guardian right to enter and inspect facility and other rights as specified

When to Notify: When a licensed child care center has a building constructed before January 1, 2010 and has

drinking water tested for lead

Education or Other Legal Code: Health and Safety Code 1597.16

Board Policy/Administrative Regulation #: See AR 5148

Subject: The requirement to test the facility, and the results of the test

When/Whom to Notify: When district receives Tobacco-Use Prevention Education Funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: See AR 3513.3

Subject: The district's tobacco-free schools policy and enforcement procedures

When to Notify: When sharing student immunization information with an immunization system

Education or Other Legal Code: Health and Safety Code 120440

Board Policy/Administrative Regulation #: See AR 5125

Subject: Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share

When/Whom to Notify: At least 14 days prior to sex offender coming on campus as volunteer

Education or Other Legal Code: Penal Code 626.81

Board Policy/Administrative Regulation #: See AR 1240, BP 1250

Subject: Dates and times permission granted; obtaining information from law enforcement

When to Notify: When hearing is requested by person asked to leave school premises

Education or Other Legal Code: Penal Code 627.5

Board Policy/Administrative Regulation #: See AR 3515.2

Subject: Notice of hearing

When/Whom to Notify: When responding to complaint re: discrimination, special education, or noncompliance with law

Education or Other Legal Code: 5 CCR 4631

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Findings, disposition of complaint, any corrective actions, appeal rights and procedures

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: 5 CCR 18066

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies regarding excused and unexcused absences

When to Notify: Within 30 days of application for subsidized child care or preschool services

Education or Other Legal Code: 5 CCR 17782, 18094, 18118

Board Policy/Administrative Regulation #: See AR 5148, AR 5148.3

Subject: Policies re: Approval or denial of services

When to Notify: At least 14 days before change in service or other intended action, upon recertification or update of application for child care or preschool services

Education or Other Legal Code: 5 CCR 17783, 18095, 18119

Board Policy/Administrative Regulation #: See AR 5148, AR 5148.3

Subject: Policies re: Any change in service, such as in fees, amount of service, termination of service

When to Notify: Upon child's enrollment in child care program

Education or Other Legal Code: 5 CCR 18114

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies re: Policy on fee collection

When to Notify: When payment of child care fees is seven days late

Education or Other Legal Code: 5 CCR 18114

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies re: Notice of delinquent fees

When to Notify: When district substantively changes policy on student privacy rights

Education or Other Legal Code: 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See BP 4112.2

Subject: Timely notice to parent/guardian of child's assignment

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy

Education or Other Legal Code: 20 USC 6318

Board Policy/Administrative Regulation #: See AR 6020

Subject: Notice of policy

When to Notify: When district receives Impact Aid funds for students residing on Indian lands, to parents/guardians of Indian children

Education or Other Legal Code: 20 USC 7704; 34 CFR 222.94

Board Policy/Administrative Regulation #: See AR 3231

Subject: Relevant applications, evaluations, program plans, information about district's general educational program; opportunity to submit comments

When to Notify: When household is selected for verification of eligibility for free or reduced-price meals

Education or Other Legal Code: 42 USC 1758, 7 CFR 245.6a

Board Policy/Administrative Regulation #: See AR 3553

Subject: Need to submit verification information; any subsequent change in benefits; appeals

When/Whom to Notify: When student is homeless or unaccompanied minor

Education or Other Legal Code: Education Code 48852.5, 42 USC 11432

Board Policy/Administrative Regulation #: See AR 6173

Subject: Educational and related opportunities; transportation services; placement decision and right to appeal; duties of district liaison; public notice

When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30

Education or Other Legal Code: 34 CFR 99.34

Board Policy/Administrative Regulation #: See AR 5125

Subject: Right to receive records and an opportunity for hearing upon request

When to Notify: When student complains of sexual harassment

Education or Other Legal Code: 34 CFR 106.44, 106.45

Board Policy/Administrative Regulation #: See AR 5145.7

Subject: Right to file formal complaint, availability of supportive measures, notice of process, reason for dismissal of complaint if applicable

When to Notify: When district receives federal funding assistance for nutrition program

Education or Other Legal Code: USDA FNS Instruction 113-1

Board Policy/Administrative Regulation #: See BP 3555

Subject: Rights and responsibilities, nondiscrimination policy, complaint procedures

IV. Special Education Notices

When to Notify: Prior to a student with disabilities beginning tenth grade

Education or Other Legal Code: Educational Code 51225.31

Board Policy/Administrative Regulation #: See BP 6146.1

Subject: Exemption from local graduation requirements

When to Notify: Prior to conducting initial evaluation

Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329, 20 USC 1415 (d), 34 CFR 300.502, 300.503

Board Policy/Administrative Regulation #: See BP 6159.1, AR 6159.1, AR 6164.4

Subject: Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards

When/Whom to Notify: Before functional behavioral assessment begins

Education or Other Legal Code: Education Code 56321

Board Policy/Administrative Regulation #: See AR 6159

Subject: Notification and consent

When to Notify: 24 hours before IEP when district intending to record

Education or Other Legal Code: Education Code 56341.1

Board Policy/Administrative Regulation #: See AR 6159

Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting

Education or Other Legal Code: Education Code 56341.5, 34 CFR 300.322

Board Policy/Administrative Regulation #: See AR 6159

Subject: Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent/guardian orally requests review of IEP

Education or Other Legal Code: Education Code 56343.5

Board Policy/Administrative Regulation #: See AR 6159

Subject: Need for written request

When to Notify: Within one school day of emergency intervention or serious property damage

Education or Other Legal Code: Education Code 56521.1

Board Policy/Administrative Regulation #: See AR 6159.4

Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services

Education or Other Legal Code: 20 USC 1415(c), 34 CFR 300.300, 300.503

Board Policy/Administrative Regulation #: See AR 6159, AR 6159.1

Subject: Prior written notice

When/Whom to Notify: Upon filing of state complaint

Education or Other Legal Code: 20 USC 1415(d), 34 CFR 300.504

Board Policy/Administrative Regulation #: See AR 6159.1

Subject: Procedural safeguards notice

When/Whom to Notify: When disciplinary measures are taken or a change in placement

Education or Other Legal Code: 20 USC 1415(k), 34 CFR 300.530

Board Policy/Administrative Regulation #: See AR 5144.2

Subject: Decision and procedural safeguards notice

When to Notify: Upon requesting a due process hearing

Education or Other Legal Code: 20 USC 1415(k), 34 CFR 300.508

Board Policy/Administrative Regulation #: See AR 6159.1

Subject: Child's name, address, school, description of problem, proposed resolution

When to Notify: Eligibility for services under Section 504

Education or Other Legal Code: 34 CFR 104.32, 104.36

Board Policy/Administrative Regulation #: See AR 6164.6

Subject: District responsibilities, district actions, procedural safeguards

V. Classroom Notices

Where to Post: In all district schools and offices, including staff lounges and student government meeting rooms
Education or Other Legal Code: Education Code 234.1
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Uniform complaint procedures board policy and administrative regulation

Where to Post: In each classroom used for license exempt California State Preschool Program
Education or Other Legal Code: Education Code 8212
Board Policy/Administrative Regulation #: See AR/E 1312.3
Subject: Health and safety requirements for preschool programs; where to get complaint form

Where to Post : In each classroom in each school
Education or Other Legal Code: Education Code 35186
Board Policy/Administrative Regulation #: See AR/E 1312.4
Subject: Complaints subject to Williams uniform complaint procedures

Where to Post: In any school serving any of grades 3-12, in a prominent and conspicuous location in every restroom required to stock menstrual products,
Education or Other Legal Code: Education Code 35292.6
Board Policy/Administrative Regulation #: See AR 3517
Subject: Requirement to stock and make available free of cost an adequate supply of menstrual products that includes email address and telephone number for a designated individual responsible for maintaining requisite supply of menstrual products

Where to Post: In a licensed child care and development center at a location accessible to parents/guardians
Education or Other Legal Code: Health and Safety Code 1596.857
Board Policy/Administrative Regulation #: See AR 5148
Subject: Parent/guardian right to inspect, prohibition against retaliation, right to file complaint; registered sex offender database available to public; review licensing reports of facility visits and substantiated complaints against facility

Where to Post: In a prominent, publicly accessible location in the child care facility
Education or Other Legal Code: Health and Safety Code 1596.8555
Board Policy/Administrative Regulation #: See AR 5148
Subject: Child care license

Where to Post: In a prominent location adjacent to child care license at facility
Education or Other Legal Code: Welfare and institutions Code 10228
Board Policy/Administrative Regulation #: See AR 5148
Subject: Rates, discounts, or scholarship policies

Exhibit 9220-E(1): Governing Board Elections

Status: DRAFT

Original Adopted Date: Pending

This exhibit is a non-exhaustive list of offenses the conviction of which disqualifies a person from holding public office, including as a Governing Board member of a school district, in the State of California.

1. California Constitution, Article VII, Section 8: Giving or offering a bribe to procure personal election or appointment
2. California Constitution, Article VII, Section 8: Committing bribery, perjury, forgery, malfeasance in office, or other high crimes
3. Penal Code section 67: Giving or offering a bribe to any executive officer in the state to influence any decision made by that officer in their official capacity
4. Penal Code section 68: While an executive or ministerial officer, employee, or appointee of the state, a county, a city, or another political subdivision of the state, asking for, receiving, or agreeing to receive any bribe to influence any decision made by that person in their official capacity
5. Penal Code section 74: As a public officer, for gratuity or reward, appointing another person to public office, or permitting another person to exercise or discharge the duties of their office
6. Penal Code section 88: While a member of the Legislature or of a legislative body of a city, county, city and county, school district, or other special district, committing any of various crimes against the Legislative power, including bribery and logrolling
7. Penal Code section 98: While an officer, committing any of various bribery and corruption crimes against the public justice as specified in Penal Code 92-100, including bribing or threatening judges or jurors
8. Penal Code section 165: Giving or offering a bribe to a member of a city council or a board of supervisors to influence any decision made by that member in their official capacity
9. Penal Code section 424: While an officer of the state or of any county, city, town, or district of the state, or while otherwise charged with the receipt, safekeeping, transfer, or disbursement of public moneys, appropriating such moneys for personal use, or refusing to pay any public moneys as required by law
10. Penal Code section 2772: Interfering with the work of prisoners employed at a road camp, or giving or attempting to give such prisoners any controlled substances, intoxicating liquors, firearms, weapons, or explosives of any kind
11. Penal Code section 2790: Interrupting the work of prisoners employed at a public park or camp, or giving or attempting to give such prisoners any controlled substances, intoxicating liquors, firearms, weapons, or explosives of any kind
12. Government Code section 1021: Committing designated crimes as specified in the California Constitution or state law
13. Government Code section 1097: While a public official, being financially interested in a contract made in their official capacity, or by any body or board of which he or she is a member, or aiding or abetting a public official in committing such a violation
14. Government Code section 9055: While a member of the Legislature or of a legislative body of a city, county, city and county, school district, or other special district, committing any of various crimes against the Legislative power, including bribery and logrolling
15. Government Code section 9412: While a member of the Legislature, refusing to appear before the Senate, Assembly, or any committee of the Legislature after being summoned to testify, or while appearing before the Senate, Assembly, or any committee, refusing to be sworn or to answer any material and proper question, or refusing to produce, upon reasonable notice, any material and proper books, papers, or documents in their possession and under their control

16. Elections Code section 20: Committing a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes
 17. Elections Code section 18501: While a public official, aiding the illegal casting of a vote at an election or otherwise facilitating the perpetration of election fraud
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Policy 0420.41: Charter School Oversight

Status: DRAFT

Original Adopted Date: 06/09/2020 | **Last Revised Date:** 10/03/2023

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

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

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

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

Monitoring Charter School Performance

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

The 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)

Waivers

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

Provision of District Services

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

Whenever the district agrees to provide administrative or support services to a charter school, the district and the charter school shall develop a 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)

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

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

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

1. The fiscal impact of the proposed expansion on the district
2. The extent to which the expansion would substantially undermine existing services, academic offerings, or programmatic offerings
3. Whether the expansion would duplicate a program currently offered within the district that has sufficient capacity for the students proposed to be served within reasonable proximity to where the charter school intends to locate

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

Location of Charter Schools

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

Fees/Charges for Supervisorial Oversight

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

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

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

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

authorized on appeal

Technical Assistance/Intervention

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

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

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

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

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

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

In addition, if, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more numerically significant student subgroups, or for all of the student subgroups if the school has fewer than three subgroups, in regard to one or more state or school priorities identified in the charter, the County Superintendent may request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074. (Education Code 47607.3; 52072)

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

Complaints

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

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

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

School Closure

In the event that the Board revokes or denies renewal of a charter or the charter school ceases operation for any reason, the Superintendent or designee shall, when applicable in accordance with the charter school and/or an

applicable agreement between the district and the charter school, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out of the charter school.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, if renewal of a charter is denied, a charter is revoked, or a charter school will cease operation for any reason. Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

Policy 1113: District And School Websites

Status: DRAFT

Original Adopted Date: 12/05/2017 | **Last Revised Date:** 10/03/2023

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

Design Standards

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

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

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

Website Content

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

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

Privacy Rights

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

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

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

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

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

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

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

3307.5)

Policy 1260: Educational Foundation

Status: DRAFT

Original Adopted Date: 11/06/2007

The Governing Board recognizes the importance of community support of district programs, including voluntary financial contributions, to assist the district in achieving its goals for student learning.

The Board desires to work cooperatively with the educational foundation in determining the purposes for which funds may be used to meet the changing needs of the district and its students. The Board recognizes that an educational foundation is a separate legal entity, independent of the district. However, the foundation is encouraged to provide regular reports to the Board on the status of its work and to communicate ways that the district can help support the foundation's activities.

With the consent of the Superintendent or designee, the educational foundation, as appropriate, may use the district's name, a school's name, a school team's name, or any logo attributable to a school or the district.

Student records or other personally identifiable student information shall not be released except with parental consent or as required by law or district policy. Student directory information may be released when appropriate.

The Board supports foundation allocations that serve all district schools equitably.

Policy 2121: Superintendent's Contract

Status: DRAFT

Original Adopted Date: 03/10/2020 | **Last Revised Date:** 03/01/2022

The Governing Board believes that the Superintendent's employment contract should outline the framework through which the Board and Superintendent will work together as a governance team to achieve district goals and objectives. When approving the Superintendent's employment contract, the Board shall consider the value of stability in district administration, the best use of district resources, and the Board's duty to ensure accountability to the public for the performance of the district's schools.

The contract shall be reviewed by district legal counsel and may include the following:

1. Term of the contract, which shall be for no more than four years pursuant to Education Code 35031
2. Length of the work year and hours of work
3. Salary, health and welfare benefits, and other compensation for the position, including a statement that any subsequent increase in the Superintendent's salary shall be at the sole discretion of the Board
4. Reimbursement of work-related expenses, including mileage reimbursement, consistent with Board policies, regulations, and guidelines applicable to other professional administrative staff

The contract may also address payment for professional dues and activities, the district's provision of cell phones or other technological devices, and the use of a personal vehicle.

5. Vacation, illness and injury leave, and personal leaves
6. Professional development
7. General duties and responsibilities of the position
8. Criteria, process, and procedure for annual evaluation of the Superintendent
9. A statement that there shall be no automatic renewal or extension of the contract, although the Board may enter into a new contract with the Superintendent prior to the expiration of the existing contract
10. Timeline for providing written notice to the Superintendent if the Board does not wish to enter into a new contract, which shall be at least 45 calendar days in advance of the expiration of the term of the contract pursuant to Education Code 35031, and the responsibility of the Superintendent to remind the Board in writing and in a timely manner of the requirement to give notice
11. Conditions and process for termination of the contract, including the maximum cash settlement that the Superintendent may receive if the contract is terminated prior to its expiration date
12. Matters related to liability and indemnification against demands, claims, suits, actions, and legal proceedings brought against the Superintendent in the Superintendent's official capacity in the performance of employment-related duties

The Board may deliberate about terms of the contract in closed session at a regular meeting. However, discussions regarding the salary, salary schedule, or other compensation may occur in the closed session of a regular meeting only between the Board and its designated representative(s), as permitted under Government Code 54957.6. Such deliberations shall not be held during a special meeting. (Government Code 54956, 54957, 54957.6)

Terms of the contract shall remain confidential until the approval process commences.

The Board shall take final action on the Superintendent's contract during an open session of a regularly scheduled Board meeting, and that action shall be reflected in the Board's minutes. At that meeting, prior to taking action, the

Board shall orally report a summary of the recommendation for the final action on the Superintendent's salary or compensation in the form of fringe benefits. (Government Code 3511.1, 53262, 54953)

Copies of the contract and other public records created or received in the process of developing the recommendation related to the Superintendent's salary, benefits, and other compensation shall be available to the public upon request. (Government Code 53262, 54953)

Termination of Contract

Prior to the expiration of the contract, the Board may terminate the Superintendent's employment contract in accordance with law and applicable contract provisions.

In such an event, the maximum cash settlement that the Superintendent may receive upon termination of the contract shall not exceed the Superintendent's monthly salary multiplied by the number of months left on the contract or the Superintendent's monthly salary multiplied by 12, whichever is less. (Government Code 53260)

The cash settlement shall not include any noncash items other than health benefits, which may be continued for the same duration of time as covered in the settlement or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

However, when the termination of the Superintendent's contract is based upon the Board's belief and subsequent confirmation through an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, no cash or noncash settlement of any amount shall be provided. (Government Code 53260)

In addition, if the Superintendent is convicted of a crime involving an abuse of office or position, the Superintendent shall reimburse the district for payments received as paid leave salary pending investigation or as cash settlement upon termination, and for any funds expended by the district in defending the Superintendent against a crime involving the Superintendent's office or position. (Government Code 53243-53243.4, 53260)

The Board shall not take action to terminate the Superintendent without cause at a special or emergency meeting of the Board. (Education Code 35150)

Additionally, the Board shall not take action to terminate the Superintendent without cause or within 30 days after the first convening of the Board after an election at which one or more Board members are elected or recalled. (Education Code 35150)

However, the Board may take action to terminate the Superintendent without cause at a regular meeting during any month in which a regular meeting of the Board is not scheduled. (Education Code 35150)

Policy 4112.9: Employee Notifications

Status: DRAFT

Original Adopted Date: 07/16/2020

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

Policy 4127: Temporary Athletic Team Coaches

Status: DRAFT

Original Adopted Date: 07/11/2017

The Governing Board acknowledges that well-trained coaches are vital to the success of the experience of students in sports and interscholastic athletic activities, and therefore desires to employ highly qualified coaches for the district's interscholastic athletic activities in order to enhance the knowledge, skills, motivation, and safety of participating students.

The Superintendent or designee may hire a certificated or noncertificated employee, other than a substitute employee, to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity. Interscholastic athletic activities include any activities in which student teams participate in interscholastic competition. (5 CCR 5590)

When hiring a person to fill a position as a temporary athletic activity team coach, the position shall first be made available to qualified certificated teachers currently employed by the district. (Education Code 44919)

All coaches shall be subject to applicable law, Board policies, administrative regulations, and California Interscholastic Federation bylaws and codes of ethical conduct.

Noncertificated coaches shall have no authority to assign grades to students. (5 CCR 5591)

Qualifications and Training

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and district standards. These criteria shall ensure that coaches possess an appropriate level of competence, knowledge, and skill.

Any noncertificated employee or volunteer who works with students in a district-sponsored interscholastic athletic activity shall, prior to beginning the individual's duties, submit to the Superintendent or designee either an Activity Supervisor Clearance Certificate issued by the Commission on Teacher Credentialing or a Department of Justice and Federal Bureau of Investigation criminal background clearance. (Education Code 49024)

Following the selection of a temporary athletic team coach, the Superintendent or designee shall certify to the Board, at the next regular Board meeting or within 30 days, whichever is sooner, that the coach meets the qualifications and competencies required by 5 CCR 5593. By April 1 of each year, the Board shall certify to the State Board of Education that the provisions of 5 CCR 5593 have been met. (5 CCR 5594)

In addition, the Superintendent or designee shall regularly report to the Board regarding the extent to which the district's coaches have completed the trainings required by law, including those required pursuant to Education Code 33479.6, 35179.1, and 49032, and by district policy.

Policy 4161: Leaves

Status: DRAFT

Original Adopted Date: 10/07/2008

The Governing Board shall provide for paid and unpaid leaves of absence for employees in accordance with law, Board policy, administrative regulation, collective bargaining agreements, and merit system rules, as applicable.

Employees have the right to take leaves as authorized by law and/or collective bargaining agreements, including, but not limited to:

1. Personal illness or injury
2. Industrial accident or illness
3. Family care and medical leave
4. Military service
5. Personal necessity and personal emergencies
6. Disability leave for certificated employees in accordance with Education Code 44986
7. Vacations for classified staff and certificated management staff, as applicable
8. Sabbaticals for purposes of study or training related to the employee's job duties
9. Attendance at work-related meetings and staff development opportunities
10. Compulsory leave
11. Maternity, parental leave, and reproductive loss leave for both certificated and classified staff, as applicable under state law
12. Bereavement

Long-Term Leaves

With Board approval, an employee may receive a leave of absence, without pay and without accruing seniority or service credit, for a period of up to one school year. Applications for long-term leave shall be made in writing and shall state the purpose for which leave is requested. All long-term leave agreements shall be in writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return.

At the end of a long-term leave, the employee shall be reinstated to a similar position as that employee held at the time leave was granted, unless otherwise agreed upon.

The Board shall consider any written request by an employee to return to work prior to the expiration date of the leave.

Administrative and Supervisory Personnel

Certificated administrative and supervisory employees who are not subject to the district's bargaining agreement for certificated employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other certificated employees unless otherwise specified in individual contract, memorandums of understanding, Board policy, administrative regulation, or law.

Classified administrative and supervisory employees who are not subject to the district's bargaining agreement for classified employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other classified employees unless otherwise specified in individual contract, memoranda of understanding, Board

policy, administrative regulation, or law.

Policy 5113: Absences And Excuses

Status: DRAFT

Original Adopted Date: 07/11/2017

The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.

In accordance with law, Board policy, and administrative regulation, absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons as specified in Education Code 48205, and work in the entertainment or allied industry as permitted pursuant to Education Code 48225.5.

When a student's absence from school is excused, the student's teacher shall determine identical or reasonably equivalent assignments and tests to those missed during the absence which the student shall be permitted to complete for full credit within a reasonable amount of time as determined by the teacher. (Education Code 48205, 48225.5)

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)

Inasmuch as school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)

Policy 5145.6: Parent/Guardian Notifications

Status: DRAFT

Original Adopted Date: 05/03/2018 | **Last Revised Date:** 10/03/2023

The Governing Board desires to promote effective communication from the district and/or school to families to keep families informed regarding educational programs, school operations, and the legal rights of students and parents/guardians. The Superintendent or designee shall send parents/guardians all notifications required by law and any other notifications the Superintendent or designee believes will promote familial understanding and involvement.

Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the district for written communication with parents/guardians. (Education Code 48981)

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless the student's parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is not required. Any signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Whenever a student enrolls in a district school during the school year, the student's parents/guardians shall be given all required parental notifications at that time.

Notifications shall be presented in an understandable and uniform format.

When necessary, the district shall provide notifications to qualified individuals with disabilities in alternative formats, such as braille, large font, or audio recordings, to enable such individuals to effectively participate in any program, service, or activity, as required by law.

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the district's printed notifications for any reason, the employee shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

Policy 6000: Concepts And Roles

Status: DRAFT

Original Adopted Date: 11/07/2006

The Governing Board desires to provide a comprehensive, research-based curriculum in a supportive, positive, and engaging manner that motivates every student to succeed. The district's educational program shall provide students with rigorous opportunities to attain the academic, social and emotional skills, knowledge, and abilities they need to be successful in school, postsecondary education and/or employment, and develop to their full potential.

Strategies for improving the educational program shall take into consideration the needs of individual students and subpopulations of students, including, but not limited to, social, emotional, and behavioral needs. Students who are failing or at risk of failing to meet academic standards shall be provided with alternative programs and/or supplemental assistance designed to raise achievement.

Parents/guardians are critical partners in their children's education and shall be provided with opportunities to be meaningfully involved both in support of their children's education program at school and with learning at home.

The district's goal of student success may be achieved through regional coordination, collaboration, and alignment between the school, parents/guardians, and the community, including district support for innovative programs and practices that promote student engagement, growth, understanding, achievement, and career exploration.

To support the district's educational program, the Board shall:

1. Establish standards of student achievement for core subjects at each grade level that are aligned with the district's vision for student learning, the specific needs and strengths of the students, the expectations of parents/guardians and the community, and available resources
2. Establish graduation requirements
3. Ensure that a process is in place, involving teachers, administrators, students, and parents/guardians, for the development and review of the district's curriculum
4. Adopt the district curriculum and courses of study to be offered
5. Adopt textbooks and other instructional materials
6. Support the professional staff's implementation of the curriculum by providing consistent policy direction, allocating resources based on educational program priorities, ensuring that collective bargaining agreements do not constrain the district's ability to achieve curricular goals, recognizing staff accomplishments, and including reasonable annual goals related to student learning in the Superintendent evaluation process
7. Provide a continuing program of professional development to keep instructional staff, administrators, and Board members updated about current issues and research pertaining to curriculum, instructional strategies, and student assessment
8. Review and evaluate the educational program on the basis of state and federal accountability measures, disaggregated student achievement data, and other indicators and ensure that evaluation results are used to improve programs, curriculum, and/or instructional practices as necessary to enhance student achievement
9. Communicate clear information about district instructional goals, programs, and progress in student achievement to the community and media

The Superintendent or designee shall:

1. Review research related to curriculum issues
2. Select and/or develop curricula for recommendation to the Board in accordance with the district's curriculum development and review process
3. Ensure the articulation of the curriculum between grade levels and with postsecondary education and the

workplace

4. Determine the general methods of instruction to be used
5. Assign instructors and schedule classes for all curricular offerings
6. Recommend instructional materials to the Board and direct the purchase of approved materials and equipment
7. Evaluate and report to the Board on student achievement as demonstrated through testing and other types of appraisal, and recommend necessary changes in curriculum, programs, and instruction as indicated by student performance data

Comparability in Instruction

The district shall provide comparable educational opportunities for all students. Instruction in the core curriculum shall be in no way diminished when students receive supplementary services funded by special governmental programs. Services funded by any categorical program shall supplement, not supplant, the district-provided core curriculum and any services which may be provided by other categorical programs.

Policy 6164.2: Guidance/Counseling Services

Status: DRAFT

Original Adopted Date: 04/10/2007

The Governing Board recognizes that a structured, coherent, and comprehensive counseling program promotes academic achievement and growth, and serves the diverse needs of district students. The district shall provide an educational counseling program that offers students services and supports within a Multi-Tiered Systems of Support (MTSS) framework, in accordance with law. Counseling staff shall be available to provide students with individualized reviews of their educational progress toward academic and/or career and vocational goals and, as appropriate, may discuss social, personal, or other issues that may impact student learning and well-being.

The Superintendent or designee shall ensure that all persons employed to provide direct school counseling, school psychology, school social work services, child welfare and attendance services, and/or to implement equitable school programs and services that support students' academic and social and emotional development and college and career readiness possess the appropriate credential from the Commission on Teacher Credentialing authorizing their employment in such positions. Responsibilities of such positions shall be clearly defined in a job description.

Responsibilities of school counselors include, but are not limited to:

1. Engaging with, advocating for, and providing all students with direct services, such as individual counseling, group counseling, risk assessment, crisis response, and instructional services, including mental health and behavioral, academic, and postsecondary educational services, and indirect services, including but not limited to, positive school climate strategies, teacher and parent/guardian consultations, and referrals to public and private community services
2. Planning, implementing, and evaluating school counseling programs
3. Working within a MTSS that uses multiple data sources to monitor and improve student behavior, attendance, engagement, and achievement
4. Developing, coordinating, and supervising comprehensive student support systems in collaboration with teachers, administrators, other pupil personnel services professionals, families, community partners, and community agencies, including county mental health agencies
5. Promoting and maintaining a safe learning environment for all students by providing restorative practices, positive behavior interventions, and support services and by developing and responding with a variety of intervention strategies to meet individual, group, and school community needs before, during, and after a crisis
6. Intervening to ameliorate school-related problems, including problems related to chronic absences and retention
7. Using research-based strategies to promote mental wellness, reduce mental health stigma, and to identify characteristics, risk factors, and warning signs of students who develop, or are at risk of developing, mental health and behavioral disorders and who experience, or are at risk of experiencing, mistreatment, including mistreatment related to any form of conflict or bullying
8. Improving school climate and student well-being by addressing the mental and behavioral health needs of students during a period of transition, separation, heightened stress, and critical changes, accessing community programs and services to meet those needs, and providing other appropriate services
9. Enhancing students' social and emotional competence, character, health, civic engagement, cultural literacy, and commitment to lifelong learning and the pursuit of high-quality educational programs
10. Providing counseling services for unduplicated students who are classified as English learners, eligible for free and reduced-priced meals, foster youth, and/or experiencing homelessness, including interventions and support services that enhance equity and access to appropriate education systems and public and private services

Policy 6177: Summer Learning Programs

Status: DRAFT

Original Adopted Date: 05/02/2023

The Governing Board recognizes that an extended break from the instructional program may result in significant learning loss, especially among disadvantaged and low-achieving students, and desires to provide opportunities during the summer for students to practice essential skills, make academic progress, and focus on developing social, emotional, and physical needs and interests through hands-on engaging learning experiences.

Summer programs offered by the district shall be aligned with the district's local control and accountability plan (LCAP), other applicable district and school plans, and the educational program provided during the school year. When feasible, summer programs shall blend high-quality academic instruction in core curricular and/or elective subjects with recreation, nutrition programs, social and emotional development, and support services that encourage attendance, student engagement in learning, and student wellness.

Summer School

The Superintendent or designee shall establish summer school classes pursuant to Education Code 46120.

The district's summer school program may be used to provide supplemental instruction to students needing remediation and/or enrichment in core academic subjects.

The district shall provide students with supplemental instruction and support in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports through a program of engaging learning experiences in a positive school climate.

As appropriate, priority for enrollment in summer school programs shall be given to district students who:

1. Have been retained or are at risk of being retained at their grade level
2. Demonstrate academic deficiencies in core curriculum areas
3. Are in student groups identified in the district's LCAP as needing increased or improved services to succeed in the educational program
4. Are foster youth and/or are students experiencing homelessness

If during an intersession period the student will be moving, the student's educational rights holder or, in the case of an American Indian child, Indian custodian, shall determine which school the student attends for the intersession period, if applicable. (Education Code 48850, 48853.5)

5. Are transitional kindergarten or kindergarten children, or in any of grades 1-6 and are required to be offered or provided access to Expanded Learning Opportunities (ELO) Programs pursuant to Education Code 46120 and BP/AR 5184.2 - Before/After School Programs

The remaining openings shall be offered to other district students on a first-come first-served basis.

Because summer courses cover extensive instructional content in a relatively short time period, students who have more than three excused absences or one unexcused absence may not receive credit for summer session class(es) unless they make-up missed work in accordance with law, Board policy, and administrative regulation.

Sites for summer school programs may be rotated in an effort to make summer school programs more accessible to all students, regardless of residence or regular attendance area, and to accommodate the maintenance needs of district schools.

The district shall provide any student who attends a school that is not operating an ELO program transportation to attend at a location that is providing an ELO program and to return to the original location or another location that is

established by the district. (Education Code 46120)

The Superintendent or designee shall annually report to the Board on summer school enrollment in the current year and previous year for the program as a whole and disaggregated by grade level, school that the students attend during the regular school year, and student population. In addition, the Superintendent or designee may report on the extent to which students successfully achieved the outcomes established for the program.

Additional Summer Learning Opportunities

The Superintendent or designee may collaborate with parents/guardians, city and county agencies, community organizations, child care providers, and/or other interested persons to develop, implement, and build awareness of organized activities that support summer learning.

Strategies to support summer learning may include, but are not limited to:

1. Providing information to students and parents/guardians about summer reading programs scheduled to be conducted by public libraries or community organizations
 2. Collaborating with the local parks and recreation agency and/or community organizations to provide day camps, sports programs, or other opportunities for physical education and activity
 3. Collaborating with workforce development agencies, businesses, and community organizations to provide summer job training opportunities that include an academic component
 4. Encouraging reading in the home, such as providing lists of recommended reading to students and parents/guardians, establishing a target number of books or pages, and providing prizes for achievement of reading goals
 5. Assigning summer vacation homework in core curricular subject(s) for extra credit
 6. Conducting occasional, interactive "fun days" during the summer to provide activities related to art, music, science, technology, mathematics, environmental science, multicultural education, debate, or other subject
 7. Arranging opportunities for community service
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11. Engaging in continued development as a professional school counselor

Educational And Career Counseling

Beginning in grade 7, parents/guardians shall receive a general notice at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions. (Education Code 221.5)

The educational counseling program shall include academic counseling and postsecondary services, in the following areas (Education Code 49600):

1. Development and implementation, with parent/guardian involvement, of the student's immediate and long-range educational plans
2. Optimizing progress towards achievement of proficiency standards and competencies
3. Completion of the required curriculum in accordance with the student's needs, abilities, interests, and aptitudes
4. Academic planning for access and success in higher education programs, including advisement on courses needed for admission to colleges and universities, standardized admissions tests, and financial aid
5. High-quality career programs at all grade levels in which students are assisted in doing all of the following:
 - a. Planning for the future, including, but not limited to, identifying personal interests, skills, and abilities, career planning, course selection, and career transition
 - b. Becoming aware of personal preferences and interests that influence educational and occupational exploration, career choice, and career success
 - c. Developing work self-efficacy for the ever-changing work environment, the changing needs of the workforce, and the effects of work on quality of life
 - d. Understanding the relationship between academic achievement and career success, and the importance of maximizing career options
 - e. Understanding the value of participating in career technical education pathways, programs, and certifications, including, but not limited to, those related to regional occupational programs and centers, the federal program administered by the U. S. Department of Labor offering free education and vocational training to students, known as "Job Corps," the California Conservation Corps, work-based learning, industry certifications, college preparation and credit, and employment opportunities
 - f. Understanding the need to develop essential employable skills and work habits
 - g. Understanding entrance requirements to the U.S. Armed Forces, including the benefits of the Armed Services Vocational Aptitude Battery (ASVAB) test

The district's educational counseling program also may include, but not be limited to, identification of students who are at risk of not graduating with their peers, development of a list of coursework and experience necessary to assist students to satisfy the curricular requirements for college admission and successfully transition to postsecondary education or employment, and counseling regarding available options for students who fail to meet graduation requirements to continue with their education.

The Superintendent or designee shall establish and maintain a program of guidance, placement, and follow-up for all high school students subject to compulsory continuation education. (Education Code 48431)

As part of the district's educational counseling program, students may be offered mental and behavioral health services under which a student may receive prevention, intervention, short-term counseling services, and mental

health related classroom instruction to reduce stigma and increase awareness of counseling support services.

No counselor shall unlawfully discriminate against any student. Guidance counseling regarding school programs and career, vocational, or higher education opportunities shall not be differentiated on the basis of any protected category specified in law or Board Policy 0410 - Nondiscrimination in District Programs and Activities.

Additionally, counselors shall affirmatively explore with a student the possibility of careers, or courses leading to careers, that are nontraditional for that student's sex. (Education Code 221.5)

For assessing or counseling students, the district shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students, unless such different materials cover the same occupations and interest areas and the use of such materials is essential to the elimination of bias and discrimination. (5 CCR 4931)

Colleges and prospective employers, including military recruiters, shall not have access to students for recruiting purposes. (Education Code 49603; 10 USC 503)

The Superintendent or designee shall collaborate with businesses, government agencies, postsecondary institutions including universities and career technical schools, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities through college and/or career fairs.

When planning to hold a college or career fair, the Superintendent or designee shall notify each apprenticeship program in the county. The notification shall include the planned date, time, and location of the college or career fair. (Labor Code 3074.2)

Additionally, the district shall provide the notification to any community college district that has overlapping jurisdiction with the district and an opportunity for the community college district to participate in the college or career fair. (Education Code 52770)

Personal or Mental Health Counseling

A school counselor, school psychologist, or school social worker may provide individualized personal, mental health, or family counseling to students in accordance with the specialization(s) authorized by their credential. Such services may include, but are not limited to, support related to the student's social and emotional development, behavior, substance abuse, mental health assessment, depression, or mental illness. As appropriate, students and their parents/guardians shall be informed about community agencies, organizations, or health care providers that offer qualified professional assistance.

Written parent/guardian consent shall be obtained before mental health counseling or treatment services are provided to a student, except when the student is authorized to consent to the service pursuant to Family Code 6924, Health and Safety Code 124260, or other applicable law.

Any information of a personal nature disclosed to a school counselor by a student age 12 years or older or by the student's parent/guardian is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information. The information shall not be revealed, released, discussed, or referred to except under the limited circumstances specified in Education Code 49602. (Education Code 49602)

A counselor shall consult with the Superintendent or designee and, as appropriate, with the district's legal counsel whenever there is uncertainty regarding how to respond to a student's personal problem or when questions arise regarding the possible release of confidential information regarding a student.

Crisis Counseling

The Board recognizes the need for a prompt and effective response when students are confronted with a traumatic incident. School counselors shall assist in the development of the emergency and disaster preparedness plan and other prevention and intervention practices designed to assist students and parents/guardians before, during, and after a crisis.

Early identification and intervention plans shall be developed to help identify those students who may be at risk for violence so that support may be provided before they engage in violent or disruptive behavior.

Additionally, the Superintendent or designee shall identify crisis counseling resources to train district staff in effective threat assessment, appropriate response techniques, and/or methods to directly help students cope with a crisis if it occurs.

Policy 7214: General Obligation Bonds

Status: DRAFT

Original Adopted Date: 07/11/2017

The Governing Board recognizes that school facilities are an essential component of the educational program and that the Board has a responsibility to ensure that the district's facilities needs are met in the most cost-effective manner possible. The Board may direct the Superintendent to explore the possibility of a bond measure, which may include, but is not limited to, conducting community focus groups, surveys, and Board presentations. When the Board determines that it is in the best interest of district students, it may order an election on the question of whether bonds shall be issued to pay for school facilities.

The Board's decision to order a bond election, as well as its determinations regarding the appropriate amount, timing, and structure of the bond issuance, shall be consistent with law and the district's debt management policy.

Before ordering a bond election, the Board shall obtain reasonable and informed projections of assessed valuations that take into consideration projections of assessed property valuations made by the county assessor. (Education Code 15100)

When any project to be funded by bonds will require state matching funds for any phase of the project, the ballot materials for the bond measure shall include a statement as specified in Education Code 15122.5, advising voters that, because the project is subject to approval of state matching funds, passage of the bond measure is not a guarantee that the project will be completed. (Education Code 15122.5)

Bonds Requiring 55 Percent Approval by Local Voters

The Board, by a two-thirds vote and subject to Education Code 15100, may adopt a resolution to incur bonded indebtedness and order an election. Pursuant to the California Constitution, Article 13A, Section 1(b)(3) and Article 16, Section 18(b), a bond election authorized pursuant to Education Code 15266 requires the approval of at least a 55 percent majority of the voters voting in the election. (Education Code 15266)

The bond election may only be ordered at a primary or general election, a statewide special election, or a regularly scheduled local election at which all of the electors of the district are entitled to vote. (Education Code 15266)

Bonded indebtedness incurred by the district pursuant to Education Code 15266 shall be used only for the following purposes: (California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(A))

1. The construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities
2. The acquisition or lease of real property for school facilities
3. The refunding of any outstanding debt issuance used for the purposes specified in Items #1-2 above

The proposition approved by the voters shall include the following accountability requirements: (California Constitution Article 13A, Section 1(b)(3))

1. Certification that proceeds from the sale of the bonds will be used only for the purposes specified in Items #1-2 above, and not for any other purposes including teacher and administrative salaries and other school operating expenses
2. A list of specific school facilities projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list
3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed
4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of

the bonds until all of those proceeds have been expended for the school facilities projects

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' oversight committee to inform the public concerning the expenditure of bond revenues as specified in Education Code 15278 and the accompanying administrative regulation. This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274. (Education Code 15278)

The Superintendent or designee shall ensure that the annual, independent performance and financial audits required pursuant to Items #3-4 above are issued in accordance with the U.S. Comptroller General's Government Auditing Standards and submitted to the citizens' oversight committee at the same time they are submitted to the Superintendent or designee and no later than March 31 of each year. (Education Code 15286)

The Board shall provide the citizens' oversight committee with responses to all findings, recommendations, and concerns addressed in the performance and financial audits within three months of receiving the audits. (Education Code 15280)

The Board may disband the citizens' oversight committee when the committee has completed its review of the final performance and financial audits.

Bonds Requiring 66.67 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 66.67 percent majority of the voters pursuant to Education Code 15100 and California Constitution, Article 13A, Section 1(b)(2). If a majority of the Board agrees to such an election, or upon a petition of the majority of the qualified electors residing in the district, the Board shall adopt a resolution ordering an election on the question of whether to incur bonded indebtedness if approved by a 66.67 percent majority of the voters. (Education Code 15100)

The bond election may be ordered to occur on any Tuesday, except a Tuesday that is a state holiday or the day before or after a state holiday, is within 45 days before or after a statewide election unless conducted at the same time as the statewide election, or is an established election date pursuant to Elections Code 1000 or 1500. (Education Code 15101)

Subject to limits specified in Article 13A, Section 1 of the California Constitution, bonds shall be sold to raise money for any of the following purposes: (Education Code 15100)

1. Purchasing school lots
2. Building or purchasing school buildings
3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs
4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity
5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature
6. Permanently improving school grounds
7. Refunding any outstanding valid indebtedness of the district, evidenced by bonds or state school building aid loans
8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577
9. Purchasing school buses with a useful life of at least 20 years

10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by an order of the Board entered into the minutes. (Education Code 15100)

The Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

Certificate of Results

If the certificate of election results received by the Board shows that the appropriate majority of the voters is in favor of issuing the bonds, the Board shall record that fact in its minutes. The Board shall then certify to the County Board of Supervisors all proceedings it had in connection with the election results. (Education Code 15124, 15274)

Resolutions Regarding Sale of Bonds

Following passage of the bond measure by the appropriate majority of voters, the Board shall pass a resolution directing the issuance and sale of bonds. In accordance with law, the resolution shall prescribe the total amount of bonds to be sold and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable. (Education Code 15140; Government Code 53508.6)

In passing the resolution, the Board shall consider each available funding instrument, including, but not limited to, the costs associated with each and their relative suitability for the project to be financed.

Prior to the sale of bonds, the Board shall place an agenda item at a public meeting and adopt as part of the bond issuance resolution, or in a separate resolution, disclosures of the available funding instruments, the costs and sustainability of each, and all of the following information: (Education Code 15146)

1. Express approval of the method of sale, such as competitive or negotiated sales
2. Statement of the reasons for the method of sale selected
3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the Board shall disclose their identities at the public meeting occurring after they have been selected
4. Estimates of the costs associated with the bond issuance, including, but not limited to, bond counsel and financial advisor fees, printing costs, rating agency fees, underwriting fees, and other miscellaneous costs and expenses of issuing the bonds

When the sale involves bonds that allow for the compounding of interest, such as a capital appreciation bond (CAB), the resolution to be adopted by the Board shall include Items #1-4 above as well as the financing term and time of maturity, repayment ratio, and the estimated change in the assessed value of taxable property within the district over the term of the bonds. The resolution shall be publicly noticed on at least two consecutive meeting agendas, first as an information item and second as an action item. The agendas shall identify that bonds that allow for the compounding of interest are proposed. (Education Code 15146)

Prior to adopting a resolution for the sale of bonds that allow for the compounding of interest, the Board shall be presented with the following: (Education Code 15146)

1. An analysis containing the total overall cost of the bonds that allow for the compounding of interest
2. A comparison to the overall cost of current interest bonds
3. The reason bonds that allow for the compounding of interest are being recommended

4. A copy of the disclosure made by the underwriter in compliance with Rule G-17 adopted by the federal Municipal Securities Rulemaking Board

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). (Government Code 8855)

After the sale, the Board shall be presented with the actual issuance cost information and shall disclose that information at the Board's next scheduled meeting. The Board shall ensure that an itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the CDAIC. (Education Code 15146; Government Code 53509.5)

Bond Anticipation Notes

Whenever the Board determines that it is in the best interest of the district, it may, by resolution, issue a bond anticipation note, on a negotiated or competitive-bid basis, to raise funds that shall be used only for a purpose authorized by a bond that has been approved by the voters of the district in accordance with law. (Education Code 15150)

Payment of principal and interest on any bond anticipation note shall be made at note maturity, not to exceed five years, from the proceeds derived from the sale of the bond in anticipation of which that note was originally issued or from any other source lawfully available for that purpose, including state grants. Interest payments may also be made from such sources. However, interest payments may be made periodically and prior to note maturity from an increased property tax if the following conditions are met: (Education Code 15150)

1. A resolution of the Board authorizes the property tax for that purpose
2. The principal amount of the bond anticipation note does not exceed the remaining principal amount of the authorized but unissued bonds

A bond anticipation note may be issued only if the tax rate levied to pay interest on the note would not cause the district to exceed the tax rate limitation set forth in Education Code 15268 or 15270, as applicable.

Deposit of Bond Proceeds

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

Regulation 1113: District And School Websites

Status: DRAFT

Original Adopted Date: 12/05/2017

Design Standards

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

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

Website Content

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

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

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

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

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

Roles and Responsibilities

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

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

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

school webmasters, and/or other appropriate staff.

Security

Pursuant to Education Code 35266, districts that experience a cyberattack which impacts more than 500 students or personnel are required to report such cyberattack to the California Cybersecurity Integration Center.

The Superintendent or designee shall establish security procedures for the district's computer network to prevent unauthorized access and changes to district and school websites. To the extent possible, the host computer(s) shall be in a lockable room with restricted access.

Regulation 4121: Temporary/Substitute Personnel

Status: DRAFT

Original Adopted Date: 10/02/2012

Qualifications

Any candidate recommended by the Superintendent or designee for a substitute or temporary position requiring certification qualifications shall possess the appropriate credential or permit authorizing employment in such position and shall meet all other requirements of law for certificated positions. (Education Code 44830)

The district shall not initially hire a certificated person on a substitute or temporary basis in a capacity designated in the person's credential unless the person has demonstrated basic skills proficiency in reading, writing, and mathematics pursuant to Education Code 44252.5, or is exempted by law. (Education Code 44830)

A noncredentialed person shall not substitute for any special education certificated position. The Superintendent or designee shall recruit and maintain lists of appropriately credentialed substitute teachers for special education positions. The Superintendent or designee shall contact institutes of higher education with approved special education programs for possible recommendations of appropriately credentialed special education personnel. (Education Code 56060, 56063)

Notifications

Before starting work, each new temporary employee shall receive a written statement indicating employment status and salary. This statement shall clearly indicate the temporary nature of the employment and the length of time for which the person is being employed. (Education Code 44916)

The Superintendent or designee shall notify all substitute and part-time certificated employees, within 30 days of their hire, of their right to elect membership in a defined benefit program under a qualified retirement plan. The employee shall sign a form provided by the system to acknowledge receipt of this notice and to indicate whether the employee elects or declines membership. Election of membership shall be irrevocable for all future employment to perform creditable service. (Education Code 22455.5, 22515)

Assignments

A person who holds an emergency 30-day substitute permit, emergency career substitute permit, emergency substitute permit for prospective teachers, or emergency substitute permit for career technical education shall be restricted in the number of days the employee may substitute for any one teacher in accordance with 5 CCR 80025-80025.5.

In placing substitute teachers in special education classrooms, the district shall give first priority to substitute teachers with the appropriate special education credential(s), second priority to substitute teachers with any other special education credential, and third priority to substitute teachers with a regular teaching credential. An inappropriately credentialed substitute teacher shall not serve as a substitute for a special education teacher for a period of more than 20 cumulative school days for each special education teacher absent during each school year. The district may apply to the Superintendent of Public Instruction for an extension of 20 school days, or for a longer period in extraordinary circumstances. (Education Code 56060, 56061, 56062)

Regulation 4127: Temporary Athletic Team Coaches

Status: DRAFT

Original Adopted Date: 07/11/2017

Qualifications

Minimum qualifications for temporary athletic team coaches shall include, but are not necessarily limited to, competencies in the following areas: (5 CCR 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, as evidenced by one or more of the following:
 - a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
 - b. A valid sports injury certificate or first aid card, and a valid CPR card
 - c. A valid Emergency Medical Technician (EMT) I or II card
 - d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)
 - e. Possession of both valid CPR and first aid cards and practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning
2. Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:
 - a. Completion of a college course in coaching theory and techniques
 - b. Completion of in-service programs arranged by a school district or county office of education
 - c. Prior service as a student coach or assistant athletic coach in the sport or game being coached
 - d. Prior coaching in community youth athletic programs in the sport being coached
 - e. Prior participation in organized competitive athletics at the high school level or above in the sport being coached
3. Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at the high school level, regulations of the California Interscholastic Federation (CIF)
4. Knowledge of child or adolescent psychology, as appropriate, as it relates to sport participation, as evidenced by one or more of the following:
 - a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions
 - b. Completion of a seminar or workshop on human growth and development of youth
 - c. Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (5 CCR 5593)

Volunteers who supervise or direct an athletic program shall meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches employed by the district. Any volunteer who does not meet such criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic

program.

Additional Qualifications of Noncertificated Personnel and Volunteers

In addition to the qualifications listed above, any noncertificated employee or volunteer assigned as a temporary athletic team coach shall: (5 CCR 5592)

1. Be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district
2. Not have been convicted of any offense referred to in Education Code 44010, 44011, or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children

Any noncertificated employee or volunteer assigned as a temporary athletic team coach shall obtain an Activity Supervisor Clearance Certificate or a criminal background check in accordance with Board policy. (Education Code 49024)

Training

Each employee or volunteer high school athletic team coach shall complete, at the individual's expense, a coaching education program that meets the standards developed by CIF and includes, but is not limited to, training in regard to sport psychology, sport pedagogy, sport physiology, sport management, statewide and school regulations, CPR, including certification, use of an automated external defibrillator (AED), and first aid that includes, but is not limited to, training in recognizing the signs, symptoms, and appropriate response to concussions, heat illness, and cardiac arrest. A high school coach who has completed the education program in another California school district shall be deemed to have met the requirement for this district. An individual who has not completed the education program may be assigned as a coach for no longer than one season of interscholastic competition. (Education Code 35179.1, 49032)

In addition, prior to coaching an athletic activity and every two years thereafter, athletic coaches shall complete an approved training course on the nature and warning signs of sudden cardiac arrest. (Education Code 33479.2, 33479.6, 33479.7)

Code of Ethical Conduct

Employees providing supervisory or instructional services in interscholastic athletic activities shall: (5 CCR 5596)

1. Show respect for players, officials, and other coaches
2. Respect the integrity and judgment of game officials
3. Establish and model fair play, sportsmanship, and proper conduct
4. Establish player safety and welfare as the highest priority
5. Provide proper supervision of students at all times
6. Use discretion when providing constructive criticism and when reprimanding players
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game
8. Properly instruct players in the safe use of equipment
9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution
10. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics

11. Avoid suggesting, providing, or encouraging any athlete to use nonprescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association
 12. Avoid recruitment of athletes from other schools
 13. Follow the rules of behavior and the procedures for crowd control as established by the district and the league in which the district participates
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Regulation 4161: Leaves

Status: DRAFT

Original Adopted Date: 10/07/2008

Failure to Return to Service After Leave

The district may terminate the employment of a certificated employee who was on leave of absence for 20 or more consecutive working days after April 30 of the previous school year if all of the following circumstances exist: (Education Code 44842)

1. The employee fails to report for duty, without good cause, at the beginning of the school year after having notified the Governing Board of the intention to remain in service with the district in accordance with Education Code 44842
2. The district had specifically notified the employee, at least five days in advance, of the time and place at which the employee was to report to work
3. The employee continues to be absent from work for 20 consecutive working days, beginning from the date the employee was to report to work.
4. The employee did not request or was not granted a leave of absence authorized by the Board

Use of Leaves by Classified Employees

A classified employee may interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, as long as the employee provides adequate notice and relevant supporting information regarding the basis for such interruption or termination. (Education Code 45200)

Regulation 4161.1: Personal Illness/Injury Leave

Status: DRAFT

Original Adopted Date: 06/06/2019 | **Last Revised Date:** 10/03/2023

The following administrative regulation applies to classified employees, including classified management. For certificated employees, including certificated management, see Administrative Regulation 4161.1/4361.1 – Personal Illness/Injury Leave.

Certificated employees employed five school days per week are entitled to 10 days leave of absence with full pay for personal illness or injury (sick leave) per school year of service. Employees who work less than five school days per week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employees who are entitled to less than three days of paid sick leave per year due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if they are eligible. (Education Code 44978; Labor Code 245-249)

Use of Sick Leave

A certificated employee may use sick leave for absences as authorized by law and/or collective bargaining agreement, including, but not limited to:

1. Accident or illness, whether or not the absence arises out of and in the course of employment; quarantine which results from contact in the course of employment with other persons having a contagious disease; or temporary inability to perform assigned duties because of illness, accident, or quarantine (Education Code 44964)
2. Pregnancy, miscarriage, childbirth, and related recovery, as well as reproductive loss (Education Code 44965, 44978; Government Code 12945.6)
3. Personal necessity (Education Code 44981)
4. Medical and dental appointments, in increments of not less than one hour
5. Industrial accidents or illnesses when leave granted specifically for that purpose has been exhausted (Education Code 44984)
6. Need of the employee to bond with a child within one year of the child's birth, adoption, or foster care placement (parental leave) (Education Code 44977.5; Government Code 12945.2; 29 USC 2612; 29 CFR 825.112)
7. Need of the employee or employee's family member, including a designated person, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care (Government Code 12945.2; Labor Code 233, 246.5)
8. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)
9. Bereavement leave, as specified in Administrative Regulation 4161.2/4261.2/4361.2 - Personal Leaves (Education Code 44985; Government Code 12945.7)

For the purposes specified in Items #7-8, an employee may use, in any calendar year, the amount of sick leave that would be accrued during six months at the employee's then current rate of entitlement. (Labor Code 233)

An employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued. (Education Code 44978)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 44978)

An employee shall reimburse the district for any unearned sick leave used as of the date of termination, in accordance with Education Code 44042.5.

At the beginning of each school year, employees shall be notified of the amount of sick leave they have accumulated.

The district shall not require new employees to waive leave accumulated in a previous district. (Education Code 44979, 44980)

The Superintendent or designee shall notify any certificated employee who leaves the district after at least one school year of employment that if the employee accepts a certificated position in another district, county office of education, or community college district within one year, the employee may request that the district transfer any accumulated sick leave to the new employer. (Education Code 44979, 44980)

Additional Leave for Disabled Military Veterans

In addition to any other entitlement for sick leave with pay, a certificated employee who is a former active duty member of the U.S. Armed Forces or a former or current member of the California National Guard or a federal reserve component shall be entitled to sick leave with pay of up to 10 days for the purpose of undergoing medical treatment, including mental health treatment, for a military service-connected disability rated at 30 percent or more by the U.S. Department of Veterans Affairs. An eligible employee who works less than five days per week shall be entitled to such leave in proportion to the time worked. (Education Code 44978.2)

The amount of leave shall be credited to the employee either on the date the employee receives confirmation of the submission of the disability application to the U.S. Department of Veterans Affairs or on the first day the employee begins or returns to employment after active duty, whichever is later. When the employee receives the disability rating decision, the employee shall report that information to the Superintendent or designee. If the disability rating decision makes the employee eligible for the leave, the time used before the decision shall be counted toward the 10-day maximum leave. If the disability rating decision makes the employee ineligible for the leave, the district may change the sick leave time used before the disability rating decision to an alternative leave balance. (Education Code 44978.2)

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a military service-connected disability.

Leave for military-service connected disability shall be available for 12 months following the first date that the leave was credited. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 44978.2)

Notification of Absence

An employee shall notify the Superintendent or designee of the need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which the employee intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

During each school year, when a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or accident, continues to be absent for an additional period of up to five school months, the district shall deduct from the employee's regular salary for that period the actual cost of a substitute to fill the position. If the district has made every reasonable effort to secure the services of a substitute and has been unable to do so, the amount that would have been paid to a substitute shall be deducted from the employee's salary. (Education Code 44977)

An employee shall not be provided more than one five-month period per illness or accident. However, if the school

year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year. (Education Code 44977)

Absence Beyond Five-Month Period/Reemployment List

If a certificated employee is not medically able to return to work after the five-month period provided pursuant to Education Code 44977, the employee shall be placed either in another position or on a reemployment list. Placement on the reemployment list shall be for 24 months for probationary employees or 39 months for permanent employees and shall begin at the expiration of the five-month period. If during this time the employee becomes medically able, the employee shall be returned to employment in a position for which the employee is credentialed and qualified. (Education Code 44978.1)

Parental Leave

During each school year, a certificated employee may use all available sick leave, including accumulated sick leave, for the purpose of parental leave for a period of up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. (Education Code 44977.5)

Eligibility for such leave shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 44977.5)

An employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave shall receive differential pay of at least 50 percent of the employee's regular salary for the remainder of the 12 work weeks. (Education Code 44977.5)

Parental leave taken pursuant to Education Code 44977.5 shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 or 12945.6, and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. (Education Code 44977.5; Government Code 12945.2, 12945.6)

Verification Requirements

After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed district absence form to the employee's immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny further leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information. Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from a physician stating that the employee is able to return to duty and stipulating any necessary restrictions or limitations.

Healthy Workplaces, Healthy Families Act Requirements

No employee shall be denied the right to use accrued sick days, and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
 - a. That an employee is entitled to accrue, request, and use paid sick days
 - b. The number of sick days provided by Labor Code 245-249
 - c. The terms of use of paid sick days
 - d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against the employee
 2. Provide at least 40 hours or five days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
 3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available
 4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years
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Regulation 4261.2: Personal Leaves

Status: DRAFT

Original Adopted Date: 06/07/2005

Personal leaves granted to district employees shall be used as permitted in law, this administrative regulation, other Governing Board-approved policy or district regulation, or applicable collective bargaining agreement, or as otherwise required by law.

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and any protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

Whenever possible, employees shall request personal leaves in advance and prepare suitable instructions, including lesson plans as applicable, for a substitute employee.

Bereavement

Employees are entitled to a leave of up to five days upon the death of any member of the employee's immediate family, as defined in Education Code 44985 and 45194.

"Immediate family" means a parent, parent-in-law, grandparent, or grandchild of the employee or of the spouse of the employee, and the spouse, domestic partner, child, child-in-law, sibling, or sibling-in-law of the employee, or any relative living in the immediate household of the employee. (Education Code 44985, 45194; Government Code 12945.7)

No deduction shall be made from the employee's salary for any authorized paid bereavement leave as specified in the collective bargaining agreement or as otherwise established by this policy, nor shall such leave be deducted from any other leave to which the employee is entitled unless requested by the employee. (Education Code 44985, 45194; Government Code 12945.7)

At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided in the section "Personal Necessity" below. (Education Code 44981, 45207)

Reproductive Loss

Upon request by any employee who has experienced a reproductive loss event, defined as the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction, the district shall grant the employee up to five days of reproductive loss leave, to be taken consecutively or non-consecutively. The employee shall take the leave within three months following the event. If the employee is on another type of leave at the time of the reproductive loss event, or chooses to take another type of leave immediately following a reproductive loss event, then the reproductive loss leave shall be completed within three months of the end date of the other leave. (Government Code 12945.6)

Reproductive loss leave will be unpaid unless the employee chooses to use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee. (Government Code 12945.6)

Any request or inquiry or information provided by an employee related to reproductive loss leave and/or a reproductive loss shall remain confidential, except to internal personnel or counsel as necessary or as required by law.

Personal Necessity

Employees may use a maximum of seven days of accrued personal illness/injury leave (sick leave) during each school year for reasons of personal necessity. (Education Code 44981, 45207)

Acceptable reasons for the use of personal necessity leave include:

1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207; Government Code 12945.7)
2. An accident involving the employee or the employee's property, or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)
3. Illness, preventive care, or other need of a member of the employee's family, as defined in Labor Code 245.5 (Education Code 44981; Government Code 12945.2; Labor Code 246.5)
4. A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order (Education Code 45207)
5. Fire, flood, or other immediate danger to the home of the employee
6. Personal business of a serious nature which the employee cannot disregard

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, personal necessity leave shall not be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether a request reflects personal necessity.

Advance permission shall not be required of an employee in any case involving the death of a member of the employee's immediate family, an accident involving the employee's person or property or the person or property of a member of the employee's immediate family, or the illness, preventive care, or other need of a member of the employee's family. (Education Code 44981, 45207)

For any leave that is planned, or for which the need is foreseeable, an employee shall notify the Superintendent or designee in advance. In all other circumstances, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to the employee's immediate supervisor.

Leave to Perform Legal Duties

An employee may take time off work in order to: (Labor Code 230)

1. Serve on an inquest jury or trial jury
2. Comply with a subpoena or other court order to appear as a witness

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.

A classified employee called for jury duty shall be granted leave with pay up to the amount of the difference between the employee's regular earnings and any amount received for jury fees. (Education Code 44037)

A certificated employee who is called for jury duty also shall be granted leave with pay up to the difference between the employee's regular earnings and any jury fees received. (Education Code 44036)

A certificated employee shall be granted leave with pay to appear in court as a witness other than as a litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such an employee shall receive the difference between the employee's regular earnings and any witness fees received. (Education Code 44036)

Leaves for Crime Victims for Judicial Proceedings

An employee who is a victim of a crime or an immediate family member, registered domestic partner, or child of a registered domestic partner of such victim may be absent from work in order to attend related judicial proceedings, if the crime is any of the following: (Labor Code 230.2)

1. A violent felony as defined in Penal Code 667.5(c)
2. A serious felony as defined in Penal Code 1192.7(c)
3. A felony provision of law proscribing theft or embezzlement

For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee. (Labor Code 230.2)

Prior to taking time off, an employee shall give the Superintendent or designee a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim. (Labor Code 230.2)

The district shall keep confidential any records pertaining to the employee's absence from work by reason of this leave. (Labor Code 230.2)

Leaves for Victims of Crime or Abuse

An employee who is a victim of domestic violence, sexual assault, stalking, or a crime that caused physical injury or mental injury with a threat of physical injury or an employee whose immediate family member, as defined, is deceased as the direct result of a crime may use vacation, sick leave, personal leave, or compensatory time off that is otherwise available to the employee to attend to the following activities: (Labor Code 230, 230.1, 246.5)

1. Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or the employee's child
2. Seek medical attention for injuries caused by crime or abuse
3. Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse
4. Obtain psychological counseling or mental health services related to an experience of crime or abuse
5. Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation

Prior to taking time off, an employee shall give reasonable notice to the Superintendent or designee, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following: (Labor Code 230, 230.1)

1. A police report indicating that the employee was a victim
2. A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court
3. Documentation from a domestic violence or sexual assault counselor as defined in Evidence Code 1037.1 or 1035.2, licensed medical professional or health care provider, victim advocate, or counselor that the employee

was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse

4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf certifying that the absence is for a purpose authorized under Labor Code 230 or 230.1

The district shall maintain the confidentiality of such an employee to the extent authorized by law. (Labor Code 230, 230.1)

The Superintendent or designee shall inform employees of the rights provided employees pursuant to Labor Code 230 and 230.1 using a form developed by the Labor Commissioner or a substantially similar form developed by the district. Such information shall be provided to new employees upon hire and to other employees upon request. (Labor Code 230.1)

Personal Leave for Child-Related Activities

Any employee who is a parent/guardian of one or more children of an age to attend any of grades K-12 or a program offered by a licensed child care provider may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to: (Labor Code 230.8)

1. Find, enroll, or reenroll a child in a school or with a licensed child care provider or to participate in activities of the school or child care provider, provided the employee gives reasonable advance notice of the absence. Time off for this purpose shall not exceed eight hours in any calendar month.
2. Address a school or child care emergency, provided the employee gives notice. An emergency exists when the child cannot remain in school or with a child care provider due to one of the following circumstances:
 - a. A request by the school or child care provider that the child be picked up
 - b. An attendance policy, excluding planned holidays, that prohibits the child from attending or requires that the child be picked up from the school or child care provider
 - c. Behavioral or discipline problems
 - d. Closure or unexpected unavailability of the school or child care provider, excluding planned holidays
 - e. A natural disaster, including, but not limited to, fire, earthquake, or flood

For purposes of this leave, parent/guardian includes a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to a child. (Labor Code 230.8)

In lieu of using vacation, personal leave, or compensatory time off, eligible employees may take unpaid leave for this purpose.

If two or more parents/guardians of a child are employed at the same work site, this leave shall be allowed for the parent/guardian who first gives notice to the district. Simultaneous absence by another parent/guardian of the child may be granted by the Superintendent or designee. (Labor Code 230.8)

Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed child care provider that the employee engaged in permitted child-related activities on a specific date and at a particular time. (Labor Code 230.8)

Service on Education Boards and Committees

Upon request, a certificated employee shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education board, commission, committee, or group authorized by Education Code 44987.3 provided that all of the following conditions are met: (Education Code 44987.3)

1. The service is performed within the state
2. The board, commission, organization, or group informs the district in writing of the service
3. The board, commission, organization, or group agrees, prior to the service, to reimburse the district, upon the district's written request, for compensation paid to the employee's substitute and for actual related administrative costs

Employee Organization Activities

Upon request, any certificated or classified employee shall be granted a leave of absence without loss of compensation, to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the employee organization is affiliated. Such leave shall be in addition to any other leave to which the employee may be entitled by other laws or a memorandum of understanding or collective bargaining agreement. (Education Code 44987, 45210)

The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization on which the employee serves as an officer. (Education Code 44987, 45210)

Upon request of an employee organization in the district or its state or national affiliate, a reasonable number of unelected classified employees shall be granted a leave of absence without loss of compensation for the purpose of attending important organizational activities authorized by the employee organization. The employee organization shall provide reasonable notification to the Superintendent or designee when requesting a leave of absence for employees for this purpose. (Education Code 45210)

When leave is granted for any of the above purposes, the employee organization shall reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. (Education Code 44987, 45210)

Religious Leave

The Superintendent or designee may grant an employee up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.

The Superintendent or designee shall deduct the cost of hiring a substitute, when required, from the wages of the employee who takes religious leave.

No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.

Spouse on Leave from Military Deployment

An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that the employee's spouse is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Military and Veterans Code 395.10)

Within two business days of receiving official notice that the employee's spouse will be on leave from deployment, the employee shall provide the Superintendent or designee with notice of the intention to take the leave. The employee shall submit written documentation certifying that the employee's spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395.10)

Leave for Emergency Duty

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)

Any employee who performs duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire, law enforcement, or emergency rescue training. (Labor Code 230.4)

Civil Air Patrol Leave

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to the employee, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)

The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification. (Labor Code 1503)

Regulation 5113: Absences And Excuses

Status: DRAFT

Original Adopted Date: 02/05/2019 | **Last Revised Date:** 05/02/2023

Excused Absences

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic service or appointment (Education Code 48205)
4. Attendance at funeral services for or grieving the death of a member of the student's immediate family or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family (Education Code 48205)

A student may be excused for this reason for up to five days for each incident. (Education Code 48205)

5. Jury duty in the manner provided for by law (Education Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
 - a. Attendance or appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than one school day each semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization

8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

10. Attendance at the student's naturalization ceremony to become a United States citizen (Education Code 48205)
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)
12. For a middle school or high school student, engagement in a civic or political event, provided that the student

notifies the school ahead of the absence (Education Code 48205)

Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence each school year (Education Code 48205)

13. When a student's immediate family member or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family has died: (Education Code 48205)
 - a. To access services from a victim services organization or agency
 - b. To access grief support services
 - c. To participate in safety planning or take other actions, including, but not limited to, temporary or permanent relocation, to increase the safety of the student, an immediate family member of the student, or a person determined by the student's parent/guardian to be in such close association with the student as to be considered immediate family.

Such absence shall be excused for not more than three days for each incident. (Education Code 48205)

14. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination (Education Code 46014)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in Administrative Regulation 6112 - School Day, and is not excused from school for this purpose on more than four days each school month. (Education Code 46014)

15. For a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days, work in such industry (Education Code 48225.5)

For this purpose, student absence shall be excused for a maximum of up to five absences each school year. (Education Code 48225.5)"

16. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences each school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

17. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, sibling, grandparent, or any other relative living in the student's household. (Education Code 48205)

Method of Verification

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written, digital, or audio message from parent/guardian or parent representative
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative

The employee shall subsequently record the following:

- a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated

The employee shall document the verification and include the information specified in Item #2 above.

4. Physician's verification
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment
 - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)
2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)
3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time (Education Code 48980)

Such notice shall include the full text of Education Code 48205. (Education Code 48980)

Regulation 7214: General Obligation Bonds

Status: DRAFT

Original Adopted Date: 04/10/2007

Election Notice

Whenever the Governing Board orders an election on the question of whether general obligation bonds shall be issued to pay for school facilities, the Superintendent or designee shall ensure that election notice and ballot requirements comply with Education Code 15120-15126 and 15272, as applicable, and the section "Ballot Materials" below.

At least 88 days prior to the date of the election, the Superintendent or designee shall deliver to the officer conducting the election the resolution calling the election, including the date and purpose of the election, the authority for ordering the election and the specification of the election order, the signature of the officer or the clerk of the Board authorized to make such designations, and all other applicable ballot materials. (Education Code 5322)

Ballot Materials

The ballot question to appear on the ballot shall not exceed 75 words and shall appear in the form specified in Elections Code 13119. (Education Code 5322)

The Superintendent or designee shall ensure that the ballot materials comply with applicable laws including a brief statement of the measure setting forth the amount of the bonds to be voted upon, the maximum rate of interest, and the purposes for which the proceeds of the sale of the bonds are to be used. (Education Code 15122)

In addition to the 75 word ballot question, a separate statement shall be included with the sample ballot, which includes the best estimate from official sources of all of the following: (Elections Code 9401)

1. The average annual tax rate that would be required to be levied to fund the bond issue over the entire duration of the bond debt service, based on assessed valuations available at the time of the election or a projection based on experience within the same jurisdiction or other demonstrable factors

The estimate shall also identify the final fiscal year in which the tax is anticipated to be collected.

2. The highest tax rate that would be required to be levied to fund the bond issue, and an estimate of the year in which that rate will apply, based on assessed valuations available at the time of the election or a projection based on experience within the same jurisdiction or other demonstrable factors
3. The total debt service, including the principal and interest, that would be required to be repaid if all the bonds are issued and sold

The estimate may include information about the assumptions used to determine the estimate.

For bond measures requiring 55 percent majority of the voters, the Superintendent or designee shall ensure that the text of the ballot measure includes a statement that the Board will appoint a citizens' oversight committee and that annual independent audits will be conducted to assure that funds are spent only on school and classroom improvements and for no other purposes. (Education Code 15272)

For bond funded projects that require state matching funds, the Superintendent or designee shall ensure the sample ballot contains a statement advising the voters that the project is subject to the approval of state matching funds and, therefore, passage of the bond measure is not a guarantee that the project will be completed. (Education Code 15122.5)

Arguments in support or in opposition of the bond measure shall be submitted in accordance with Elections Code 9160-9170.

Citizens' Oversight Committee

If a bond is approved under the 55 percent majority threshold pursuant to Proposition 39 to the California Constitution, Article 13A, Section 1(b)(3) and Article 16, Section 18(b), then the district's citizens' oversight committee shall consist of at least seven members, including, but not limited to: (Education Code 15282)

1. One member active in a business organization representing the business community located within the district
2. One member active in a senior citizens' organization
3. One member active in a bona fide taxpayers' organization
4. One member who is a parent/guardian of a district student
5. One member who is a parent/guardian of a district student and is active in a parent-teacher organization, such as the Parent Teacher Association or school site council

Members of the citizens' oversight committee shall be subject to the conflict of interest prohibitions regarding incompatibility of office pursuant to Government Code 1125-1129 and financial interest in contracts pursuant to Government Code 1090-1099. (Education Code 15282)

No employee, Board member, vendor, contractor, or consultant of the district shall be appointed to the citizens' oversight committee. (Education Code 15282)

Members of the citizens' oversight committee may serve for no more than three consecutive terms of two years each. They shall serve without compensation. (Education Code 15282)

The purpose of the citizens' oversight committee shall be to inform the public concerning the expenditure of bond revenues. The committee shall actively review and report on the proper expenditure of taxpayers' money for school construction and shall convene to provide oversight for, but not limited to, the following: (Education Code 15278)

1. Ensuring that bond revenues are expended only for the purposes described in California Constitution, Article 13A, Section 1(b)(3), including the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities
2. Ensuring that, as prohibited by California Constitution, Article 13A, Section 1(b)(3)(A), no funds are used for any teacher and administrative salaries or other school operating expenses

In furtherance of its purpose, the committee may engage in any of the following activities: (Education Code 15278)

1. Receiving and reviewing copies of the annual, independent performance and financial audits required by California Constitution, Article 13A, Section 1(b)(3)(C) and (D)
2. Inspecting school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of California Constitution, Article 13(A), Section 1(b)(3)
3. Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the district
4. Reviewing efforts by the district to maximize bond revenues by implementing cost-saving measures, including, but not limited to, the following:
 - a. Mechanisms designed to reduce the costs of professional fees
 - b. Mechanisms designed to reduce the costs of site preparation
 - c. Recommendations regarding the joint use of core facilities
 - d. Mechanisms designed to reduce costs by incorporating efficiencies in school site design
 - e. Recommendations regarding the use of cost-effective and efficient reusable facility plans

The district shall, without expending bond funds, provide the citizens' oversight committee with any necessary technical assistance and shall provide administrative assistance in furtherance of the committee's purpose and sufficient resources to publicize the committee's conclusions. The district shall also provide the citizens' oversight committee with responses to any and all findings, recommendations, and concerns addressed in the annual independent financial and performance audits within three months of receiving the audits. (Education Code 15280)

All citizens' oversight committee proceedings shall be open to the public and noticed in the same manner as proceedings of the Board. Committee meetings shall be subject to the provisions of the Ralph M. Brown Act. (Education Code 15280; Government Code 54952)

The citizens' oversight committee shall issue regular reports, at least once a year, on the results of its activities. Minutes of the proceedings and all documents received and reports issued shall be a matter of public record and shall be made available on the district's website. (Education Code 15280)

Reports

Within 30 days after the end of each fiscal year, the district shall submit to the County Superintendent of Schools a report concerning any bond election(s) containing the following information: (Education Code 15111)

1. The total amount of the bond issue, bonded indebtedness, or other indebtedness involved
2. The percentage of registered electors who voted at the election
3. The results of the election, with the percentage of votes cast for and against the proposition

By each January 31 following a bond issuance, the district shall submit an annual report to the California Debt Investment and Advisory Commission in accordance with Government Code 8855 and as specified in BP 3470 - Debt Issuance and Management.

6. **INFORMATION: (Verbal Reports & Presentations)**
 - 6.4 July Special Board Policy Review

Policy 0410: Nondiscrimination In District Programs And Activities

Status: DRAFT

Original Adopted Date: 06/12/2018 | **Last Revised Date:** 12/05/2023

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

The Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race; color; ancestry; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; religion; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family, or marital status; reproductive health decisionmaking; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; veteran or military status; or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

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

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

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

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

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

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

Except for allegations of sex discrimination or sex-based harassment, allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with Board Policy and Administrative Regulation 1312.3 - Uniform Complaint Procedures, for students, and Administrative Regulation 4030 - Nondiscrimination in Employment, for employees. Complaints alleging sex discrimination, including sex-based harassment, shall be investigated and resolved in accordance with 34 CFR 106.44 and 106.45 and as specified in Administrative Regulation 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures, for students, and Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures, for employees.

Pursuant to 34 CFR 104.8 and 106.8, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's website and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

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

Access for Individuals with Disabilities

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

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

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

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Policy 1312.3: Uniform Complaint Procedures

Status: DRAFT

Original Adopted Date: 06/06/2019 | **Last Revised Date:** 12/05/2023

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

Complaints Subject to UCP

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

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, physical or mental disability, medical condition, or genetic information; any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55; or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

Discrimination includes, but is not limited to, the Board's refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. Additionally, discrimination includes, but is not limited to, the Board's adoption or approval of use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library if the use would subject a student to unlawful discrimination pursuant to Education Code 220. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243, 244)

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

11. Educational and graduation requirements for students in foster care, students experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and newcomer students (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)

12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
21. State preschool programs (Education Code 8207-8225)
22. State preschool health and safety issues in license-exempt programs (Education Code 8212)
23. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
24. Any other state or federal educational program the SPI or designee deems appropriate

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

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

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

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

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

Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity, was subjected to conduct known to the district that may reasonably constitute sex discrimination under Title IX, including sex-based harassment, as defined in 34 CFR 106.2

Discrimination on the basis of sex includes sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions or recovery; and parental, marital, and family status. Such a complaint shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in Administrative Regulation 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures. (34 CFR 106.2, 106.10, 106.11, 106.44)

4. Except for complaints alleging sex discrimination, including sex-based harassment, any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in Administrative Regulation 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Civil Rights Department

Employment complaints alleging sex discrimination, including sex-based harassment, shall be investigated and resolved as specified in 34 CFR 106.44 and 106.45 and Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

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

Status: DRAFT

Original Adopted Date: 06/06/2019 | **Last Revised Date:** 05/02/2023

The Governing Board is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with the district to provide services, as applicable.

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race; color; ancestry; national origin; age; religious creed; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family, or marital status; physical or mental disability; medical condition; genetic information; veteran or military status; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; or association with a person or group with one or more of these actual or perceived characteristics.

Employers are also prohibited from discrimination against employees or job applicants on the basis of reproductive health decision-making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health. (Government Code 12926, 12940)

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that such inquiry is necessary to comply with federal immigration law. (2 CCR 11028)

Unless otherwise provided for in law, the district may not discriminate against an employee, including an applicant for employment, in any term or condition of employment, or otherwise penalize a person, including termination, based on the person's use of cannabis off the job and away from the workplace, or on a drug screening which finds that the person has nonpsychoactive cannabis metabolites in the applicant's hair, blood, urine, or other bodily fluid. However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Hiring, compensation, terms, conditions, and other privileges of employment
2. Taking adverse employment actions such as termination or denial of employment, promotion, job assignment, or training
3. Unwelcome conduct, whether verbal, physical, or visual, that is offensive and so severe or pervasive as to adversely affect an employee's employment opportunities or that has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
 - a. Sex discrimination as specified in Board Policy and Administrative Regulation 4119.11/4219.11/4319.11 - Sex Discrimination and Sex-Based Harassment
 - b. Religious creed discrimination based on an employee's religious belief or observance, including religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an

employment requirement

- c. Requiring medical or psychological examination of a job applicant or making an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity
- d. Failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee
- e. Requiring an applicant or employee to disclose information relating to the employee's reproductive health decision-making

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, reports an incident, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign a release of the employee's claim or right to file a claim against the district or a nondisparagement agreement or other document that has the purpose or effect of preventing the employee from disclosing information about harassment, discrimination, or other unlawful acts in the workplace, including any conduct that the employee has reasonable cause to believe is unlawful. (Government Code 12964.5)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation. However, complaints alleging sex discrimination under Title IX shall be investigated and resolved in accordance with the procedures specified in 34 CFR 106.44 and 106.45 and Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator within one workday. All other employees shall report such incidents to their supervisor or designated district coordinator within one workday.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other prohibited conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

The district shall maintain and preserve all applications, personnel, membership, or employment referral records and files for at least four years after the records are initially created or received or, for an applicant or a terminated employee, for four years after the date the employment action was taken. However, when the district is notified that a complaint has been filed with the California Civil Rights Department, records related to the employee involved shall be maintained and preserved until the later of the first date after the time for filing a civil action has expired or the first date after the complaint has been fully and finally disposed of and all administrative proceedings, civil actions, appeals, or related proceedings have been terminated. (Government Code 12946)

Policy 4033: Lactation Accommodation

Status: DRAFT

Original Adopted Date: 03/10/2020

The Governing Board recognizes the immediate and long-term health benefits of breastfeeding and desires to provide a supportive environment for any district employee to express breast milk for an infant child upon returning to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee for seeking an accommodation to express breast milk for an infant child while at work.

An employee shall notify the employee's supervisor or other appropriate district administrator in advance of the intent to request an accommodation. The supervisor or appropriate district administrator shall respond to the request and shall work with the employee to make arrangements. If needed, the supervisor or appropriate district administrator shall address scheduling in order to ensure that the employee's essential job duties are covered during the break time.

Lactation accommodations shall be granted unless limited circumstances exist as specified in law. (Labor Code 1031, 1032; 29 USC 218d, 42 USC 2000gg-1)

Before a determination is made to deny lactation accommodations to an employee, the employee's supervisor shall consult with the Superintendent or designee. When lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

The Superintendent or designee shall provide a written response to any employee who was denied the accommodation(s). (Labor Code 1034)

The district shall include this policy in its employee handbook or in any set of policies that the district makes available to employees. In addition, the Superintendent or designee shall distribute this policy to new employees upon hire and when an employee makes an inquiry about or requests parental leave. (Labor Code 1034)

Break Time and Location Requirements

The district shall provide a reasonable amount of break time to accommodate an employee each time the employee has a need to express breast milk for an infant child. (Labor Code 1030; 42 USC 2000gg-1; 34 CFR 106.57)

To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 218d)

The employee shall be provided a lactation space which may be used by the employee for expressing breast milk or breastfeeding as needed. The lactation space shall be a private room or location, other than a bathroom, which may be the employee's work area or another location that is in close proximity to the employee's work area, and shall meet the following requirements: (Labor Code 1031; 29 USC 218d; 34 CFR 106.57)

1. Is shielded from view and free from intrusion while the employee is expressing breast milk
2. Is safe, clean, and free of hazardous materials, as defined in Labor Code 6382
3. Contains a place to sit and a surface to place a breast pump and personal items
4. Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump
5. Has access to a sink with running water and a refrigerator or, if a refrigerator cannot be provided, another

cooling device suitable for storing breast milk in close proximity to the employee's workspace

If a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over other uses for the time it is in use for lactation purposes. (Labor Code 1031)

Dispute Resolution

Complaints alleging sex discrimination under Title IX shall be investigated and resolved in accordance with the procedures specified in 34 CFR 106.44 and 106.45 and Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

Additionally, an employee may file a complaint with the Wage and Hour Division of the U.S. Department of Labor for an alleged violation of the Providing Urgent Maternal Protections for Nursing Mothers Act and/or the Equal Employment Opportunity Commission for failure to provide reasonable accommodations pursuant to the Pregnant Workers Fairness Act. (29 USC 218c, 218d, 42 USC 2000gg-2).

In addition, an employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

Policy 4119.11: Sex Discrimination and Sex-Based Harassment

Status: DRAFT

Original Adopted Date: 05/03/2018 | **Last Revised Date:** 01/12/2021

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

The Governing Board is committed to providing a safe work environment that is free of discrimination, harassment, and intimidation. The Board prohibits sex discrimination, including sex-based harassment, as defined in the accompanying administrative regulation, in district programs and activities by and against district employees.

Additionally, the Board prohibits retaliatory behavior or action against any person who complains or testifies about conduct that reasonably may constitute sex discrimination, including sex-based harassment, reports such conduct, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1; 34 CFR 106.71)

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

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sex discrimination and sex-based harassment policy to employees and others to whom the policy may apply
3. Publicizing, in accordance with 34 CFR 106.8 and as specified in Administrative Regulation 4030 - Nondiscrimination in Employment, a Title IX notice of nondiscrimination to employees, applicants for employment, and bargaining units
4. Ensuring prompt, thorough, fair, and equitable investigation of complaints through the appropriate state and/or federal procedures
5. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address sex discrimination and sex-based harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether sex discrimination and/or sex-based harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to harassment policy(ies), complaint procedures, or training, as appropriate and in accordance with law.

Reports and Complaints

Any district employee who has experienced sex discrimination or sex-based harassment in the district's education program or activity may file a complaint with the district's Title IX Coordinator. (34 CFR 106.2, 106.44)

Any employee with knowledge of conduct that reasonably may constitute sex discrimination or sex-based harassment by or against another district employee, a student, or a third party in a district education program or activity shall notify the Title IX Coordinator within one workday. An employee may be subject to discipline for failure to timely report such conduct. (34 CFR 106.44)

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

The Title IX Coordinator shall offer and coordinate supportive measures to be provided to the complainant and, if the district has begun grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures to be provided to the respondent as deemed appropriate under the circumstances. (34 CFR 106.44)

Upon investigation of a sex discrimination or sex-based harassment complaint, any district employee found to have engaged or participated in sex discrimination or sex-based harassment or to have aided, abetted, incited, compelled, or coerced another to commit sex discrimination or sex-based harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Policy 4219.11: Sex Discrimination and Sex-Based Harassment

Status: DRAFT

Original Adopted Date: 05/03/2018 | **Last Revised Date:** 10/06/2020

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

The Governing Board is committed to providing a safe work environment that is free of discrimination, harassment, and intimidation. The Board prohibits sex discrimination, including sex-based harassment, as defined in the accompanying administrative regulation, in district programs and activities by and against district employees.

Additionally, the Board prohibits retaliatory behavior or action against any person who complains or testifies about conduct that reasonably may constitute sex discrimination, including sex-based harassment, reports such conduct, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1; 34 CFR 106.71)

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

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sex discrimination and sex-based harassment policy to employees and others to whom the policy may apply
3. Publicizing, in accordance with 34 CFR 106.8 and as specified in Administrative Regulation 4030 - Nondiscrimination in Employment, a Title IX notice of nondiscrimination to employees, applicants for employment, and bargaining units
4. Ensuring prompt, thorough, fair, and equitable investigation of complaints through the appropriate state and/or federal procedures
5. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address sex discrimination and sex-based harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether sex discrimination and/or sex-based harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to harassment policy(ies), complaint procedures, or training, as appropriate and in accordance with law.

Reports and Complaints

Any district employee who has experienced sex discrimination or sex-based harassment in the district's education program or activity may file a complaint with the district's Title IX Coordinator. (34 CFR 106.2, 106.44)

Any employee with knowledge of conduct that reasonably may constitute sex discrimination or sex-based harassment by or against another district employee, a student, or a third party in a district education program or activity shall notify the Title IX Coordinator within one workday. An employee may be subject to discipline for failure to timely report such conduct. (34 CFR 106.44)

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

The Title IX Coordinator shall offer and coordinate supportive measures to be provided to the complainant and, if the district has begun grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures to be provided to the respondent as deemed appropriate under the circumstances. (34 CFR 106.44)

Upon investigation of a sex discrimination or sex-based harassment complaint, any district employee found to have engaged or participated in sex discrimination or sex-based harassment or to have aided, abetted, incited, compelled, or coerced another to commit sex discrimination or sex-based harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Policy 5145.3: Nondiscrimination/Harassment

Status: DRAFT

Original Adopted Date: 06/12/2018 | **Last Revised Date:** 12/05/2023

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, of any student by anyone, based on the student's actual or perceived race; color; ancestry; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; religion; pregnancy, childbirth, termination of pregnancy or lactation, including related medical conditions or recovery; parental, marital, and family status; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; or genetic information; or, association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

Because unlawful discrimination could occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 - Discipline, Board Policy and Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students With Disabilities).

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates, participates, or refuses to participate in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Code 234.1, 234.6; 34 CFR 106.8)

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

When a student has been suspended, or other means of correction have been implemented against the student for an incident of racist bullying, harassment, or intimidation, the principal or designee shall engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee shall also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and shall regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures, when required by law. However, complaints alleging sex discrimination, including sex-based harassment, under Title IX shall be investigated and resolved in accordance with the procedures specified in 34 CFR 106.44 and 106.45 and Administrative Regulation 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Policy 5145.7: Sex Discrimination and Sex-Based Harassment

Status: DRAFT

Original Adopted Date: 07/11/2017 | **Last Revised Date:** 01/12/2021

The Governing Board is committed to maintaining a welcoming, safe, and supportive school environment that is free from discrimination and harassment. The Board prohibits at school or at school-sponsored or school-related activities, sex discrimination and sex-based harassment, as defined in the accompanying administrative regulation, targeted at any student, based on the student's actual or perceived sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; pregnancy, childbirth, termination of pregnancy or lactation, including related medical conditions or recovery; and, parental, marital, and family status.

Additionally, the Board prohibits retaliatory behavior or action against any person who complains or testifies about conduct that reasonably may constitute sex discrimination, including sex-based harassment, reports such conduct, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1; 34 CFR 106.71)

The district strongly encourages students who feel that they are being or have experienced sex discrimination, including sex-based harassment, on school grounds or at a school-sponsored or school-related activity, or off-campus when the conduct has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee.

Any employee who receives a report or observes an incident of sex discrimination, including sex-based harassment, by or against a student in a district education program or activity shall report the incident to the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through Administrative Regulation 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

The Title IX Coordinator shall offer and coordinate supportive measures to be provided to the complainant and, if the district has begun grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures to be provided to the respondent as deemed appropriate under the circumstances.

The Superintendent or designee shall ensure that all district staff are trained regarding the district's sex discrimination and sex-based harassment policy, and that all employees receive training related to their duties under Title IX as specified in Administrative Regulation 4119.11/4219.11/4319.11 - Sex Discrimination and Sex-Based Harassment. (34 CFR 106.8)

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sex discrimination and sex-based harassment. Such instruction and information shall include:

1. What acts and behavior constitute sex discrimination and sex-based harassment, including the fact that sex discrimination and sex-based harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sex discrimination or sex-based harassment under any circumstance
3. Encouragement to report observed incidents of sex discrimination and sex-based harassment even when the alleged victim of the discrimination or harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sex discrimination or sex-based harassment incident

will be addressed separately and will not affect the manner in which the sex discrimination or sex-based harassment complaint will be received, investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sex discrimination and sex-based harassment allegation that involves a student, whether as the complainant, respondent, or victim of the discrimination or harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sex discrimination and/or sex-based harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sex discrimination or sex-based harassment complaint continues
8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sex discrimination or sex-based harassment and/or other students during an investigation

Disciplinary Actions

Upon completion of an investigation of sex discrimination and/or sex-based harassment, any student found to have engaged in sex discrimination, and/or sex-based harassment or sexual violence, in violation of this policy, shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of sex discrimination and/or sex-based harassment, any employee found to have engaged in sex discrimination against, and/or sex-based harassment or sexual violence toward, any student, shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Record-Keeping

The Superintendent or designee shall maintain records in accordance with law, including in accordance with 34 CFR 106.8 as specified in Administrative Regulation 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures, and district policies and regulations, of all reported cases of sex-based harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

Policy 5146: Married/Pregnant/Parenting Students

Status: DRAFT

Original Adopted Date: 02/05/2019

The Governing Board recognizes that responsibilities pertaining to marriage, pregnancy, or parenting, including related obligations, medical conditions, or recovery, may disrupt a student's education and increase the chance of a student dropping out of school. The Board desires to minimize interruption to such students' educational progress by supporting married, pregnant, and parenting students in their continued education, assisting them to attain strong academic and parenting skills, and promoting the healthy development of their child(ren).

The district shall not exclude or deny any student from any educational program or activity, including any class or extracurricular activity, solely on the basis of the student's current, potential, or past pregnancy, childbirth, false pregnancy, termination of pregnancy, lactation, or related medical conditions or recovery. In addition, the district shall not adopt any rule concerning a student's actual, potential, or past parental, family, or marital status that discriminates against and/or treats a student differently on the basis of sex. (Education Code 221.51, 230; 5 CCR 4950; 34 CFR 106.40)

The Superintendent or designee shall annually notify parents/guardians at the beginning of the school year of the rights and options available to pregnant and parenting students under the law. In addition, pregnant and parenting students shall be notified of the rights and options available under the law through annual school year welcome packets and through independent study packets. (Education Code 222.5, 48980)

Any employee who is informed by a student, or a person who has a legal right to act on behalf of a student, of a student's pregnancy or related conditions shall provide that person with the Title IX Coordinator's contact information and inform the person that the Title IX Coordinator can coordinate specific acts to prevent sex discrimination, including sex-based harassment, and ensure the student's equal access to the district's education program or activity. (34 CFR 106.8)

When notified of a student's pregnancy or related conditions, the Title IX Coordinator shall provide the student, and if applicable the person who has a legal right to act on behalf of the student and who notified the Title IX Coordinator of the student's pregnancy or related conditions, with the district's notice of nondiscrimination, as specified in Administrative Regulation 5145.3 - Nondiscrimination/Harassment and Exhibit (1) 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures. The Title IX Coordinator shall also coordinate actions specified in 34 CFR 106.40 to prevent discrimination against, and ensure equal access to, the student, including the following: (34 CFR 106.44)

1. Notifying the student that the district is required to not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions

However, a student's voluntary participation in a separate portion of the district's education program or activity does not constitute prohibited discrimination if the district ensures that the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

2. To the extent consistent with 34 CFR 106.40(b)(3), ensuring that pregnancy or related conditions are treated in the same manner and under the same policies as any other temporary medical condition with respect to any medical or hospital benefit, service, plan, or policy the district administers, operates, offers, or participates in with respect to students admitted to the district's education program or activity
3. Informing the student that the district may not require the student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person verifying that the student is physically able to participate in the district's class, program, or extracurricular activity unless the certified level of physical ability of health is necessary for participation in the class, program, or extracurricular activity; the district requires such certification of all participating students; and, the information obtained is not used as a basis for Title IX discrimination

For school-related purposes, a student under the age of 18 years who enters into a valid marriage shall have all the rights and privileges of students who are 18 years of age or older, even if the marriage has been dissolved. (Family Code 7002)

Education and Support Services for Pregnant and Parenting Students

Pregnant and parenting students shall retain the right to participate in the regular education program or an alternative education program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or the student's child.

Any alternative education program, activity, or course that is offered separately to pregnant or parenting students, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary. (Education Code 221.51; 5 CCR 4950)

The Superintendent or designee shall not require a student, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, lactation, or related medical conditions or recovery, to obtain certification from a physician or nurse practitioner indicating that the student is physically and emotionally able to continue participation in the district's education program or activity, including an extracurricular activity, unless the certified level of physical ability is necessary for participation and such certification is required of all students. (Education Code 221.51; 5 CCR 4950; 34 CFR 106.40)

To the extent feasible, the district shall provide educational and related support services, either directly or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:

1. Child care and development services for the children of parenting students on or near school site(s) during the school day and during school-sponsored activities
2. Parenting education and life skills instruction
3. Special school nutrition supplements for pregnant and lactating students pursuant to Education Code 49553, 42 USC 1786, and 7 CFR 246.1-246.28
4. Health care services, including prenatal care
5. Tobacco, alcohol, and/or drug prevention and intervention services
6. Academic and personal counseling
7. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation

As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development.

Absences

Pregnant or parenting students may be excused for absences for medical appointments and other purposes specified in BP/AR 5113 - Absences and Excuses.

A student shall be excused for absences to care for a sick child for whom the student is the custodial parent. A note from a physician shall not be required for such an absence. (Education Code 48205)

Parental Leave

A student who is pregnant or parenting, or has a related condition, shall be entitled to parental leave in order to protect the health of the student and/or the infant, and to allow the student to care for and bond with the infant. The period of the leave shall be the greater of eight weeks, or the length of time deemed medically necessary by the student's healthcare provider, or, if the district has a leave policy for which the student qualifies, the amount of time provided for in such policy. Such leave may be taken before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. (Education Code 46015; 34 CFR 106.40)

The student, if age 18 years or older, or the student's parent/guardian shall notify the school of the student's intent to take parental leave. (Education Code 46015)

No student shall be required to take all or part of the parental leave. (Education Code 46015; 34 CFR 106.40)

When a student takes parental leave, the attendance supervisor shall ensure that absences from the regular school program are excused until the student is able to return to the regular school program or an alternative education program. A student who is pregnant or parenting, or has related conditions, shall not be required to complete academic work or other school requirements during the period of the parental leave. (Education Code 46015)

Following the leave, a student who is pregnant or parenting, or has related conditions, may elect to return to the school and the course of study in which the student was enrolled before taking parental leave or to an alternative education option provided by the district. (Education Code 46015; 34 CFR 106.40)

Upon return to school, a pregnant or parenting student shall have opportunities to make up work missed during the leave, including, but not limited to, makeup work plans and reenrollment in courses. (Education Code 46015)

When necessary to complete high school graduation requirements, the student may remain enrolled in school for a fifth year of instruction, unless the Superintendent or designee makes a finding that the student is reasonably able to complete district graduation requirements in time to graduate by the end of the fourth year of high school. (Education Code 46015)

Accommodations

When necessary, the district shall provide reasonable accommodations to enable a student who is pregnant or parenting, or with related conditions, to access the educational program. The district shall consult with the student when identifying potential modifications. Any modification accepted by the student shall be implemented. Any proposed modification that would fundamentally alter the nature of the district's education program or activity shall not be implemented. (34 CFR 106.40)

Reasonable modifications may include, but are not limited to: (34 CFR 106.40)

1. Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom
2. Intermittent absences to attend medical appointments
3. Access to online or homebound education
4. Changes in schedule or course sequence
5. Extensions of time for coursework and rescheduling of tests and examinations
6. Allowing a student to sit or stand, or carry or keep water nearby
7. Counseling
8. Changes in physical space or supplies, such as access to a larger desk or a footrest
9. Elevator access
10. Any other change to policies, practices, or procedures

A student who is pregnant or who has a related condition shall have access to any services available to other students with temporary medical conditions. (34 CFR 106.40)

The school shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to: (Education Code 222; 34 CFR 106.40)

1. Access to a private and secure room, other than a restroom, that is clean, shielded from view, and free from intrusion by others to express breast milk or breastfeed an infant child
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk
3. Access to a power source for a breast pump or any other equipment used to express breast milk
4. Access to a place to store expressed breast milk safely
5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child

Complaints

Any complaint alleging discrimination on the basis of a student's current, potential, or past pregnancy, family, or marital status, district noncompliance with the requirements of Education Code 46015 or 34 CFR 106.40, or district noncompliance with the requirement to provide reasonable accommodations for lactating students, shall be investigated and resolved in accordance with the Title IX grievance procedures as specified in 34 CFR 106.44 and 106.45 and Administrative Regulation 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures. (Education Code 222, 46015; 5 CCR 4600- 4670; 34 CFR 106.44, 106.45)

Program Evaluation

The Superintendent or designee shall periodically report to the Board regarding the effectiveness of district strategies to support current, potential, and past married, pregnant, and parenting students, which may include data on student participation in district programs and services, academic achievement, school attendance, graduation rate, and/or student feedback on district programs and services.

Regulation 1312.3: Uniform Complaint Procedures

Status: DRAFT

Original Adopted Date: 06/06/2019 | **Last Revised Date:** 12/05/2023

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

Compliance Officers

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

Principal
Tipton Elementary Office
(unit or office)
370 N Evans Rd. Tipton, CA 93272
559-752-4213
jeverett@tipton.k12.ca.us

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

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

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

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

Notifications

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

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory

committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall include:

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

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

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

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than

English, the district's UCP policy, regulation, forms, and notices shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaints

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

All complaints, except for those that allege sex discrimination, including sex-based harassment, shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600; 34 CFR 106.2)

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

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

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

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

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

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

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

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

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

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the

parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

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

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

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

Investigation of Complaint

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

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

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

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

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

Timeline for Investigation Report

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

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

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

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

For any complaint alleging unlawful discrimination, harassment, intimidation, or bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Investigation Report

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

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

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

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, so long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

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

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

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of

the alleged discrimination

Corrective Actions

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

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

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

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

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

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

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

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

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

For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law
3. The material findings of fact in the district's investigation report are not supported by substantial evidence
4. The legal conclusion in the district's investigation report is inconsistent with the law
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the district's investigation report
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint
5. A copy of the district's UCP
6. Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

Health and Safety Complaints in License-Exempt Preschool Programs

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from the CDE website. (Education Code 8212; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)

Regulation 4030: Nondiscrimination In Employment

Status: DRAFT

Original Adopted Date: 06/06/2019 | **Last Revised Date:** 10/06/2020

All allegations of discrimination in employment, including those involving an employee, job applicant, intern, volunteer, or other person contracted to provide services to the district shall be investigated and resolved in accordance with procedures specified in this administrative regulation. However, complaints alleging sex discrimination under Title IX shall be investigated and resolved in accordance with the procedures specified in 34 CFR 106.44 and 106.45 and Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to organize and manage the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Principal
370 N. Evans Rd.
Tipton, CA 93272
559-752-4213
jeverett@tipton.k12.ca.us

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

1. Display in a prominent and accessible location at every work site where the district has employees, and post electronically in a conspicuous location on computers for employee use, up-to-date California Civil Rights Department (CRD) posters on the prohibition of workplace discrimination and harassment, including sex-based harassment, the rights of transgender employees, and the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth (Government Code 12950; 2 CCR 11013, 11023, 11049)
2. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.8)
 - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
 - b. Posting them in all district schools and offices, including staff lounges and other prominent locations
 - c. Posting them on the district's website and providing easy access to them through district-supported social media, when available
3. Disseminate the district's nondiscrimination policy and administrative regulation to all employees by one or more of the following methods: (2 CCR 11023)
 - a. Printing and providing a copy to all employees, with an acknowledgment form for each employee to sign and return
 - b. Sending a copy via email with an acknowledgment return form
 - c. Posting a copy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
 - d. Discussing the policy and regulation with employees upon hire and/or during a new hire orientation session

- e. Any other way that ensures employees receive and understand the policy
4. Post in a prominent location on the district's website and include in each handbook, catalog, announcement, bulletin, and application form for students, parents/guardians or other authorized legal representative, and employees, the Title IX notice of nondiscrimination which includes the following: (34 CFR 106.8)
 - a. The district does not discriminate on the basis of sex in any education program or activity that it operates
 - b. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator and/or the U.S. Department of Education Office for Civil Rights
 - c. The name or title, office and email address, and telephone number of the district's Title IX Coordinator
 - d. How to locate the district's nondiscrimination policy and the district's grievance procedures for Title IX complaints
 - e. How to report conduct that may constitute sex discrimination under Title IX
 - f. How to make a complaint of Title IX sex discrimination

If necessary due to the format or size of any publication specified above, the district may include only the statement that the district prohibits sex discrimination in any education program or activity that it operates, that individuals may report concerns or questions to the Title IX Coordinator, and the location of the complete notice on the district's website.

The district shall not distribute a publication stating that the district treats students, employees or applicants differently on the basis of sex, unless such treatment is permitted by Title IX.

5. Provide to employees a handbook which contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to employees who believe they have been the victim of any discriminatory or harassing behavior
6. Provide training regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made, as well as any additional training as specified in 34 CFR 106.8 related to the prohibition of Title IX sex discrimination

The district may also provide bystander intervention training to employees that includes information and practical guidance on how to recognize potentially problematic behaviors and which may motivate them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)

7. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law and Board Policy 4111 - Recruitment and Selection
8. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce (2 CCR 11023)

Complaint Procedure

Any complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: A complainant may inform a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. The complainant's direct supervisor may be bypassed in filing a complaint when the supervisor is the subject of the complaint.

The complainant may first attempt to resolve the situation informally with the complainant's supervisor before filing a written complaint.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, any available evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. Investigation Process: The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be disclosed as necessary to conduct an effective investigation.

If the coordinator determines that a detailed fact-finding investigation is necessary, the investigation shall begin immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out the investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator shall also determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed in order to prevent further incidents. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. Written Report on Findings and Remedial/Corrective Action: No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of the findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the Superintendent or designee.

A summary of the findings shall be presented to the complainant and the person accused.

4. Appeal to the Governing Board: The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with

either CRD or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. For filing a complaint with CRD alleging a violation of Government Code 12940-12952, within three years of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960 (Government Code 12960)
2. For filing a complaint with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. For filing a complaint with EEOC after first filing a complaint with CRD, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by CRD, whichever is earlier (42 USC 2000e-5)

An employee may also file a complaint with the Wage and Hour Division of the U.S. Department of Labor for an alleged violation of the PUMP Act and/or the Equal Employment Opportunity Commission for failure to provide reasonable accommodations pursuant to the Pregnant Workers Fairness Act. (29 USC 218c, 218d, 42 USC 2000gg-2)

Additionally, an employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

Regulation 4119.11: Sex Discrimination and Sex-Based Harassment

Status: DRAFT

Original Adopted Date: 05/03/2018 | **Last Revised Date:** 01/12/2021

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations. Sex discrimination, including sex-based harassment, is prohibited in district education programs and activities.

The following administrative regulation shall apply to all allegations of sex discrimination and sex-based harassment by and against district employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by a student.

Definitions

Sex discrimination includes treating an employee differently based on the employee's sex, which includes differential treatment based on sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family, or marital status; or association with a person or group with one or more of these actual or perceived characteristics.

Sex discrimination, including sex-based harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct and occurs when prohibited conduct is so severe, persistent, or pervasive that it creates an intimidating, threatening, hostile, or offensive work environment; has the effect of substantially or unreasonably interfering with an employee's term or condition of employment; or otherwise adversely affects an employee's employment opportunities.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, sex stereotypes, sex characteristics, or other bases specified above. Conduct will constitute sex-based harassment when it takes the form of: (34 CFR 106.2, 106.11)

1. **Quid pro quo harassment:** A district employee, agent, or other individual authorized by the district to provide an aid, benefit, or service in the district's education program or activity conditioning the provision of district aid, benefit, or service on a student's participation in unwelcome sexual conduct
2. **Hostile environment harassment:** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the district's education program or activity

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sex-based harassment in violation of district policy if it has a continuing effect on a student's ability to participate in or benefit from district educational programs or activities.

3. **Sexual assault, dating violence, domestic violence, or stalking,** as defined in 34 CFR 106.2

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

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

benefits, services, honors, programs, or activities available at or through the district

Examples of Sex Discrimination and Sex-Based Harassment

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

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

Title IX Coordinator/Compliance Officer

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX in accordance with Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures, and oversee the district's response to discrimination complaints processed under Administrative Regulation 4030 - Nondiscrimination in Employment. The Title IX Coordinator(s) may be contacted at:

Principal
370 N. Evans Rd.
Tipton, CA 93272
559-752-4213
jeverett@tipton.k12.ca.us

Training

The Superintendent or designee shall ensure that all employees receive training regarding sex discrimination and sex-based harassment in accordance with state and federal law.

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours, and nonsupervisory employees receive at least one hour, of classroom or other effective interactive training and education regarding sexual harassment as specified in Government Code 12950.1. All newly hired employees and employees promoted to a supervisory position shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

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

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

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

1. Information and practical guidance regarding federal and state laws concerning the prohibition, prevention, and

correction of sexual harassment

2. The types of conduct that constitute sexual harassment
3. Remedies available for victims in civil actions, and potential employer/individual exposure/liability
4. Strategies to prevent harassment in the workplace
5. Supervisors' obligation to report sexual harassment, discrimination, and retaliation of which they become aware
6. Practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources
7. The limited confidentiality of the complaint process
8. Resources for victims of unlawful harassment, such as to whom they should report any alleged harassment
9. Steps necessary to take appropriate remedial measures to correct harassing behavior, which includes the district's obligation to conduct an effective workplace investigation of a harassment complaint
10. What to do if the supervisor is personally accused of harassment
11. The essential elements of the district's anti-harassment policy, and how to use the policy if a harassment complaint is filed

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

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

Additionally, the Superintendent or designee shall ensure that all employees receive annual training related to their duties under Title IX in accordance with 34 CFR 106.8, and that a newly hired employee receive training promptly upon hire or change of position that alters the employee's duties under Title IX. (34 CFR 106.8)

The district's Title IX sex discrimination and sex-based harassment training shall include: (34 CFR 106.8)

1. The district's obligation to address sex-based discrimination, including sex-based harassment, in its education program or activity
2. The scope of conduct that constitutes sex discrimination under Title IX, including the definition of sex-based harassment
3. The notification and information requirements specified in 34 CFR 106.40 and 106.44

The district's Title IX sex-based harassment training and education program shall also include additional training required of supervisors; investigators, decisionmakers, and other persons who are responsible for implementing the district's grievance procedures or have the authority to modify or terminate supportive measures; facilitators of an informal resolution process; and Title IX Coordinators and designees. (34 CFR 106.8)

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

Additionally, the Superintendent or designee shall retain for at least seven years the materials used to provide

training as specified in 34 CFR 106.8, and to make these materials available, upon request, to members of the public. (34 CFR 106.8)

Notifications

To prevent unlawful sex discrimination and sex-based harassment, including retaliation, in district programs and activities, the Superintendent or designee shall provide notifications and implement measures to prevent discrimination and harassment as specified in Administrative Regulation 4030 - Nondiscrimination in Employment.

In addition to the measures to prevent discrimination as specified in Administrative Regulation 4030 - Nondiscrimination in Employment, the Superintendent or designee shall ensure that a copy of the Board policy and this administrative regulation:

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired (Education Code 231.5)
3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

All employees shall receive a copy of an information sheet prepared by the California Civil Rights Department (CRD) or the district that contains, at a minimum, components on: (Government Code 12950)

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

Additionally, the district shall post, in a prominent and accessible location, the CRD poster on discrimination in employment and the illegality of sex-based harassment, and the CRD poster regarding transgender rights. (Government Code 12950)

Complaint Procedures

All complaints and allegations of sex discrimination and sex-based harassment by and against employees shall be investigated and resolved as specified in 34 CFR 106.44 and 106.45 and Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

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

Regulation 5145.3: Nondiscrimination/Harassment

Status: DRAFT

Original Adopted Date: 06/12/2018 | **Last Revised Date:** 03/01/2022

The district designates the individual(s) identified below as the Compliance Officer(s). The employee(s) is responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the Compliance Officer(s) specified in Administrative Regulation 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination of a student, and the Title IX Coordinator specified in Administrative Regulation 5145.7 - Sex Discrimination and Sex-Based Harassment as the responsible employee to handle complaints alleging unlawful sex discrimination and sex-based harassment, as permitted by law. The Compliance Officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Principal
370 N. Evans Rd.
Tipton, CA 93272
559-752-4213
jeverett@tipton.k12.ca.us

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the Compliance Officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications
2. Post the district's policies and procedures prohibiting discrimination, harassment, student sex-based harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students (Education Code 234.1, 234.6)
3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
4. Post in a prominent location on the district website in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex; sex characteristics; sexual orientation; gender; gender identity; pregnancy, childbirth, termination of pregnancy or lactation, including related medical conditions or recovery; and parental, marital, and family status, including the following: (Education Code 221.6, 221.61, 234.6)
 - a. The name and contact information of the district's Title IX Coordinator, including the phone number and email address
 - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the websites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
 - c. A description of how to file a complaint of noncompliance under Title IX, which shall include:
 - i. An explanation of the statute of limitations within which a complaint must be filed after an alleged

incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations

- ii. An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on OCR's website
 - iii. A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office
- d. A link to the Title IX information included on the California Department of Education's (CDE) website
5. By April 1, 2025, post CDE's standardized incident form to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events, including information on how to submit a completed incident form to the district (Education Code 33353)
 6. Post in a prominent location on the district's website and include in each handbook, catalog, announcement, bulletin, and application form for students, parents/guardians or other authorized legal representative, and employees, the Title IX notice of nondiscrimination which includes the following: (34 CFR 106.8)
 - a. The district does not discriminate on the basis of sex in any education program or activity that it operates
 - b. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator and/or OCR
 - c. The name or title, office and email address, and telephone number of the district's Title IX Coordinator
 - d. How to locate the district's nondiscrimination policy and the district's grievance procedures for Title IX complaints
 - e. How to report conduct that may constitute sex discrimination under Title IX
 - f. How to make a complaint of Title IX sex discrimination

If necessary due to the format or size of any publication specified above, the district may include only the statement that the district prohibits sex discrimination in any education program or activity that it operates, that individuals may report concerns or questions to the Title IX Coordinator, and the location of the complete notice on the district's website.

The district shall not distribute a publication stating that the district treats students, employees or applicants differently on the basis of sex, unless such treatment is permitted by Title IX.

7. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families (Education Code 234.5)

Such resources shall be posted in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

8. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior
9. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students

The notice shall inform students and parents/guardians that they may request to meet with the Compliance Officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.

10. Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand

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

11. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them

Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students.

12. Provide to certificated employees serving students in grades 7-12 information on existing school and community resources related to the support of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) students, or related to the support of students who may face bias or bullying on the basis of any of the actual or perceived characteristics in Penal Code 422.55, including immigration status; Education Code 220; and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation; or association with a person or group with one or more of these actual or perceived characteristics (Education Code 234.1)
13. For the 2025-2026 school year through the 2029-2030 school year, provide annually to certificated employees serving students in grades 7-12 at least one hour of training to support LGBTQ+ cultural competency in accordance with Education Code 218.3
14. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so (Education Code 234.1)
15. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights

Process for Initiating and Responding to Complaints

Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the Compliance Officer, Title IX Coordinator, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the Compliance Officer, Title IX Coordinator, or principal, regardless of whether the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the Compliance Officer, Title IX Coordinator, or principal within one workday, regardless of whether the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal, Compliance Officer, or Title IX Coordinator, the principal, Compliance officer, or Title IX Coordinator shall notify the student or parent/guardian of the right to file a formal complaint in

accordance with Administrative Regulation 1312.3 - Uniform Complaint Procedures or, for complaints of sex discrimination, including sex-based harassment, the right to initiate the Title IX grievance procedures as specified in Administrative Regulation 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures. Once notified verbally or in writing, the Compliance Officer or Title IX Coordinator shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, Compliance Officer, Title IX Coordinator, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

Regulation 5145.7: Sex Discrimination and Sex-Based Harassment

Status: DRAFT

Original Adopted Date: 07/11/2017 | **Last Revised Date:** 01/12/2021

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations. Sex discrimination, including sex-based harassment, is prohibited in district education programs and activities.

Definitions

Sex discrimination includes treating a student differently with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services based on the student's sex, sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family, or marital status; or the student's association with a person or group with one or more of these actual or perceived characteristics.

Sex discrimination, including sex-based harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct and occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, sex stereotypes, sex characteristics, or other bases specified above. Conduct will constitute sex-based harassment when it takes the form of: (34 CFR 106.2, 106.11)

1. Quid pro quo harassment: A district employee, agent, or other individual authorized by the district to provide an aid, benefit, or service in the district's education program or activity conditioning the provision of district aid, benefit, or service on a student's participation in unwelcome sexual conduct
2. Hostile environment harassment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the district's education program or activity

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sex-based harassment in violation of district policy if it has a continuing effect on a student's ability to participate in or benefit from district educational programs or activities.

3. Sexual assault, dating violence, domestic violence, or stalking as defined in 34 CFR 106.2

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

Examples of Sex Discrimination and Sex-Based Harassment

Examples of types of conduct which are prohibited in the district and which may constitute sex- based harassment, under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sex-based 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. Sex-based jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sex-based rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Title IX Coordinator/Compliance Officer

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX. The individual(s) shall also serve as the Compliance Officer(s) specified in Administrative Regulation 1312.3 - Uniform Complaint Procedures and Administrative Regulation 5145.3 - Nondiscrimination/Harassment as the responsible employee(s) to handle student complaints alleging unlawful discrimination, as permitted by law. The Title IX Coordinator(s) may be contacted at:

Principal
370 N. Evans Rd.
Tipton, CA 93272
559-752-4213
jeverett@tipton.k12.ca.us

Notifications

To prevent unlawful sex discrimination and sex-based harassment in district programs and activities, the Superintendent or designee shall provide notifications and implement measures to prevent discrimination and harassment as specified in Administrative Regulation 5145.3 - Nondiscrimination/Harassment.

In addition to the measures to prevent discrimination specified in Administrative Regulation 5145.3 - Nondiscrimination/Harassment, the Superintendent or designee shall ensure that a copy of the district's sex discrimination and sex-based harassment policy and regulation:

1. Is displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)

2. Is summarized on a poster, which shall be prominently and conspicuously displayed in each bathroom and locker room at each school

The poster may be displayed in public areas that are accessible to and frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment; the name, phone number, and email address of an appropriate school employee to contact to report sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school. (Education Code 231.6)

3. Is provided as part of any orientation program conducted for new and continuing students at the time the student is enrolled or at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appears in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

Reports and Complaints

A student or a student's parent(s)/guardian(s) who believes that the student has been subjected to sex discrimination, including sex-based harassment, in a district program or activity or who has witnessed sex discrimination, including sex-based harassment, is strongly encouraged to report the incident to the district's Title IX Coordinator, a teacher, the principal, or any other available school employee. Within one workday of receiving such a report, the principal or other school employee shall forward the report to the district's Title IX Coordinator. Any school employee who observes sex discrimination or sex-based harassment shall, within one workday, report the observation to the Title IX Coordinator as specified in the accompanying board policy. The report shall be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

When a report or complaint of sex discrimination or sex-based harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

Complaint Procedures

All complaints and allegations of sex discrimination and sex-based harassment shall be investigated and resolved in accordance with 34 CFR 106.44 and 106.45 and Administrative Regulation 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

Issues Unique to Intersex, Nonbinary, Transgender and Gender-Nonconforming Students

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, regardless of whether that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Intersex student means a student with natural bodily variations in anatomy, hormones, chromosomes, and other traits that differ from expectations generally associated with female and male bodies.

Nonbinary student means a student whose gender identity falls outside of the traditional conception of strictly either female or male, regardless of whether the student identifies as transgender, was born with intersex traits, uses gender-neutral pronouns, or uses agender, genderqueer, pangender, gender nonconforming, gender variant, or such other more specific term to describe their gender.

Transgender student means a student whose gender identity is different from the gender assigned at birth.

The district prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, sex stereotypes, sex characteristics, sexual orientation, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature. Examples of the types of conduct that are prohibited in the district and which may constitute sex-based hostile environment harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with the student's gender identity
2. Disciplining or disparaging a student or excluding the student from participating in activities, for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the restroom that corresponds to the student's gender identity
4. Taunting a student because the student participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's gender identity to individuals who do not have a legitimate need for the information, without the student's consent
6. Using gender-specific slurs
7. Assaulting a student because of the student's gender, sex characteristic, sexual orientation, gender identity, or gender expression

To ensure that intersex, nonbinary, transgender, and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's intersex, nonbinary, transgender, or gender-nonconforming status is the student's private information

The district shall develop strategies to prevent unauthorized disclosure of students' private information. Such strategies may include, but are not limited to, collecting or maintaining information about student gender only when relevant to the educational program or activity, protecting or revealing a student's gender identity as necessary to protect the health or safety of the student, and keeping a student's unofficial record separate from the official record.

The district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. (Education Code 220.3, 220.5; 34 CFR 99.31, 99.36)

The district shall only allow disclosure of a student's personally identifiable information to employees in accordance with law. Any district employee to whom a student's intersex, nonbinary, transgender, or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the Compliance Officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless the employee is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming student. If the student permits the employee to notify the Compliance Officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the Compliance Officer may discuss with the student any need to disclose the student's intersex, nonbinary, transgender, or gender-nonconformity status or gender identity or gender expression to the student's parents/guardians and/or others, including other students,

teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and request assistance in doing so.

2. **Determining a Student's Gender Identity:** The Compliance Officer shall accept the student's assertion of gender identity and begin to treat the student consistent with that gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose
3. **Addressing a Student's Transition Needs:** The Compliance Officer shall arrange a meeting with the student and, if appropriate, the student's parents/guardians to identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained

The meeting shall discuss the intersex, nonbinary, transgender, or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the Compliance Officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting the student's educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity

To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because the student is intersex, nonbinary, transgender, or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

Beginning July 1, 2026, each school shall provide and maintain at least one all-gender restroom for student use that meets the requirements of Education Code 35292.5.

5. **Student Records:** Upon each student's enrollment, the district is required to maintain a mandatory permanent student record (official record) that includes the student's gender and legal name

A student's legal name as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. A student's gender as entered on the student's official record required pursuant to 5 CCR 432 shall only be changed with written authorization of a parent/guardian having legal custody of the student. (Education Code 49061)

However, when proper documentation or authorization, as applicable, is not submitted with a request to change a student's legal name or gender, any change to the student's record shall be limited to the student's unofficial records such as attendance sheets, report cards, and school identification.

6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronoun(s) consistent with the student's gender identity, without the necessity of a court order or a change to the student's official district record

However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying board policy.

7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site

Regulation 5145.7: Sex Discrimination and Sex-Based Harassment

Status: DRAFT

Original Adopted Date: 07/11/2017 | **Last Revised Date:** 01/12/2021

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations. Sex discrimination, including sex-based harassment, is prohibited in district education programs and activities.

Definitions

Sex discrimination includes treating a student differently with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services based on the student's sex, sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family, or marital status; or the student's association with a person or group with one or more of these actual or perceived characteristics.

Sex discrimination, including sex-based harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct and occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, sex stereotypes, sex characteristics, or other bases specified above. Conduct will constitute sex-based harassment when it takes the form of: (34 CFR 106.2, 106.11)

1. Quid pro quo harassment: A district employee, agent, or other individual authorized by the district to provide an aid, benefit, or service in the district's education program or activity conditioning the provision of district aid, benefit, or service on a student's participation in unwelcome sexual conduct
2. Hostile environment harassment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the district's education program or activity

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sex-based harassment in violation of district policy if it has a continuing effect on a student's ability to participate in or benefit from district educational programs or activities.

3. Sexual assault, dating violence, domestic violence, or stalking as defined in 34 CFR 106.2

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

Examples of Sex Discrimination and Sex-Based Harassment

Examples of types of conduct which are prohibited in the district and which may constitute sex- based harassment, under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sex-based 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. Sex-based jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sex-based rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Title IX Coordinator/Compliance Officer

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX. The individual(s) shall also serve as the Compliance Officer(s) specified in Administrative Regulation 1312.3 - Uniform Complaint Procedures and Administrative Regulation 5145.3 - Nondiscrimination/Harassment as the responsible employee(s) to handle student complaints alleging unlawful discrimination, as permitted by law. The Title IX Coordinator(s) may be contacted at:

Principal
370 N. Evans Rd.
Tipton, CA 93272
559-752-4213
jeverett@tipton.k12.ca.us

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1. Refusing to address a student by a name and the pronouns consistent with the student's gender identity
2. Disciplining or disparaging a student or excluding the student from participating in activities, for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the restroom that corresponds to the student's gender identity
4. Taunting a student because the student participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's gender identity to individuals who do not have a legitimate need for the information, without the student's consent
6. Using gender-specific slurs
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1. **Right to privacy:** A student's intersex, nonbinary, transgender, or gender-nonconforming status is the student's private information

The district shall develop strategies to prevent unauthorized disclosure of students' private information. Such strategies may include, but are not limited to, collecting or maintaining information about student gender only when relevant to the educational program or activity, protecting or revealing a student's gender identity as necessary to protect the health or safety of the student, and keeping a student's unofficial record separate from the official record.

The district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. (Education Code 220.3, 220.5; 34 CFR 99.31, 99.36)

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4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity

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