

TIPTON ELEMENTARY SCHOOL DISTRICT REGULAR BOARD MEETING

AGENDA

Tuesday, May 6, 2025
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. **Open Public Hearing on the Adoption of Multitudes**

California requires K-2 reading screenings to help identify students at risk for reading difficulties, including dyslexia, and ensure they receive early intervention support.

2.1 Open for Public Questions and Comments

2.2 Close Public Hearing

3. **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.***

3.1 Community Relations/Citizen Comments

3.2 Reports by Employee Units CTA/CSEA

3.3 Correspondence - Review of Second Period Interim Report, 2024-2025

3.4 Survey Results – 8th grade graduation

4. **CONSENT CALENDAR: Action items:**

4.1 Minutes of the Regular Board Meeting – April 1, 2025

4.2 Conference, Field Trip, Fund Raiser and Facilities Requests

4.3 Library Surplus

4.4 Agreement with TCOE for Intervention Resource Classroom for 2025-2026

4.5 Memorandum of Understanding for Services to Migrants Students, Migrant Education Region VIII

4.6 Agreement with TCOE for ERS Library Media Services for 2025-2026

4.7 Agreement with TCOE for External Business Services for 2025-2026

5. **ADMINISTRATIVE: Action items:**

5.1 Behavior Aide Job Description

- 5.2 Memorandum of Understanding between the Tipton Elementary School District and California School Employee Association and its Tipton Chapter No. 765 (CSEA)
- 5.3 Request for Additional days for Superintendent and Principal
6. **FINANCE: Action items:**
- 6.1 Vendor Payments
7. **INFORMATION: (Verbal Reports & Presentations)**
- 7.1 MOT--FOOD SERVICE—PROJECTS
- 7.2 Quarterly Uniform Complaint Summary for Quarter 1 (January – March)
- 7.3 TCOE Credentialed School Nurse School Health Services Data for TESD
8. **ANY OTHER BUSINESS:**
- 8.1 Quarterly Board Policy - March 2025
- 8.2 Consideration and Public Notice of the Associated Teachers of Tipton’s Initial Proposal to the District Regarding Certificated Collective Bargaining Agreement Negotiations, for the 2025-2028 School Year
- 8.3 Consideration and Public Notice of District’s Initial Proposal to Associated Teachers of Tipton Regarding Certificated Collective Bargaining Agreement Negotiations, for the 2025-2028 School Year
- 8.4 LCAP Parent Advisory Committee (PAC) and the LCAP English Learner Parent Advisory Committee (PAC) were established
The PAC was established and made up of SCC members and student representatives. SSC members: Debbie Gilbert, Janet Uresti, Luz Valencia, Yesenia Mendoza, Megan Rice, Jackie Everett, Diana Cisneros, Maria Flores, Noemi Flores, Maria Sanchez, and Monique Venables. Student representatives: Hector Robles and Matthew Hernandez.
9. **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.**
- 9.1 Education Code 35146
Student transfers, inter District etc.
- 9.2 Government Code Section 54957
Public Employee Discipline/Dismissal/Release/Complaint
10. **RECONVENE TO OPEN SESSION**
11. **REPORT OUT FROM CLOSED SESSION**
12. **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: May 2, 2025

DISTRITO ESCOLAR PRIMARIO DE TIPTON
REUNIÓN ORDINARIA DE LA JUNTA DIRECTIVA
ORDEN DEL DÍA

Martes, 6 de mayo de 2025

19:00 h. Sala de Juntas del Distrito

1. APERTURA DEL ORDEN - SALUDO A LA BANDERA

En cumplimiento con la Ley de Estadounidenses con Discapacidades (ADA) y la Ley Brown, si necesita asistencia especial para participar en la reunión, incluyendo la entrega de la agenda y los documentos del paquete de agenda en un formato alternativo, por favor, comuníquese con la oficina del Distrito Escolar Primario de Tipton al (559) 752-4213. Notificar con 48 horas de anticipación a la reunión permitirá al distrito tomar las medidas razonables para garantizar la accesibilidad a la misma (28CFR35.102-35, 104 ADA Título II) y permitir la preparación de documentos en un formato alternativo apropiado.

2. Audiencia Pública Abierta sobre la Adopción de Multitudes

California exige evaluaciones de lectura para K-2 para ayudar a identificar a los estudiantes con riesgo de dificultades de lectura, incluyendo la dislexia, y garantizar que reciban apoyo de intervención temprana.

2.1 Abierto a Preguntas y Comentarios del Público

2.2 Audiencia Pública Cerrada

3. OPINIÓN PÚBLICA:

Para garantizar que los miembros del público tengan una oportunidad significativa de dirigirse a la junta sobre los puntos del orden del día que son de su competencia, los puntos del orden del día pueden abordarse en la sección de opiniones del público o en el momento en que la junta los trate. Las presentaciones a la junta están limitadas a 3 minutos por persona y 15 minutos por tema.

3.1 Relaciones con la Comunidad/Comentarios Ciudadanos

3.2 Informes de las Unidades de Empleados CTA/CSEA

3.3 Correspondencia - Revisión del Informe Provisional del Segundo Período, 2024-2025

3.4 Resultados de la Encuesta - Graduación de 8.º grado

4. CALENDARIO DE CONSENTIMIENTO: Acciones a tomar:

4.1 Acta de la Reunión Ordinaria de la Junta Directiva – 1 de abril de 2025

4.2 Solicitudes de Conferencias, Excursiones, Recaudación de Fondos y Instalaciones

- 4.3 Excedentes de la Biblioteca
- 4.4 Acuerdo con la TCOE para el Aula de Recursos de Intervención para el ciclo escolar 2025-2026
- 4.5 Memorando de Entendimiento para los Servicios a Estudiantes Migrantes, Región de Educación Migrante VIII
- 4.6 Acuerdo con la TCOE para los Servicios de Medios Bibliotecarios de ERS para el ciclo escolar 2025-2026
- 4.7 Acuerdo con la TCOE para los Servicios Comerciales Externos para el ciclo escolar 2025-2026

5. ADMINISTRATIVO: Acciones a tomar:

- 5.1 Descripción del puesto de Auxiliar de Conducta
- 5.2 Memorando de Entendimiento entre el Distrito Escolar Primario de Tipton y la Asociación de Empleados Escolares de California y su Capítulo de Tipton N.º 765 (CSEA)
- 5.3 Solicitud de días adicionales para el Superintendente y Director

6. FINANZAS: Acciones a tomar:

- 6.1 Pagos a proveedores

7. INFORMACIÓN: (Informes verbales y presentaciones)

- 7.1 MOT - SERVICIO DE ALIMENTOS - PROYECTOS
- 7.2 Resumen trimestral uniforme de quejas del primer trimestre (enero-marzo)
- 7.3 Datos de los servicios de salud escolar de la enfermera escolar acreditada de TCOE para TESD

8. OTROS ASUNTOS:

- 8.1 Política trimestral de la Junta - Marzo de 2025
- 8.2 Consideración y notificación pública de la propuesta inicial de la Asociación de Maestros de Tipton al Distrito sobre las negociaciones del Convenio Colectivo Certificado para el ciclo escolar 2025-2028
- 8.3 Consideración y notificación pública de la propuesta inicial del Distrito a la Asociación de Maestros de Tipton sobre las negociaciones del Convenio Colectivo Certificado para el ciclo escolar 2025-2028
- 8.4 Se establecieron el Comité Asesor de Padres (PAC) del LCAP y el Comité Asesor de Padres de Estudiantes de Inglés (PAC) del LCAP.

Se estableció el PAC, integrado por miembros del SCC y representantes estudiantiles.

Miembros del SSC: Debbie Gilbert, Janet Uresti, Luz Valencia, Yesenia Mendoza, Megan Rice, Jackie Everett, Diana Cisneros, María Flores, Noemí Flores, María Sánchez y Monique Venables. Representantes estudiantiles: Héctor Robles y Matthew Hernández.

9. SE LEVANTA LA SESIÓN A PUERTA CERRADA: La Junta considerará y podrá tomar decisiones sobre cualquiera de los siguientes puntos en sesión cerrada. Cualquier acción tomada se informará públicamente al final de la sesión cerrada, según lo exige la ley.

9.1 Código de Educación, Sección 35146

Traslados de estudiantes, entre distritos, etc.

9.2 Código de Gobierno, Sección 54957

Disciplina/Despido/Liberación/Queja de Empleados Públicos

10 RECONVOCATORIA A SESIÓN PÚBLICA

11. INFORME DE LA SESIÓN CERRADA

12. LEVANTAMIENTO DE LA SESIÓN

La Junta, tras debatir y votar, podrá convertir cualquier punto en asunto de acción.

Aviso: Si se distribuyen documentos a los miembros de la Junta sobre un punto del orden del día dentro de las 72 horas posteriores a una reunión ordinaria, dichos documentos se pondrán a disposición del público para su consulta en la Oficina del Distrito, ubicada en 370 N. Evans Road, Tipton, CA 93272, teléfono 752-4213.

Orden del día publicado: 2 de mayo de 2025

2. **Open Public Hearing on the Adoption of Multitudes**

California requires K-2 reading screenings to help identify students at risk for reading difficulties, including dyslexia, and ensure they receive early intervention support.

2.1 Open for Public Questions and Comments

Multitudes

Bridging Science and Education UCSF

A universal reading screener created with and for California's students





UCSF Multitudes

Translates the latest findings into
useful tools for educators

neuroscience
based

multilingual
learners

Fair and accurate measurement to
support equitable reading outcomes
for all

Embraces the many variations in
dialect, culture and region that enrich
our state

culturally
affirming

no cost for
CA public
schools

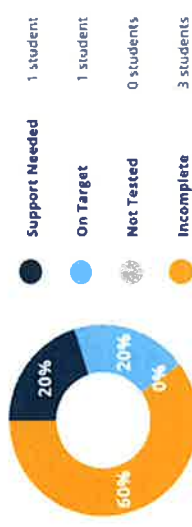
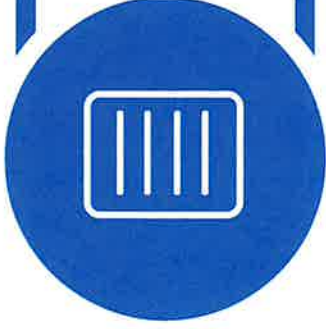
Every student can expect the best in
early literacy screening for reading
challenges

The complete **Multitudés**form

SCREENING



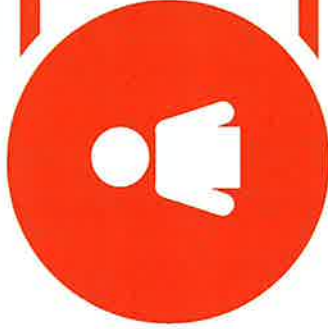
REPORTING



INTERVENTION



PROFESSIONAL DEVELOPMENT



Relevant features for adoption



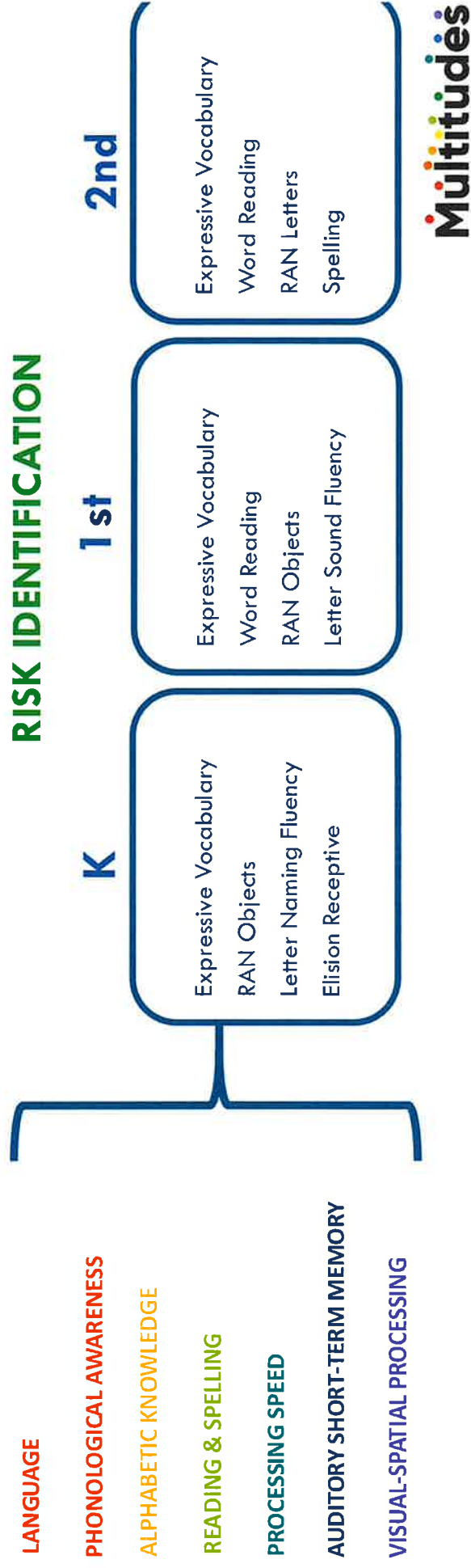
Screening with **Multitudes**

- ✓ 1:1 administration
- ✓ 10 minutes per child
- ✓ Once per year in fall/winter
- ✓ Computer scored
- ✓ Two linked devices
- ✓ Headphones optional



Universal Screener task selection

- ✓ The most **informative** tasks for reading development in English + Spanish
- ✓ **Accurate** for both English-only and multilingual learners
- ✓ Includes **predictors** of reading difficulties and dyslexia
- ✓ Minimal administration **time** with the highest reliability









Multitudes

screening tasks



MAIN PROBLEM	MAIN SOLUTION
<input type="checkbox"/> The umbrella flew away e.g. going to the beach, (vacation)	<input type="checkbox"/> The big bear/cub used the umbrella. e.g. rain, after a.
SUPPORTING DETAILS	SUPPORTING DETAILS
<input type="checkbox"/> Introduction to the scene e.g. why the bear is there, (vacation)	<input type="checkbox"/> Chasing the umbrella e.g. the bear is trying to catch it.
<input type="checkbox"/> Caused the problem e.g. why the bear flew away, (vacation)	<input type="checkbox"/> Reasons for going the umbrella to the tree e.g. the bear is trying to catch it.
<input type="checkbox"/> Communication e.g. the bear is talking to the cub	<input type="checkbox"/> Emotional state e.g. happy
<input type="checkbox"/> Cognitive or emotional state e.g. the bear is thinking about the problem	<input type="checkbox"/> Cognition e.g. the bear is thinking about the problem

		
X	X	X
		
✓	X	

UCSF Multitudes RAN Letters English Assessment

Press Start Timer to begin. Tap letters to mark incorrect. To unmark, tap again. When the student names the last letter, press Stop Timer. Then, press Next.

Tracking time

O	S	U	C	E	O	S	U	E	C
O	C	E	S	U	S	E	C	U	O
S	U	O	C	E	U	C	O	E	S
U	O	S	E	C	O	S	U	C	E
C	U	E	O	S	C	E	S	O	U

Stop Timer Stop Back Next

Class Dashboard

1. Class

2. Student

3. Screener

Search...

← Select a student

Student ID	Student Name		
c6ecbaa4-9131-41d8-81c4-ea0277c60c6	Neil Hill	View history	Select
1ab3e11b-5394-4397-8ecd-3d15b7a88955	John Baker	View history	Select
c33c816a-d3d2-421f-b6d1-aeedf74c5b25	Samantha Peters	View history	Select
1868cb6e-45ed-4e1e-a35a-0229984493f4	Victor Fraser	View history	Select



Class Results

Display results of:

School: **George Moscone Elementary** Class: **Ms. Robbins - Grade K** Language: **English**

How to read my results?

Universal screener results ● Support needed ● On target ● Incomplete

The Universal Screening score is a composite score that takes in to account the results from each of the Universal Screening task

Task level results ● Support needed ● Some support needed ● On target ● Incomplete

The Task Level results shows where a student falls within the distribution of scores for an individual task.

Universal screener results



- **Support needed** 3 students
- **On target** 2 students
- **Incomplete** 2 students
- **Not tested** 5 students

Student Name

Chase Costa
Elijah Stephenson
Christian Nichols
Melissa Hale
Maria Perez
Sarina Mills
Miley Robbins

Universal Screener ¹



Expressive Vocabulary	RAN Objects	Letter Naming Fluency	Elision Receptive
	Incomplete		Incomplete
Not tested	Not tested	Not tested	Not tested



Individual Results



[← Go back to class results](#)

Display results of:

Screener: [Universal Screener](#)
 Language: [English](#)

Child's Results
Teacher Name - Class

Universal Screener

Support needed

● Support needed

● Some support needed

● On target

Export PDF

English		
Language		
Expressive Vocabulary	Completed	
Processing Speed		
Rapid Automated Naming Objects	Completed	
Alphabet Knowledge		
Letter Naming Fluency	Completed	
Phonological Awareness		
Elision Receptive	Completed	

Resources

Training, professional development, instructional resources

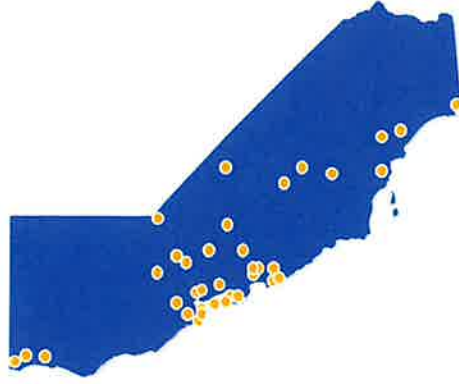
The screenshot displays the Multitudes platform interface. At the top, there's a navigation bar with links: Resources, Class Dashboard, Results, and Support. Below this, a search bar is visible. The main content area is divided into three tabs: Getting Started, Professional Learning, and Instructional Resources. The Instructional Resources tab is active, showing a grid of resource cards. Each card includes a title, a brief description, and a 'Resource Type' label. The cards are organized into three columns and three rows.

Card Title	Description	Resource Type
"I Predict..."	Using narrative language to make predictions	Original language - All Groups Instructional Kit
Sound Switcheroo	Identifying phoneme position (onset, medial, final) and blend phonemes	Phonological awareness - All Groups Instructional Kit
Smart Cookie Talks	Structuring collaborative, academic conversations between peers	Oral language - All Groups Instructional Kit
Syllable Smash	Blend syllables to form words using hands	Phonological awareness - All Groups Instructional Kit
Substituting Sounds	Video of a teacher leading a sound substitution activity	Phonological awareness - Individual Video
Blending Compound Words	A short video with a teacher and students blending compound words	Phonological awareness - Small group Video



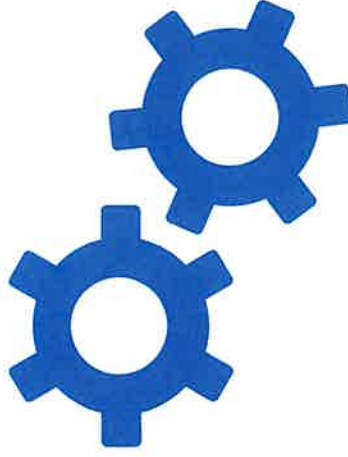
Culturally + linguistically affirming

DEMOGRAPHIC
SAMPLE



Geographic + demographic
representation of California with
more than 15,000 unique students
(25-40% EL),

MEASUREMENT
DEVELOPMENT



Parallel measure development in
English + Spanish. Inclusion of oral
language measures. Careful selection
of items.

WORKFORCE
DIVERSITY



Local, native speakers who recognize
and appreciate students' cultural and
linguistic diversity.

How much training is required?

FOUNDATIONAL

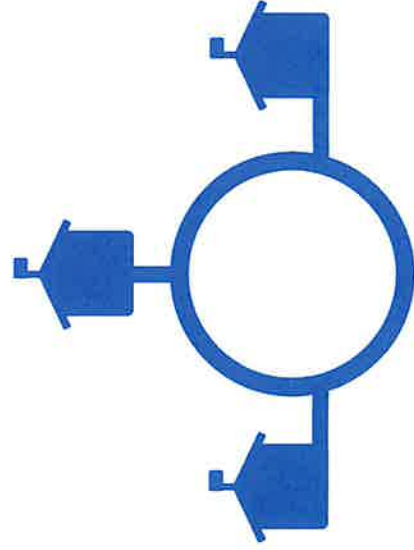
- ✓ 1-3 hours recommended
- ✓ Live or asynchronous training on Multitudes screening essentials

ADDITIONAL

- ✓ Additional asynchronous training
- ✓ Practice, observation, and feedback
- ✓ Paid virtual and onsite professional development



Adoption support for everyone



Foundational Training for Multitudes adopters



Why Choose Multitudes?

Meet Multitudes in our
introductory webinar

Jan 22, Feb 5, Feb 19

Your Multitudes Questions, Answered

15-minute, 1:1 sessions with Multitudes team
members

Starting in February

Getting Started with Multitudes

Training webinars for schools
adopting Multitudes

Starting in March

Professional development for screening

Available by request at cost



- Platform and Screening Basics
- Administering the Universal Screener and Follow-up Assessments



- Interpreting Screening Results
- From Screening to Instructional Next Steps

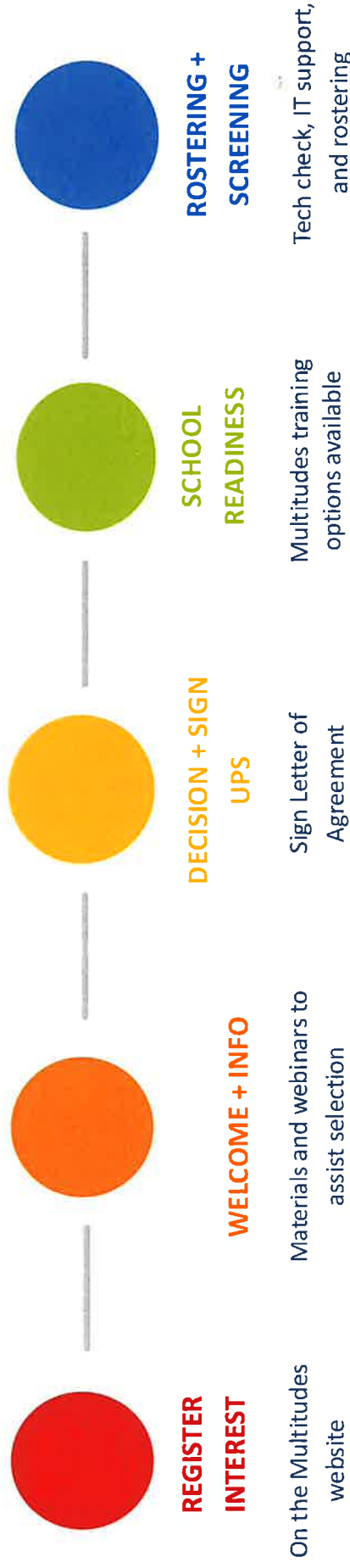


- Coming soon
- Effective screening and literacy practices

All trainings offered virtually and onsite.

Train-the-trainer versions available.

Adoption roadmap



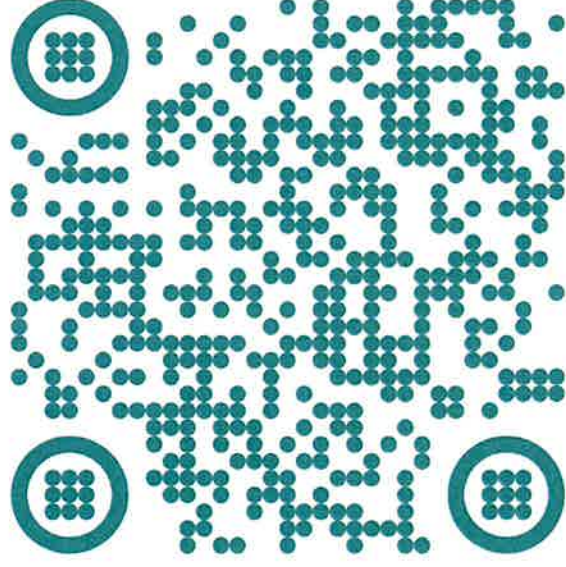
Key Dates

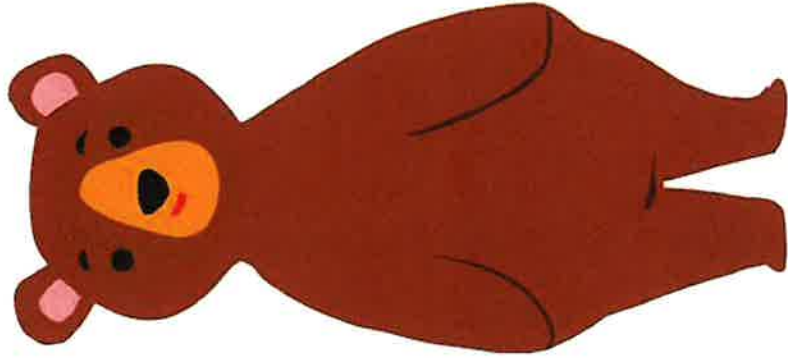
- ✓ February 3 – formal registration begins
- ✓ March 3 – training begins

Thank you for being part of our community!

Multitudes

multitudesinfo.ucsf.edu





Tasks by Grade Level *for reference*

Multitudes Kindergarten tasks

UNIVERSAL SCREENER

Risk Identification for ALL students

- ✓ Expressive Vocabulary
- ✓ RAN Objects
- ✓ Letter Naming Fluency
- ✓ Elision Receptive

FOLLOW-UP

For students who screen Support Needed

- ✓ Listening Comprehension
- ✓ Sentence Repetition
- ✓ RAN Letters

ADDITIONAL TASKS

Available for all students

- ✓ Elision Expressive
- ✓ Narrative Story Production
- ✓ Nonword Repetition
- ✓ Rapid Visual Processing
- ✓ Semantic Mapping
- ✓ Digit Span

Multitudes 1st grade tasks

UNIVERSAL SCREENER

Risk Identification for ALL students

- ✓ Expressive Vocabulary
- ✓ Word Reading
- ✓ RAN Objects
- ✓ Letter Sound Fluency

FOLLOW-UP

For students who screen Support Needed

- ✓ Elision Expressive
- ✓ Sentence Repetition
- ✓ RAN Letters

ADDITIONAL TASKS

Available for all students

- ✓ Elision Receptive
- ✓ Listening Comprehension
- ✓ Narrative Story Production
- ✓ Nonword Reading
- ✓ Nonword Repetition
- ✓ Rapid Visual Processing
- ✓ Semantic Mapping
- ✓ Digit Span

Multitudes 2nd grade tasks

UNIVERSAL SCREENER

Risk Identification for ALL students

- ✓ Expressive Vocabulary
- ✓ Word Reading
- ✓ RAN Letters
- ✓ Spelling

FOLLOW-UP

For students who screen Support Needed

- ✓ Oral Reading Fluency
- ✓ Elision Expressive
- ✓ Sentence Repetition

ADDITIONAL

TASKS

Available for all students

- ✓ Listening Comprehension
- ✓ Nonword Reading
- ✓ RAN Objects
- ✓ Rapid Visual Processing
- ✓ Digit Span
- ✓ Letter Sound fluency

3.

PUBLIC INPUT:

3.3 Correspondence - Review of Second Period Interim Report, 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

April 15, 2025

Stacey Bettencourt, Superintendent
Tipton School District
PO Box 787
Tipton, CA 93272

SUBJECT: REVIEW OF SECOND PERIOD INTERIM REPORT, 2024-25

Dear Stacey:

The Tulare County Office of Education has reviewed the 2024-25 Second Period Interim Report of Tipton School District, and will be able to certify to the California Department of Education that the district has submitted a positive report for the period ending January 31, 2025.

Our review found that these documents reflect a satisfactory fiscal position and indicate the district will be able to meet its financial obligations during this fiscal year and the two subsequent years as certified by your Governing Board. We thank you for the timely filing of your Interim Report with our office. The efforts of your staff in the preparation and submission of this report, along with the supporting documentation, is greatly appreciated.

Please read our attached addendum for further comments and recommendations.

If you have any concerns or questions regarding any part of our review, then please do not hesitate to call me directly at 733-6474.

Sincerely,



Fernie Marroquin, Ed.D.
Assistant Superintendent, Business Services
Tulare County Office of Education

FM/sd
Encl.

cc: Iva Sousa, Board President
District Business Manager

BACKGROUND

Our review of the district's 2024-25 Second Period Interim Report and the comments included are based on information the district had available at the time the Interim Report was prepared. On January 10th the Governor presented his budget proposal for the 2025-26 fiscal year which proposes to preserve investments made during unexpected rapid economic growth experienced during the global pandemic. As Proposition 98 funding stabilizes from the volatility of the recent past, districts are challenged to develop multi-year projections over the next three years in a COLA only environment. Districts experiencing declining enrollment may be faced with fiscal years whereby the effective COLA approaches 0% or less as loss of attendance offsets the statutory COLA increase.

Included in the Governor's proposal for 2025-26 is a Local Control Funding Formula (LCFF) COLA adjustment of 2.43%. This estimated COLA would also be applied to other education programs funded outside of the LCFF including Special Education, Child Nutrition, State Preschool, Foster Youth, and Mandated Block Grant Program. The Governor is also committed to maintaining current levels of funding for cornerstone programs like the Expanded Learning Opportunities Program, Special Education Early Intervention Preschool Grant, Universal Meals Program, and the Home to School Transportation Reimbursement. The Prop 98 guarantee will also be "re-benched" in fiscal year 2025-26 to accommodate the final expansion of Universal Transitional Kindergarten to all 4 years olds and implementation of the Arts and Music in School – Funding Guarantee and Accountability Act (Proposition 28). Due to higher than anticipated Prop 98 levels over the three-year period (2023-24 through 2025-26), the Governor has introduced new funding proposals including the Student Support and Professional Development Discretionary Block Grant, increased TK add-on funding to support the 10:1 student to adult ratio requirement, further investments in literacy instruction, and reinstatement of the \$1.1 billion cut to the Learning Recovery Emergency Block Grant.

Although the Governor is not projecting any budget cuts to K-12 education at this time, conditions can change in between January and the May Revise. Inflationary pressures and federal policy reform combined with risks unique to California including emergency preparedness costs due to wildfires, affordable housing woes, state-wide declining enrollment and the phasing out significant of one-time federal funding point to the importance of planning ahead and practicing fiscal prudence.

LOCAL CONTROL ACCOUNTABILITY PLAN

It is important to note that the Local Control Accountability Plan (LCAP) document will resume as the main accountability document for K-12 education for the foreseeable future and there continues to be a growing emphasis on accountability measures. The 2021 Budget Act included language that requires districts to maintain supplemental and concentration grant funds to increase and improve services to unduplicated pupils until the funds are fully spent. This provision effectively disallows supplemental and concentration dollars from being carried over in an unrestricted fashion from one year to the next. This provision will be especially challenging for those districts that continually fall short of meeting their minimum proportionality requirement.

In addition to the supplemental and concentration grant carryover provision, the 2021 Budget Act also increased the concentration grant percentage from 55% to 65%. The funding associated with this "add-on" must be used to increase the number of adults providing direct services to students. There has been a prompt added to the LCAP template whereby districts must describe how the additional concentration grant add-on funding will be used to increase the number of staff providing direct services at schools that have a high concentration of unduplicated students. This is an on-going accountability measure that will require tracking of how these concentration add-on funds are being spent.

Lastly, due to the passage of AB1808 in 2018 the LCAP template now incorporates a section titled "Budget Overview for Parents" which is intended to help stakeholders better understand funding decisions included in the LCAP. This bill takes an additional step towards increasing transparency over those additional supplemental and concentration dollars

generated by unduplicated students. The Budgeted Overview for Parents is intended to help stakeholders better understand funding decisions included in the associated LCAP.

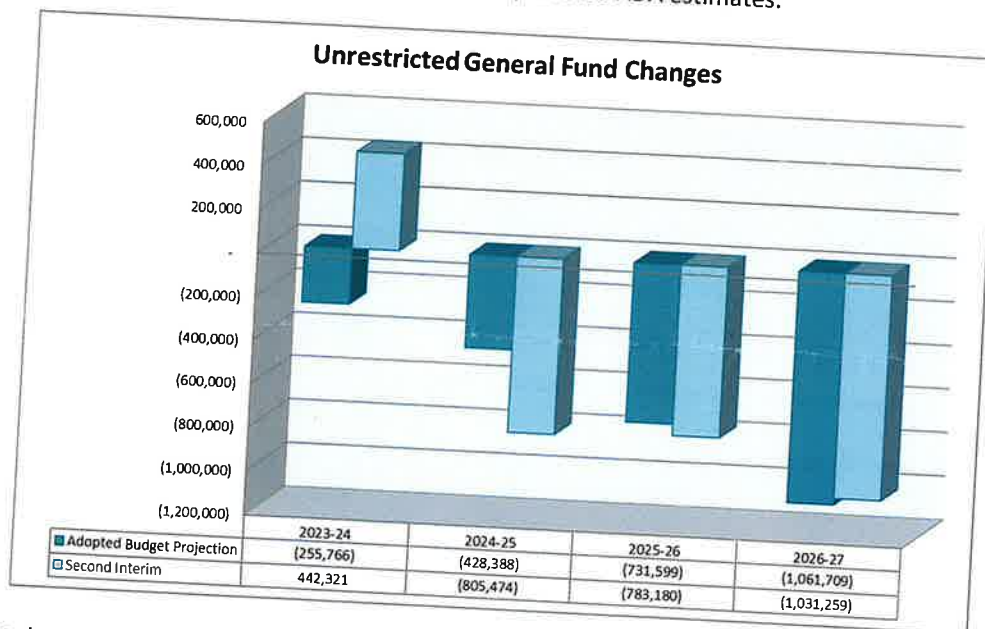
RESERVES

Reserve Caps – Our office continues to reinforce the need for reserves over the state minimum reserve requirements. Past experience has clearly demonstrated these minimum levels are not sufficient to protect educational programs from severe disruption in an economic downturn. The typical 3% reserve minimum represents less than two weeks of payroll for nearly all districts. Many LEAs have established reserve policies calling for higher than state minimum reserves, recognizing their duty to maintain fiscal solvency.

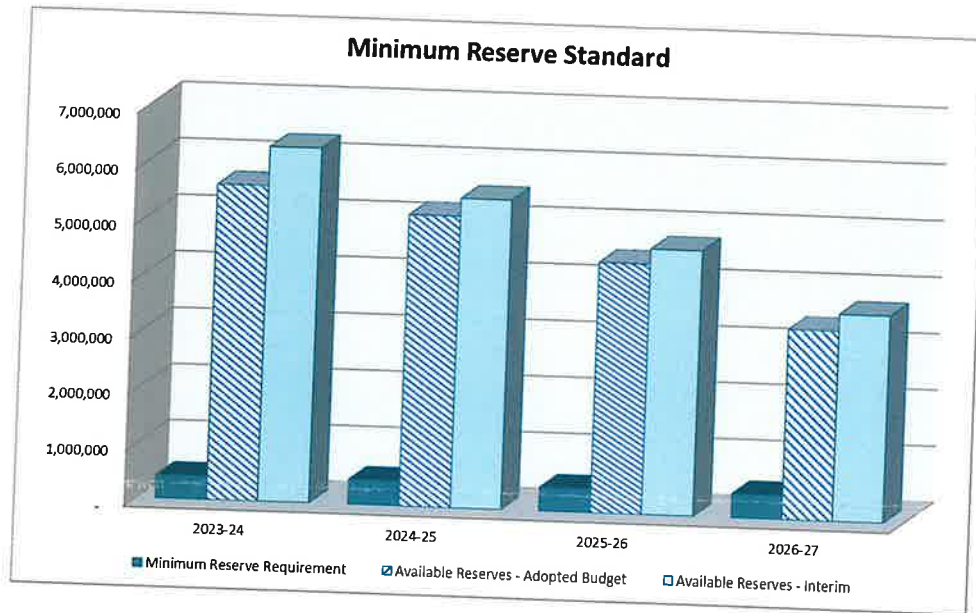
In October 2017 the Governor signed Senate Bill 751 which made significant changes to the previous Senate Bill 858 reserve cap requirements. These changes became effective January 1, 2018. The cap now allows for 10% of assigned or unassigned ending balances on a more limited number of district funds. It also exempts districts with fewer than 2,501 average daily attendance from the cap requirement. The provisions of SB 751 are not imposed until the year after funds in the Public School System Stabilization Account (PSSSA) equals or exceeds 3% of Proposition 98 funding for school districts. The 2024 State Budget Act includes the withdraw of the entire \$8.4 billion from PSSSA in fiscal year 2023-24. The Governor's budget proposal projects a contribution to PSSSA of \$1.1 billion in fiscal year 2024-25. As this amount does not exceed 3% Proposition 98 funding for school districts, the cap on district reserves is not projected to be triggered in 2025-26.

LOCAL CONTROL FUNDING FORMULA PROJECTIONS

The following graphs provide a comparison of the district's adopted budget and the current interim's anticipated change in the unrestricted general fund balance. The differences primarily represent an updated beginning balance for the year, changes in state LCFF estimates and changes in district provided ADA estimates.



The next graph presents the district's 2024-25 Second Interim reserve status compared with the original adopted budget and state minimum reserve requirement.



COMMENTS AND RECOMMENDATIONS

This section of our letter lists comments and recommendations we consider appropriate as a result of our review and current state budget projections.

- ***The district is projecting significant unrestricted general deficit spending over fiscal years 2024-25, 2025-26 and 2026-27. This trend in declining balances must be addressed by the district to maintain district solvency. Below is a summary of the district's deficit spending pattern and available reserves calculation:***

	2024-25	2025-26	2026-27
Projected unrestricted general fund deficit spending	(805,474)	(783,180)	(1,031,259)
Available Reserves \$	5,506,647	4,723,467	3,692,208
Available Reserves %	48.18%	43.64%	33.58%

- ***There are no additional comments or recommendations.***

4. **CONSENT CALENDAR: Action items:**
 - 4.1 Minutes of the Regular Board Meeting – April 1, 2025

TIPTON ELEMENTARY SCHOOL DISTRICT

REGULAR BOARD MEETING

MINUTES

Tuesday, April 1, 2025
7:00 p.m. District Board Room

1. CALL TO ORDER – FLAG SALUTE

Board President, Iva Sousa called the meeting to order at 7:00 pm and led the flag salute. Board Members Present: Iva Sousa, Fernando Cunha, and Greg Rice. Absent: Shelley Heeger and John Cardoza. Guest: Jackie Everett, Cassandra Young, Georgina Burrell, Madison Sun, Lawrence Reyes, Miriam Martinez, Tammy Lampe and Nicole Bernard.

2. PUBLIC INPUT:

2.1 Community Relations/Citizen Comments

No comments

2.2 Reports by Employee Units CTA/CSEA

Mrs. Georgina Burrell asked the Board if they would be open to discussions on having the 8th grade graduation in the morning then following with a trip to Adventure Park and Roller Town. The District has calendar restraints to avoid the high school graduation and a morning ceremony would help align the school calendar with the high schools. Mrs. Burrell shared that a survey would go out to parents, students and staff to get their feedback. There was discussion on what this would look like and what needs and security would arise from having it during the school day. Also suggested having it in the MPR room. The Board was open to this idea and wanted to get feedback from families.

3. CONSENT CALENDAR: Action items:

3.1 Minutes of the Regular Board Meeting – March 4, 2025

3.2 Agency Agreement with TCOE for 2025-2030 for Interdistrict Attendance Agreement

3.3 Conference, Field Trip, Fund Raiser and Facilities Requests

3.4 Library Surplus

Motion to approve the Consent Calendar was made by Greg Rice and seconded by Fernando Cunha.

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

Yea –Iva Sousa, Fernando Cunha, and Greg Rice

No – 0

Abstain –0

Absent – Shelley Heeger and John Cardoza

4. ADMINISTRATIVE: Action items:

4.1 Board Policy and Administrative Regulations 6158 Independent Study

Motion to approve Board Policy and Administrative Regulations 6158 Independent Study was Made by Greg Rice and seconded by Fernando Cunha.

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

Yea –Iva Sousa, Fernando Cunha, and Greg Rice

No – 0

Abstain –0

Absent – Shelley Heeger and John Cardoza

4.2 Updated English Learner Reclassification Criteria

Motion to approve Updated English Learner Reclassification Criteria was made by Fernando Cunha and seconded by Greg Rice.

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

Yea –Iva Sousa, Fernando Cunha, and Greg Rice

No – 0

Abstain –0

Absent – Shelley Heeger and John Cardoza

4.3 Memorandum of Understanding with Sandy Hook Promise Foundation and TCOE

Motion to approve Memorandum of Understanding with Sandy Hook Promise Foundation and TCOE was made by Greg Rice and seconded by Fernando Cunha.

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

Yea –Iva Sousa, Fernando Cunha, and Greg Rice

No – 0

Abstain –0

Absent – Shelley Heeger and John Cardoza

5. FINANCE: Action items:

5.1 Vendor Payments

Motion to approve Vendor Payments was made by Fernando Cunha and seconded by Greg Rice.

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

Yea –Iva Sousa, Fernando Cunha, and Greg Rice

No – 0

Abstain –0

Absent – Shelley Heeger and John Cardoza

6. INFORMATION: (Verbal Reports & Presentations)

6.1 MOT--FOOD SERVICE—PROJECTS

7. ADJOURN TO CLOSED SESSION: 7:39 PM

8. RECONVENE TO OPEN SESSION 9:35 pm

9. REPORT OUT FROM CLOSED SESSION

7.1 Education Code 35146

Student transfers, inter District etc.

Motion to approve student #25-26007 request for inter District was made by Fernando Cunha and seconded by Greg Rice.

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

Yea –Iva Sousa, Fernando Cunha, and Greg Rice

No – 0

Abstain –0

Absent – Shelley Heeger and John Cardoza

Motion to approve student #25-2603 request for inter District was made by Fernando Cunha and seconded by Greg Rice.

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

Yea –Iva Sousa, Fernando Cunha, and Greg Rice

No – 0

Abstain –0

Absent – Shelley Heeger and John Cardoza

Motion to approve student #25-2604 request for inter District was made by Fernando Cunha and seconded by Greg Rice.

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

Yea –Iva Sousa, Fernando Cunha, and Greg Rice

No – 0

Abstain –0

Absent – Shelley Heeger and John Cardoza

Motion to approve student #25-2605 request for inter District was made by Fernando Cunha and seconded by Greg Rice.

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

Yea –Iva Sousa, Fernando Cunha, and Greg Rice

No – 0

Abstain –0

Absent – Shelley Heeger and John Cardoza

10. ADJOURNMENT 9:36 pm

Minutes approved May 6, 2025

Iva Sousa, President

John Cardoza, Clerk

Stacey Bettencourt, Secretary

DISTRITO ESCOLAR PRIMARIO DE TIPTON

ACTAS DE LA REUNIÓN ORDINARIA DE LA JUNTA DIRECTIVA

Martes 1 de abril de 2025

7:00 p. m. Sala de la Junta del Distrito

1. LLAME PARA ORDENAR – SALUDO A LA BANDERA

La presidenta de la Junta Directiva, Iva Sousa, abrió la reunión a las 19:00 horas y encabezó la bandera. saludo. Miembros de la Junta presentes: Iva Sousa, Fernando Cunha y Greg Rice. Ausente: Shelley Heeger y John Cardoza. Invitada: Jackie Everett, Cassandra Young, Georgina Burrell, Madison Sun, Lawrence Reyes, Miriam Martínez, Tammy Lampe y Nicole Bernard.

2. COMENTARIOS DEL PÚBLICO:

2.1 Relaciones comunitarias/comentarios de los ciudadanos

Sin comentarios

2.2 Informes por Unidades de Empleados CTA/CSEA

La Sra. Georgina Burrell preguntó a la Junta si estarían abiertos a discusiones sobre tener el 8º Graduación de grado por la mañana y luego un viaje a Adventure Park y Roller Town. El Distrito tiene restricciones de calendario para evitar la graduación de la escuela secundaria y una ceremonia matutina ayudaría a alinear el calendario escolar con el de las escuelas secundarias. La Sra. Burrell compartió que se enviaría una encuesta a los padres, estudiantes y personal para obtener sus comentarios. Hubo una discusión sobre cómo sería esto y qué necesidades y seguridad surgirían al tenerlo durante el día escolar. También sugirió tenerlo en la sala MPR. La Junta estaba abierta a esta idea y quería recibir comentarios de las familias.

3. CALENDARIO DE CONSENTIMIENTO: Elementos de acción:

3.1 Acta de la Reunión Ordinaria de Directorio – 4 de marzo de 2025

3.2 Acuerdo de agencia con TCOE para 2025-2030 para acuerdo de asistencia entre Distritos

3.3 Solicitudes de conferencias, excursiones, recaudación de fondos e instalaciones

3.4 Excedente de biblioteca

La moción para aprobar el Calendario de Consentimiento fue hecha por Greg Rice y apoyada por Fernando con una cuña

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

Sí –Iva Sousa, Fernando Cunha y Greg Rice

No – 0

Abstenerse –0

Ausentes – Shelley Heeger y John Cardoza

4. **ADMINISTRATIVO: Elementos de acción:**

4.1 Política de la Junta y Reglamento Administrativo 6158 Estudio Independiente

La moción para aprobar la Política de la Junta y los Reglamentos Administrativos 6158 Estudio Independiente fue Elaborado por Greg Rice y secundado por Fernando Cunha.

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

Sí –Iva Sousa, Fernando Cunha y Greg Rice

No – 0

Abstenerse –0

Ausentes – Shelley Heeger y John Cardoza

4.2 Criterios actualizados de reclasificación de estudiantes de inglés

Fernando hizo la moción para aprobar los criterios actualizados de reclasificación de estudiantes de inglés Cunha y secundado por Greg Rice.

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

Sí –Iva Sousa, Fernando Cunha y Greg Rice

No – 0

Abstenerse –0

Ausentes – Shelley Heeger y John Cardoza

4.3 Memorando de entendimiento con Sandy Hook Promise Foundation y TCOE

Moción para aprobar Memorando de entendimiento con Sandy Hook Promise Foundation y El TCOE fue presentado por Greg Rice y apoyado por Fernando Cunha.

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

Sí –Iva Sousa, Fernando Cunha y Greg Rice

No – 0

Abstenerse –0

Ausentes – Shelley Heeger y John Cardoza

5. **FINANZAS: Elementos de acción:**

5.1 Pagos a proveedores

Fernando Cunha hizo una moción para aprobar los pagos a proveedores y la apoyó Greg Rice.

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

Sí –Iva Sousa, Fernando Cunha y Greg Rice

No – 0

Abstenerse –0

Ausentes – Shelley Heeger y John Cardoza

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

6.1 MOT--SERVICIO DE ALIMENTOS—PROYECTOS

7. **CLARO A SESIÓN CERRADA: 19:39**

8. REUNIRSE A LA SESIÓN ABIERTA 21:35

9. INFORME FUERA DE LA SESIÓN CERRADA

7.1 Código de Educación 35146

Transferencias de estudiantes, entre distritos, etc.

La moción para aprobar la solicitud del estudiante #25-26007 para interdistrito fue hecha por Fernando Cunha y apoyada por Greg Rice.

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

Sí –Iva Sousa, Fernando Cunha y Greg Rice

No – 0

Abstenerse –0

Ausentes – Shelley Heeger y John Cardoza

La moción para aprobar la solicitud del estudiante #25-2603 para interdistrito fue presentada por Fernando Cunha y apoyada por Greg Rice.

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

Sí –Iva Sousa, Fernando Cunha y Greg Rice

No – 0

Abstenerse –0

Ausentes – Shelley Heeger y John Cardoza

La moción para aprobar la solicitud del estudiante #25-2604 para interdistrito fue hecha por Fernando Cunha y apoyada por Greg Rice.

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

Sí –Iva Sousa, Fernando Cunha y Greg Rice

No – 0

Abstenerse –0

Ausentes – Shelley Heeger y John Cardoza

La moción para aprobar la solicitud del estudiante #25-2605 para interdistrito fue hecha por Fernando Cunha y apoyada por Greg Rice.

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

Sí –Iva Sousa, Fernando Cunha y Greg Rice

No – 0

Abstenerse –0

Ausentes – Shelley Heeger y John Cardoza

10. APLAZAMIENTO 21:36

Acta aprobada el 6 de mayo de 2025

Iva Sousa, presidenta

Juan Cardoza, Secretario

Stacey Bettencourt, Secretaria

4. **CONSENT CALENDAR: Action items:**
 - 4.2 Conference, Field Trip, Fund Raiser and Facilities Requests

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Bettencourt GRADE 4-8th

CLASSES ATTENDING Honorroll + Perfect Attendance 4th-8th

DATE OF TRIP 5/27 NUMBER OF PUPILS 100 ADULTS 4

DESTINATION Island Water Park Fresno

BUS TO LEAVE SCHOOL AT 8:40 RETURN AT 4:00 pm

BUS ROUTING AND STOPS

Tipton → Island Water Park

No stops

Island Water Park → Tipton

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: Honorroll + Perfect Attendance

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ 2,468.11

Will need water + snacks

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

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

SIGNATURE OF TEACHER IN CHARGE Stacy Bettencourt

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT Stacy Bettencourt

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) ASES GRADE 4-8th

CLASSES ATTENDING _____

DATE OF TRIP 5/17/25 NUMBER OF PUPILS 50 ADULTS 5

DESTINATION Porterville Fair

BUS TO LEAVE SCHOOL AT 10:30 AM RETURN AT 5:00 PM

BUS ROUTING AND STOPS

Depart MPR at 10:30 to Giovanni's Pizza
in Porterville for lunch until 12:30pm. After
we will drive to the fair and leave at 4:30 to
be back on campus at 5 PM.

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: _____

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ 3,000.00

*we will need a snack for 50 students
and 2 ice-chest with water please.*

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]

Tipton Elementary School District

Name of Club: Library

Request for Fundraiser Approval and Revenue Projection

School Year: 2024-2025

Date form submitted: 4/28/25

Submitted by: Megan Rice

PROPOSED ACTIVITY:

Name of activity or type of fundraiser: Scholastic Book Fair "BOGO"

Location of activity: Library

Facilities needed: Library

Items to be sold: Books

Date of activity: 6/2 - 6/4

Time of activity: From 8:30 a.m./p.m.

To: 3:30 a.m./p.m.

Item/Ticket selling price: \$ Varies

Cash Box required?

Yes

No

Number of items purchased for sale: _____ @ \$ _____ each = \$ _____

ASB purchase order required?

Yes

No

How much income is anticipated? \$ Varies how much expense is anticipated? \$ none

How will profit be used? This is a BOGO Fair so the rewards are being passed on to the student/customers.

Fundraiser Contact Person: Megan Rice

Phone Number: (559) 752-4213

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

Approved by:

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.

Tax ID# 94-2191905

Starting Cash Needs

25¢ = \$40.00	4	1s = \$45.00
10¢ = \$30.00	6	5s = \$60.00
5¢ = \$8.00	4	10s = \$60.00
1¢ = \$4.00	8	25s = \$100.00
\$92.00		\$265.00
Total \$347.00		

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) ASES GRADE K-8

CLASSES ATTENDING _____

DATE OF TRIP 4/26/25 NUMBER OF PUPILS 100 ADULTS 12

DESTINATION Tulare Galaxy / Adventure Park

BUS TO LEAVE SCHOOL AT 9:00AM RETURN AT 3:30PM

BUS ROUTING AND STOPS

Depart MPR at 9AM and drive to
Theater until 12:00PM, then drive to
Visalia Adventure Park for lunch.

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: _____

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ 4,000.00

* Breakfast for 100 students
and teachers

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

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

SIGNATURE OF TEACHER IN CHARGE _____

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT _____

FIELD TRIP APPROVAL FORM

STAFF BURRELL, LAMPE, MANFREDI, NUCKOLS, MS. MORA

GRADE ENTIRE 8TH GRADE

DATE OF TRIP June 5th 2025

OF PUPILS 49

OF ADULTS 6 including Bus Driver

DESTINATION JOHN'S INCREDIBLE PIZZA

BUS TO LEAVE SCHOOL AT 8:30 AM

BUS RETURNS TO SCHOOL AT 1:15 PM

BUS ROUTING AND STOPS

JOHN'S INCREDIBLE PIZZA, 7095 N. CEDAR, FRESNO, CA, 93720

PRELIMINARY STEPS

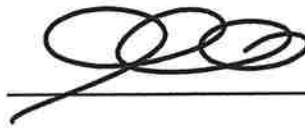
TRIP RELEVANCY

OTHER INFORMATION

COST \$1073.80

CAFETERIA LUNCHES NEEDED: NO

SIGNATURE OF TEACHER IN CHARGE



Mrs. Burrell

TRIP AUTHORIZED BY SCHOOL BOARD:

YES

NO

SIGNATURE OF SUPERINTENDENT



FIELD TRIP APPROVAL FORM

STAFF BURRELL, LAMPE, MANFREDI, NUCKOLS, MS. MORA

GRADE ENTIRE 8TH GRADE

DATE OF TRIP May 23rd 2025

OF PUPILS 49

OF ADULTS 6 including Bus Driver

DESTINATION ROLLER TOWNE

BUS TO LEAVE SCHOOL AT 8:15 AM

BUS RETURNS TO SCHOOL AT 11:45 AM

BUS ROUTING AND STOPS

ROLLER TOWNE FORM 9AM-11AM

PRELIMINARY STEPS

TRIP RELEVANCY

OTHER INFORMATION


COST \$550.00

CAFETERIA LUNCHES NEEDED: We will be back for our 12:45 lunch

SIGNATURE OF TEACHER IN CHARGE  Mrs. Burrell

TRIP AUTHORIZED BY SCHOOL BOARD: YES _____ NO _____

SIGNATURE OF SUPERINTENDENT



4. **CONSENT CALENDAR:** Action items:
 - 4.3 Library Surplus

Library Weeding 3/25/25-4/29/25

Deleted Date	Title	Author	Published	Reason
4/29/2025	Allergic	Lloyd, Megan Wagner.	2021	Poor Condition/Damage
4/29/2025	Allies	Gratz, Alan, 1972-	2019	Poor Condition/Damage
	The astonishing secret of Awesome			
4/29/2025	Man	Chabon, Michael.	2011	Poor Condition/Damage
4/29/2025	Attack of the 50-foot Fluffy	Boldt, Mike.	2018	Poor Condition/Damage
4/29/2025	Big shot	Kinney, Jeff.	2021	Poor Condition/Damage
4/29/2025	The cat in the hat comes back!	Seuss, Dr.	1986	Poor Condition/Damage
4/29/2025	Cat Kid comic club. Collaborations	Pilkey, Dav, 1966-	2022	Poor Condition/Damage
4/29/2025	Dog Man	Pilkey, Dav, 1966-	2016	Poor Condition/Damage
		Pollock, Steve (Stephen		
4/29/2025	Ecology	Thomas)	2005	Poor Condition/Damage
4/29/2025	Halloween A B C	Merriam, Eve, 1916-	1995	Poor Condition/Damage
4/29/2025	History of ships	Ireland, Bernard.	1999	Outdated
4/29/2025	How Rocket learned to read	Hills, Tad.	2010	Poor Condition/Damage
	In service of the republic. Volume one,			
4/29/2025	The battle of Khorm	Gilroy, Henry.	2011	Outdated
4/29/2025	Incredible soccer records	Glave, Tom.	2017	Poor Condition/Damage
4/29/2025	Mamíferos	Parker, Steve.	2005	Outdated
4/29/2025	The Meltdown	Kinney, Jeff.	2018	Poor Condition/Damage
4/29/2025	Miss Nelson is missing!	Allard, Harry.	1977	Poor Condition/Damage
4/29/2025	Pig the rebel	Blabey, Aaron.	2022	Poor Condition/Damage
	Science : a LEGO adventure in the real			
4/29/2025	world.		2018	Poor Condition/Damage
4/29/2025	Someone to love me	Schraff, Anne E.	2007	Poor Condition/Damage
4/29/2025	Sonic the Hedgehog. Fallout. Part 2	Flynn, Ian, 1982-	2020	Poor Condition/Damage
4/29/2025	Space	Powell, Sarah.	2012	Poor Condition/Damage
	Weird but true! : World 2023 : incredible facts, awesome photos, and weird wonders--for this year and			
4/29/2025	beyond!		2022	Poor Condition/Damage
	Weird but true! World 2024 : incredible facts, awesome photos, and weird wonders--for this year and			
4/29/2025	beyond!		2023	Poor Condition/Damage
	Wonderstruck : a novel in words and			
4/29/2025	pictures	Selznick, Brian.	2011	Poor Condition/Damage
4/28/2025	Ask 2021.		2001	Outdated
4/28/2025	Ask 2022.		2001	Outdated
4/28/2025	Ask 2022.		2001	Outdated
4/28/2025	Ask 2022.		2001	Outdated

4/28/2025	Ask 2022.	2001	Outdated
4/28/2025	Ask 2022.	2001	Outdated
4/28/2025	Ask 2022.	2001	Outdated
4/28/2025	Chickadee 2021.		Outdated
4/28/2025	Chickadee 2022.		Outdated
4/28/2025	Chickadee 2022.		Outdated
4/28/2025	Chickadee 2022.		Outdated
4/28/2025	Chickadee 2022.		Outdated
4/28/2025	Chickadee 2022.		Outdated
4/28/2025	Click 2022.	1997	Lost
4/28/2025	Click 2022.	1997	Outdated
4/28/2025	Click 2022.	1997	Outdated
4/28/2025	Click 2022.	1997	Outdated
4/28/2025	Click 2022.	1997	Outdated
4/28/2025	Click 2022.	1997	Outdated
4/28/2025	Cobblestone 2021.		Outdated
4/28/2025	Cobblestone 2022.		Outdated
4/28/2025	Cobblestone 2022.		Outdated
4/28/2025	Cobblestone 2022.		Outdated
4/28/2025	Cobblestone 2022.		Outdated
4/28/2025	Cobblestone 2022.		Outdated
4/28/2025	Cobblestone 2022.		Outdated
4/28/2025	Faces 2021.	1984	Outdated
4/28/2025	Faces 2022.	1984	Outdated
4/28/2025	Faces 2022.	1984	Outdated
4/28/2025	Faces 2022.	1984	Outdated
4/28/2025	Faces 2022.	1984	Outdated
4/28/2025	Faces 2022.	1984	Outdated
4/28/2025	Faces 2022.	1984	Outdated
4/28/2025	Highlights for children 2021.	1946	Outdated
4/28/2025	Highlights for children 2022.	1946	Outdated
4/28/2025	Highlights for children 2022.	1946	Outdated
4/28/2025	Highlights for children 2022.	1946	Outdated
4/28/2025	Highlights for children 2022.	1946	Outdated
4/28/2025	Highlights for children 2022.	1946	Outdated
4/28/2025	Highlights for children 2022.	1946	Outdated
4/28/2025	Highlights for children 2022.	1946	Outdated
4/28/2025	Highlights for children 2022.	1946	Outdated
4/28/2025	Muse 2021.	1996	Outdated
4/28/2025	Muse 2022.	1996	Outdated
4/28/2025	Muse 2022.	1996	Outdated
4/28/2025	Muse 2022.	1996	Outdated
4/28/2025	Muse 2022.	1996	Outdated

4/28/2025	Muse 2022.		1996	Outdated
4/28/2025	National geographic kids 2022.			Outdated
4/28/2025	National geographic kids 2022.			Outdated
4/28/2025	National geographic kids 2022.			Outdated
4/28/2025	National geographic kids 2022.			Outdated
4/28/2025	National geographic kids 2022.			Outdated
4/28/2025	National geographic kids 2022.			Outdated
4/28/2025	National geographic kids 2022.			Outdated
4/28/2025	Owl 2021.			Outdated
4/28/2025	Owl 2022.			Outdated
4/28/2025	Owl 2022.			Outdated
4/28/2025	Owl 2022.			Outdated
4/28/2025	Owl 2022.			Outdated
4/28/2025	Owl 2022.			Outdated
4/28/2025	Owl 2022.			Outdated
4/28/2025	Ranger Rick 2022	National Wildlife Federation.	1983	Outdated
4/28/2025	Ranger Rick 2022	National Wildlife Federation.	1983	Outdated
4/28/2025	Ranger Rick 2022	National Wildlife Federation.	1983	Outdated
4/28/2025	Ranger Rick 2022	National Wildlife Federation.	1983	Outdated
4/28/2025	Ranger Rick 2022	National Wildlife Federation.	1983	Outdated
4/28/2025	Ranger Rick 2022	National Wildlife Federation.	1983	Outdated
4/28/2025	Ranger Rick Jr 2022	National Wildlife Federation.	1983	Outdated
4/28/2025	Ranger Rick Jr 2022	National Wildlife Federation.	1983	Outdated
4/28/2025	Ranger Rick Jr 2022	National Wildlife Federation.	1983	Outdated
4/28/2025	Ranger Rick Jr 2022	National Wildlife Federation.	1983	Outdated
4/28/2025	Ranger Rick Jr 2022	National Wildlife Federation.	1983	Outdated
4/28/2025	Ranger Rick Jr 2022	National Wildlife Federation.	1983	Outdated
4/28/2025	Ranger Rick Jr 2022	National Wildlife Federation.	1983	Outdated
4/28/2025	Sports illustrated for kids 2021.		1989	Outdated
4/28/2025	Sports illustrated for kids 2022.		1989	Outdated
4/28/2025	Sports illustrated for kids 2022.		1989	Outdated

4/28/2025	Sports illustrated for kids 2022.		1989	Outdated
4/28/2025	Sports illustrated for kids 2022.		1989	Outdated
4/11/2025	The wildcat's claw	Johnson, Varian.	2017	Poor Condition/Damage
4/3/2025	Old MacDonald had a farm	Dean, James, 1957-	2014	Poor Condition/Damage
4/1/2025	India	Murray, Julie, 1969-	2025	Poor Condition/Damage
4/1/2025	Japan	Hansen, Grace.	2020	Poor Condition/Damage

4. **CONSENT CALENDAR: Action items:**

4.4 Agreement with TCOE for Intervention Resource Classroom for 2025-2026

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
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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

April 22, 2025

Tipton School District
PO Box 787
Tipton, CA 93272

Ms. Stacey Bettencourt,

Attached is your Agency Agreement for **2025-2026** from Intervention Resource Classrooms.

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 AGENCY:

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

Tipton School District will hire a minimum of the same number of paraprofessional aide(s) from 2024-2025 school year to provide one to one services to selected at-risk K-3 students utilizing the Special Friends model. District agrees to implement this model based on the guidelines provided by the Tulare County Office of Education grant coordinator.

District agrees to:

Provide supervision of the Special Friends paraprofessionals by a P.P.S. credentialed school psychologist.

Provide workspace activity room for the paraprofessional to conduct services with students. Room should be reasonably confidential and easily accessible.

District will utilize Tulare County Office of Education provided evaluation tools and agrees to follow evaluation procedures and guidelines.

District agrees to gather the required demographic and evaluation data needed to implement this program.

District agrees to provide Tulare County Office of Education with monthly invoices no later than the 5th of each month. The provided invoice template shall be utilized by District.

Paraprofessionals will participate in monthly training provided by Tulare County Office of Education.

Budget expenditures are expected to be in the following areas: part-time salary(s) for paraprofessional Special Friends(s) plus benefits, mileage to monthly meetings, materials, and indirect costs.

Funds will not be used to supplant any currently funded service.

2. RESPONSIBILITIES OF SUPERINTENDENT:

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

Provide ongoing consultation to sub grantees by the grant coordinator in the form of email/electronic communication, telephone consultation, and face-to-face visit to sites.

Provide initial training for Special Friends paraprofessionals in September 2025.

Provide evaluation forms and procedures. Provide hand-outs, brochures, on-going training materials and resource information to school sites. Provide print, electronic and PowerPoint educational materials to assist with program implementation.

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 \$11,000.00, including travel or other expenses.

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)

Exhibit (B)

Exhibit (C)

Exhibit (D)

AGENCY AGREEMENT 260109

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

ACCORDINGLY, IT IS AGREED:

1. TERM: This Agreement shall become

effective as

7/1/2025

and shall expire on .

6/30/2026

2. **SERVICES:** AGENCY 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:** SUPERINTENDENT shall pay AGENCY for the actual cost of such services to the extent they are allowable not to exceed the sum of

sum of \$ 11,000.00

4. METHOD OF PAYMENT:

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

5. **INDEMNIFICATION:** SUPERINTENDENT and AGENCY 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 AGENCY 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.

AGENCY

Stacey Bettencourt
Tipton School District
370 N. Evans, 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. Hero

Date

4/22/2025

AGENCY

Signature

Sign

Date

4/22/25

Stacey Betterman

TCOE Program Information

Contact Person:

Irma Anaya

Telephone:

559-730-2910 ext 5175

Department/Program: Special Friends

Please return an original copy to:

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

4. **CONSENT CALENDAR: Action items:**
 - 4.5 Memorandum of Understanding for Services to Migrants Students, Migrant Education Region VIII



MEMORANDUM OF UNDERSTANDING

FOR SERVICES TO
MIGRANT STUDENTS, MIGRANT EDUCATION REGION VIII

The School District(s) in Migrant Region VIII that selected Model B, hereinafter referred to as “Model B District”, and the TULARE COUNTY SUPERINTENDENT OF SCHOOLS Migrant Education Program, Region VIII, hereinafter referred to as the “Migrant Education Program”, hereby concur that this Agreement shall be in effect as soon as both parties ratify it. This Agreement is for the period of July 1, 2025 to June 30, 2026, and shall be effective July 1, 2025.

PURPOSE:

To unify and coordinate **supplemental educational services** and resources for migratory families and their children residing within the boundaries of participating district(s).

The services to be rendered and the terms and conditions of this Agreement are as follows:

The Migrant Education Program, Region VIII, as Lead Agency, will:

1. Implement all required mandated Migrant components in collaboration with the District contact person or designee assigned to work with the Region.

Mandated components of the Migrant Program:

- Provide Measureable Educational Instruction to Students.
 - Provide a Migrant Education School Readiness Program (MESRP).
 - Facilitation of Parent Advisory Councils.
 - Provide Opportunities for Parent Involvement.
 - Conduct Identification and Recruitment of migratory families.
 - Identify and serve Out-of-School Youth.
 - Provide summer school services.
 - Establish a Memorandum of Understanding (MOU) with Region VIII to delineate District and Regional responsibilities.
 - Region VIII will hire highly qualified teachers/paraprofessionals OR contract an outside Agency to provide measureable educational instruction to students.
 - The District is not required to complete a DSA or a program evaluation.
 - The District School Plan will be discussed by the Area Administrator with the District contact or appointed designee.
2. Migrant funds will be utilized to direct measureable instructional services for migratory students. Direct services are defined as:
 - Services provided directly to the student.

Tulare County
Office of Education

Tim A. Hire, County Superintendent of Schools



MEMORANDUM OF UNDERSTANDING

FOR SERVICES TO MIGRANT STUDENTS, MIGRANT EDUCATION REGION VIII

- Services that address the question: “How does the service directly impact student achievement in Mathematics and English Language Arts?”
 - Services that are measurable and include data that determines student academic progress.
3. Migrant funds are intended to support the administering and monitoring of the Migrant Education Program.
 4. Certificated teachers/paraprofessionals provide instructional services to Migrant students.
 5. Migrant Education School Readiness Program (MESRP) staff must hold a Teaching Credential or a Permit Title (Teacher / Master Teacher) in the Child Development Permit Matrix.
 6. Services are provided before school, after school, or Saturdays and during Summer School (CDE, DSA, Migrant Program is supplemental to the supplementary core programs).
 7. Instructional services shall be relevant and rigorous.
 8. Provide direct supplemental services to migratory students in the District, after a Needs Assessment has been conducted and collaboration occurs with the District.
 9. Assist and provide documentation during Migrant Regional FPM reviews.
 10. In coordination with the District, ensure that at least one parent representative from the district consortium attends a minimum of six Regional Parent Advisory Council (RPAC) trainings at the county level. (The RPAC meets six times per year).

The District, as Participant in the Migrant Education Program Model B, will:

1. Agree to participate in Model B for one fiscal year and shall notify the Migrant Education Program, Region VIII, by the end of November, if the District intends to change from Model B to Model A.
2. Agree that Region VIII will provide and/or coordinate all Migrant services.
3. Provide written approval for the Migrant Education Program, Region VIII, to access student-specific academic, benchmark—data for the purposes of research and for developing interventions using data analysis to identify the academic gaps and needs of migratory students.
4. Provide migratory students with equal access to educational opportunities and resources that are available to any other district students.
5. Approve use of facilities for Migrant Education activities within the District; based on district operational cost and services requested for Regular Year and Summer.
6. Support the Region with the Migrant Education Program rules, regulations, and restrictions as described in the official Migrant Education Program Assurances.
7. If a student injury occurs in the Migrant Education Program, the District’s policies and procedures will be followed. The Tulare County Superintendent of Schools’ liability coverage would be primary for liability purposes as to Claims for Damages filed against the Tulare County Superintendent of Schools. Tulare County Superintendent of Schools will not provide any Student Accident Converge.

Tulare County
Office of Education

Tim A. Hire, County Superintendent of Schools



MEMORANDUM OF UNDERSTANDING

FOR SERVICES TO
MIGRANT STUDENTS, MIGRANT EDUCATION REGION VIII

8. Provide access to attendance data for the purposes of identifying migratory children enrolling and departing from the District (i.e. district gains/loss reports). Data will be provided by an identified district employee or through a Migrant Education Program Student Recruiter's "read only" student database access.
9. Assist in providing office space for migrant staff (Area Administrators and/or Student Recruiters).

Agreed upon by:

District Superintendent:

Stacey Bettencourt
Printed Name

Stacey Bettencourt
Signature

District:

Tipton Elementary

Date:

4/8/25

Agreed upon by:

LEA: Tulare County Office of Education

County Superintendent of Schools:

Tim A. Hire

Date:

Migrant Education Director, Administrator:

Anabel González

Date:

Tulare County
Office of Education

Tim A. Hire, County Superintendent of Schools

4. **CONSENT CALENDAR: Action items:**

4.6 Agreement with TCOE for ERS Library Media Services for 2025-2026

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

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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

April 1, 2025

Tipton School District
PO Box 787
Tipton, CA 93272

Ms. Stacey Bettencourt,

Attached is your Agency Agreement for 2025-2026 from ERS Library Media Services.

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.)

See "Exhibit A, Section 3. DISTRICT agrees to:"

2. RESPONSIBILITIES OF SUPERINTENDENT:

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

See "Exhibit A, Section 3. SUPERINTENDENT agrees to:"

FEE SCHEDULE

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

SUPERINTENDENT will estimate the agreement using the Average Daily Attendance (ADA) from the 2023-2024 LCFF Summary Data Second Principal Apportionment (P-2). DISTRICT will be invoiced quarterly based on the 24-25 ADA Second Principal Apportionment (P-2) X \$11.75. Upon CDE certification of the 25-26 Second Principal ADA, the adjustment to the ADA will be accounted for in the final quarterly invoice. The minimum agreement for a single school site with an ADA ≤ 86 is \$1,010.50.

2025-26 Estimate:

$\$11.75 \times 509.76 \text{ ADA} = \$5,989.68$

or \$1,010.50 if ADA ≤ 86

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)	2025-26 LMS Agreement_Exhibit A_Tipton SD.pdf	113.65KB
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Exhibit (B)

Exhibit (C)

Exhibit (D)

AGENCY AGREEMENT 260025

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

7/1/2025

and shall expire on .

6/30/2026

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 \$ 5,989.68

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, Superintendent
Tipton School District
370 N. Evans, PO 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. Hero

Date

3/14/2025

DISTRICT

Signature

Date

4/1/25

Sign

Stacy Betancourt

TCOE Program Information

Contact Person:

Sara Torabi

Telephone:

(559) 651-3031

Department/Program: ERS Library

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 for
2025-26 ERS LIBRARY MEDIA SERVICES
AGENCY AGREEMENT BETWEEN
TULARE COUNTY SUPERINTENDENT OF SCHOOLS
AND
TIPTON SCHOOL DISTRICT

1. TERM. This agreement shall be effective **July 1, 2025 – June 30, 2026.**

2. This agreement covers the following sites: **Tipton School (K-8).**

3. SERVICES.

DISTRICT agrees to:

1. Respond to SUPERINTENDENT'S email request to update the previous year's DISTRICT staff list within a month of the start of the school year for ERS Portal username and password assignments. The initial email will be sent by Sara Torabi; return all changes and updates to sara.torabi@tcoe.org. If you have additional questions about submission or format, please call 559-651-3031.
2. Reimburse SUPERINTENDENT for the replacement value of any item lost, destroyed, or stolen and pay for repair costs for items damaged while in its possession.
3. Understand and acknowledge that copying any materials owned or licensed by SUPERINTENDENT under this agreement is prohibited by federal copyright laws. This includes, but is not limited to, videotaping, audiotaping, and photocopying.
4. Contact Valarie Seita, Library Media Coordinator, if there are any questions or concerns about the terms of this agreement at 559-651-3042 or valarie.seita@tcoe.org.

SUPERINTENDENT agrees to:

1. Provide online access to the Educational Resource Services Multimedia Portal. Digital resources, with correlations to the California Standards, including research and reference sources for students, digital books (many with audio and/or visual enhancement), and differentiation tools.
 - a. SUPERINTENDENT will provide each teacher and administrator with a username and password to the ERS Portal for access to online subscription content and to reserve circulating collection materials. Each school will be provided a generic student login, allowing students access to resources at school and at home; parents have access to the ERS Portal via their student's login. Login credentials are site/program specific and should only be shared with staff and students at the sites listed in this contract.
 - b. Annual on-site ERS Portal Presentations, digital citizenship, and information literacy training are available for DISTRICT staff upon request.
2. Provide circulating access to educational resource materials, including print media, STEM kits, robotics, primary document reproductions, art prints, and realia.
 - a. Print media includes core and extended literature in English and Spanish, fiction, informational text, Big Books, and professional development titles.
 - b. Small group and classroom book/multimedia kits are available, with the option of requesting a customized book/multimedia bundle.
 - c. In-person access to media at the ERS Library and Multimedia Center is available Monday – Friday, 8:00 am – 5:00 pm, closely following a traditional school calendar and holidays for closure. For hours of operation, see the ERS Library Calendar posted on the library website (<https://tcoe.org/ERS/library>).
 - d. According to the delivery schedule, SUPERINTENDENT staff will deliver and pick up circulating materials when materials have been reserved or a pickup has been requested.

- e. DISTRICT staff will reserve materials online, by phone, or in person prior to the scheduled delivery day. SUPERINTENDENT reserves the right to alter materials reservations, so they align with the site's assigned delivery day.
 - f. DISTRICT staff will renew their checkouts or return circulating items to a centralized location at their site and submit a pickup request by the due date.
- 3. Provide the services of the ERS Library Coordinator, a credentialed teacher librarian, and holder of the Library Media Teacher Services Credential as "Librarian of Record" for any DISTRICT that does not employ a credentialed teacher librarian. Ed Code 44868 allows a DISTRICT to employ non-credentialed personnel to assist in the provision of school library services. However, these individuals do not supersede the Ed Code requirement that a credentialed teacher librarian provide oversight of school library services. This agreement further fulfills the DISTRICT's obligation under Education Code, sections 18100 and 18120. A DISTRICT is in compliance with the law when it contracts for library services with SUPERINTENDENT for the services of a credentialed teacher librarian.
- 4. Provide consultant services relative to the development of library programs, including library facility planning and training of library personnel in the provision of library services. These include the use of digital resources, library management software training, and collection development.
 - a. DISTRICT will be invited to send library personnel from each contracting site to participate in the ERS Library's bi-monthly Library Media Network meetings dedicated to developing impactful school library programs, exploring new technologies, and discovering how to promote and use the ERS Portal digital resources.
- 5. Provide technology education and training to support DISTRICT needs.
 - a. The ERS Library's Instructional Technology Specialists will maintain a collection of pre-recorded training videos to be accessed via the ERS Portal and available to all DISTRICT staff at no charge.
 - b. Work plans are available at an additional fee for customized on-site or virtual technology professional development.
 - c. Paid training opportunities for classified and certificated staff will be offered throughout the school year.
- 6. The ERS Library's Teacher Resource Center (TRC) is open for extended hours beyond the classroom day to accommodate teaching schedules. Contracting DISTRICT staff may bring their own supplies and use TRC equipment. Contracting sites pay a reduced fee for TRC materials.
 - a. Contracting agencies may request poster printing services from TRC staff solely for educational purposes. It is noted that the poster printing capacity is subject to limitations. Should the requested quantity exceed ten (10) posters, TRC staff will recommend local print shops that can fulfill the order.
 - b. TRC-made materials can be delivered to contracting sites on the next scheduled delivery day after completion or by mail (postal shipping fee will apply).

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
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fax (559) 627-5219

Business Services
(559) 733-6474
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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

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

Doe Avenue Complex
7000 Doe Ave.
Visalia

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

March 31, 2025

Tipton School District
PO Box 787
Tipton, CA 93272

Ms. Stacey Bettencourt,

Attached is your Agency Agreement for **2025 - 2026** from Psychological Services.

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 AGENCY:

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

DISTRICT shall pay SUPERINTENDENT the actual cost of psychological services to the extent they are allowable under the terms, not to exceed the sum set forth in the Agency Agreement.

2. RESPONSIBILITIES OF SUPERINTENDENT:

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

SUPERINTENDENT shall provide DISTRICT with 1.5 day per week of psychological services which includes:

Behavior Analysis and Intervention:

- Conduct Functional Behavior Assessments
- Design and implement research/evidence based behavior Intervention plans
- Model and monitor effective behavior interventions
- Data collection and Progress Monitoring input and oversight

Conduct Psycho-Educational Assessments:

- Present psycho-educational assessment results to the IEP team
- Provide written psycho-educational assessment report to all IEP team members
- Input assessment data into the IEP prior to the IEP meeting
- Present assessment findings at the scheduled IEP team meeting

Consultation and Collaboration:

- On-going coordination/collaboration with all student stakeholders
- Provide professional development in-service training opportunities to school site (per request)

Short-Term Counseling for School-Based Difficulties (Individual/small group)

- Social Skills development
- Anger Management
- Problem-Solving skill development
- Crisis response and emergency intervention

Student Study Team (SST) and Individualized Education Program (IEP):

- Attend and participate in SST/IEP meetings (as needed)
- On-going collaboration with other SST/IEP team members

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 \$1,188 per day, 1.5 days per week, total \$71,280.00 annually.

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)

Exhibit (B)

Exhibit (C)

Exhibit (D)

AGENCY AGREEMENT 260084

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

ACCORDINGLY, IT IS AGREED:

1. TERM: This Agreement shall become

effective as

7/1/2025

and shall expire on .

6/30/2026

2. **SERVICES:** AGENCY 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:** AGENCY shall pay SUPERINTENDENT for the actual cost of such services to the extent they are allowable not to exceed the sum of

sum of \$ 71,280.00

4. METHOD OF PAYMENT:

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

5. **INDEMNIFICATION:** SUPERINTENDENT and AGENCY 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 AGENCY 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.

AGENCY

Stacey Bettencourt
Tipton School District
370 N. Evans, 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

3/31/2025

AGENCY

Signature

Sign

Date

4/1/25

Shirley Belloc

TCOE Program Information

Contact Person:

Irma Anaya

Telephone:

559-730-2910 ext 5175

Department/Program: Psychological Services

Please return an original copy to:

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

4. **CONSENT CALENDAR: Action items:**

4.7 Agreement with TCOE for External Business Services for 2025-2026

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

April 29, 2025

Tipton School District
PO Box 787
Tipton, CA 93272

Ms. Stacey Bettencourt,

Attached is your Agency Agreement for **2025 -2026** from External Business Services.

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 Elementary.)

Pay all travel costs, directly to the individual, for mileage, travel and conference costs incurred at the specific request of DISTRICT. The SUPERINTENDENT will pay expenses of contract staff member(s) for approved conferences during the year, not to exceed two (2) days. Travel costs incurred by contracted staff member(s) to the central office of the DISTRICT to provide services per contract agreement will be paid by the SUPERINTENDENT.

The DISTRICT will recognize the general fiscal monitoring responsibilities of SUPERINTENDENT. This agreement shall not affect those duties.

The DISTRICT will provide requested information to SUPERINTENDENT in a timely and efficient manner.

2. RESPONSIBILITIES OF SUPERINTENDENT:

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

The primary responsibility of the SUPERINTENDENT is that of contracted business support services as follows:

Budget

Assist district superintendent in the development and adoption of the district budget
Advise district superintendent and/or governing board on impact of state budget
Preparation of state required budget documents
Monitor for and advise district superintendent on budget to actual variances
Prepare and input budget revisions under direction of district superintendent
Perform in-depth budget review prior to First and Second Interim reporting
Preparation of state required First and Second Interim documents

Payroll

Provide a TCOE business tech backup to district staff for payroll and vendor payment processes
Assist district in implementing and processing settlement agreements
Prepare salary settlement disclosure documents for board presentation

Accounting

Advise district staff on proper coding of financial transactions
Prepare and input Journal Entries
Monitor financial transactions for account code propriety
Assist district in year-end closing of financial records
Assist district in implementation of fixed asset accounting system

Reporting

Prepare state required annual financial reports including: Adopted Budget, 1st Interim, 2nd Interim, Unaudited Actuals, Federal Cash Management Reporting, Quarterly & Annual ESSER/GEER Reporting, ESSA PPE & School Level Finance Survey Reporting
Assist district in preparation of GASB 34 conversation/worksheets
Assist in submitting data to TCOE required for LCFF revenue calculations
Assist district in preparation of other fiscal reports at an additional per hour charge (this request is contingent upon TCOE approval and staffing availability)

Other

Assist district in clearing audit findings with California Department of Education and County Office of Education
Prepare for and present financial information at governing board meetings (via video conferencing format only & contingent upon availability of assigned contracted TCOE accountant)
Research information and prepare documents for district independent auditors
Train district staff in use of TCOE financial system
Attend TCOE business meetings

FEE SCHEDULE

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

\$27,710

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 (B)

Exhibit (C)

Exhibit (D)

AGENCY AGREEMENT 260136

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

ACCORDINGLY, IT IS AGREED:

1. TERM: This Agreement shall become

effective as

7/1/2025

and shall expire on .

6/30/2026

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 \$ 27,710.00

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 Elementary
370 North Evans Rd.
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. Hero

Date

4/28/2025

DISTRICT

Signature

Sign

Date

5/1/25

Shirley Bettencourt

TCOE Program Information

Contact Person:

Sarah Smigiera

Telephone:

559-733-6338

Department/Program: External Business Services

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:

Pay all travel costs, directly to the individual, for mileage, travel and conference costs incurred at the specific request of DISTRICT. The SUPERINTENDENT will pay expenses of contract staff member(s) for approved conferences during the year, not to exceed two (2) days. Travel costs incurred by contracted staff member(s) to the central office of the DISTRICT to provide services per contract agreement will be paid by the SUPERINTENDENT.

The DISTRICT will recognize the general fiscal monitoring responsibilities of SUPERINTENDENT. This agreement shall not affect those duties.

The DISTRICT will provide requested information to SUPERINTENDENT in a timely and efficient manner.

2. RESPONSIBILITIES OF SUPERINTENDENT:

The primary responsibility of the SUPERINTENDENT is that of contracted business support services as follows:

Budget

Assist district superintendent in the development and adoption of the district budget
Advise district superintendent and/or governing board on impact of state budget
Preparation of state required budget documents
Monitor for and advise district superintendent on budget to actual variances
Prepare and input budget revisions under direction of district superintendent
Perform in-depth budget review prior to First and Second Interim reporting
Preparation of state required First and Second Interim documents

Payroll

Provide a TCOE business tech backup to district staff for payroll and vendor payment processes
Assist district in implementing and processing settlement agreements
Prepare salary settlement disclosure documents for board presentation

Accounting

Advise district staff on proper coding of financial transactions
Prepare and input Journal Entries
Monitor financial transactions for account code propriety
Assist district in year-end closing of financial records
Assist district in implementation of fixed asset accounting system

Reporting

Prepare state required annual financial reports including: **Adopted Budget, 1st Interim, 2nd Interim, Unaudited Actuals, Federal Cash Management Reporting, Quarterly & Annual ESSER/GEER Reporting, ESSA PPE & School Level Finance Survey Reporting**

EXHIBIT A

Assist district in preparation of GASB 34 conversation/worksheets
Assist in submitting data to TCOE required for LCFF revenue calculations
Assist district in preparation of other fiscal reports at an additional per hour charge (this request is contingent upon TCOE approval and staffing availability)

Other

Assist district in clearing audit findings with California Department of Education and County Office of Education
Prepare for and present financial information at governing board meetings (***via video conferencing format only & contingent upon availability of assigned contracted TCOE accountant***)
Research information and prepare documents for district independent auditors
Train district staff in use of TCOE financial system
Attend TCOE business meetings

In order to achieve the above mentioned business support services, the SUPERINTENDENT will provide office space, furniture, equipment software and other materials used by contract staff member(s) in providing the services under this agreement.

This Agreement is entered into by both parties with the express understanding that SUPERINTENDENT will perform all services required under this Agreement as an independent contractor. Nothing in this Agreement shall be construed to constitute SUPERINTENDENT or any of its agents, employees or officers as an agent, employee or officer of DISTRICT.

Subject to any performance criteria contained in this Agreement, SUPERINTENDENT shall be solely responsible for determining the means and methods of performing the specified services and DISTRICT shall have no right to control or exercise any supervision over SUPERINTENDENT'S agents, employees or officers as to how the services will be performed. Notwithstanding this independent contractor relationship, DISTRICT shall have the right to monitor and evaluate the performance of SUPERINTENDENT to assure compliance with this Agreement.

EXHIBIT A

FEE SCHEDULE

The maximum contract total for services to be provided are estimated to be \$27,710, including travel or other expenses.

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

5. **FINANCE:** Action items:
 - 5.1 Behavior Aide Job Description

TIPTON ELEMENTARY SCHOOL DISTRICT

TITLE: Behavior Aide

CLASSIFICATION: Classified

REPORTS TO: Principal

WORK YEAR: 10 Months

Part Time

BOARD APPROVAL:

SALARY: Appendix B

BASIC FUNCTION:

The Behavior Aide will provide support to teaching staff in both instructional and non-instructional activities. This includes implementing Individualized Education Plans (IEPs) and Behavior Intervention Plans (BIPs).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Implement Behavior Intervention Plans (BIPs) and provide direct behavioral support.
- Support teachers with instructional programs, demonstrations, and assessments in core subjects.
- Use non-violent crisis intervention strategies to de-escalate aggressive behaviors.
- Deliver individualized attention and academic reinforcement.
- Assist students in general education settings as assigned.
- Conduct reinforcement activities per the teacher's direction.
- Prepare instructional materials for daily use.
- Collaborate on instructional planning with teaching staff.
- Participate in workshops, meetings, and training to maintain and enhance skills.
- Help evaluate and grade student assignments.
- Supervise students during class, recess, and field trips.
- Collect behavior data and assist with BIP development.
- Serve as a positive role model.
- Assist in behavior correction and disciplinary procedures to ensure student safety.

- Support personal care tasks such as dressing and diapering.
- Document behavioral incidents and emergencies.
- Maintain consistent, punctual attendance.
- Perform duties safely and without hazard to self or others.
- Maintain a professional appearance.
- Adhere to all District policies and procedures.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Convey academic content to individuals and small groups effectively
- Read and interpret instructional materials and moderately complex directions
- Use correct grammar, spelling, and punctuation
- Perform basic math functions (add, subtract, multiply, divide)
- Follow oral and written instructions independently
- Work with individuals from diverse backgrounds
- Adapt to various instructional settings and student needs
- Support students with emotional and behavioral challenges
- Present information effectively to students, staff, and parents
- Model and teach social skills
- Maintain composure during crises and make sound decisions
- Communicate clearly and professionally; maintain confidentiality
- Foster collaborative working relationships with students, families, and staff
- Demonstrate patience, cultural sensitivity, and professionalism
- Maintain cooperative working relationships with students, teachers, parents, and school personnel.
- Work cooperatively and effectively with and to take direction from teachers and other staff members

EDUCATION AND EXPERIENCE:

High school diploma or equivalent (required)

College Degree, at least 48 semester units or pass the NCLB exam

LICENSES AND OTHER REQUIREMENTS:

- High moral, ethical, and professional standards required.
- Previous experience working with primary age children is desirable.
- Ability to communicate in Spanish is desirable.
- CPI training (or willingness to obtain and maintain annually)
- Proof of TB clearance at time of hire and as required thereafter
- Complete Child Abuse Mandated Reporter Training and Sexual Harassment Prevention Training within six (6) weeks of hire and annually thereafter

WORKING ENVIRONMENT:

- Indoor and outdoor work environment
- Classroom, playground, and athletic field environment
- Exposure to varying temperatures (as low as 40°F, over 100°F)
- Must be able to respond to emergencies

MENTAL/EMOTIONAL REQUIREMENTS:

- Strong mental acuity to analyze data, make decisions, and resolve issues
- Emotional stamina to manage stress and support students in challenging situations

PHYSICAL ABILITIES/DEMANDS:

- Seeing to monitor student behavior during classroom activities
- Hearing and speaking to exchange information related to classroom assignments
- Bending at the waist, kneeling, and standing for extended periods of time
- Dexterity of hands to grasp and manipulate small objects
- Lift and carry up 20 lbs. at waist height for short period of time

PROFESSIONAL EXPECTATIONS:

- Be punctual and maintain reliable attendance
- Demonstrate a positive, cooperative attitude
- Receive feedback constructively and seek opportunities to grow
- Protect student confidentiality
- Approach problem-solving with creativity, initiative, and flexibility
- Foster a warm, respectful learning environment
- Use positive, age-appropriate communication and encourage student independence

COMPLIANCE & LEGAL REQUIREMENTS:


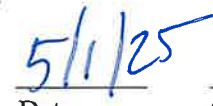

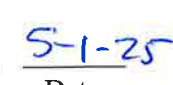
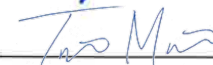
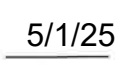
Employment is contingent on the successful completion of all pre-employment requirements. All new hires must present documentation of identity and eligibility to work in the U.S. under the Immigration Reform and Control Act of 1986.

Tipton Elementary School District is an Equal Opportunity Employer.

We do not discriminate based on race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, or genetic information.

Title IX Coordinator: Director of Assessment & Accountability

Workplace Policy: Drug-Free / Smoke-Free

			
District Representative	Date	CSEA Representative	Date
			
		CSEA Representative	Date
		CSEA Representative	Date

Tipton Elementary School District
Classified Salary Schedule
Instructional Aides/Migrant Tutor/Materials Aide
2024-2025 (July 1, 2024 2% increase)

APPENDIX B

STEPS	I	II	III	IV	V
		15-29 Units	30-44 Units	45-59 Units	60+ Units
1	18.18	18.73	19.26	19.92	20.48
2	18.73	19.22	19.81	20.48	21.07
3	19.22	19.74	20.41	21.07	21.63
4	19.74	20.25	20.94	21.83	22.18
5	20.25	20.78	21.53	22.18	22.72
6	20.78	21.27	22.03	22.72	23.30
7	21.27	21.81	22.61	23.30	23.86
8	21.82	22.32	23.20	23.86	24.36
9	22.32	22.85	23.74	24.36	24.98
10	22.85	23.37	24.29	24.98	25.51
11	23.37	23.90	24.89	25.51	26.10
12	23.90	24.39	25.42	26.10	26.64
13	24.39	24.93	25.98	26.64	27.19
14	24.93	25.42	26.54	27.19	27.78
15	25.42	25.94	27.12	27.78	28.38

Educational Incentive for Instructional Aides

- 1.1 All units must directly relate to the employee's major responsibilities as a district employee.
- 1.2 All units must be approved by the District Superintendent.
- 1.3 All units must be completed with at least a "C" average.
- 1.4 Official transcripts must be submitted before credit can be given.

Miscellaneous

1. Ten-month employee: 180 work days, plus paid holidays and vacation days.
2. Eleven-month employees: work 200 days and are paid additionally for holidays and vacation days.
3. An employee who terminates with the District cannot return to employment higher than step 4.
4. New employees will be given a maximum of five steps credit for previous experience in similar positions.
5. All substitutes regardless of employment with the District shall be placed on the salary schedule depending on experience and no higher than step 4.
6. Instructional Aides hired at five (5) hours starting July 1, 2015.
7. Units are due by Sept. 10th for credit to be given
8. Babysitter for events shall be paid ****\$15.00** per hour as of 1/1/2022
9. Employees with a Bachelor's Degree shall receive a \$1,000 stipend per year
10. Employees with a Master's Degree in shall receive a \$2,000 stipend per year

District Paid Health Insurance for full-time employees.

****Minimum Wage \$12.00 per hour effective January 1, 2019.**

****Minimum Wage \$13.00 per hour effective January 1, 2020**

****Minimum Wage \$14.00 per hour effective January 1, 2021**

****Minimum Wage \$15.00 per hour effective January 1, 2022**

Superintendent

Shirley Bottone

Date:

11/15/24

12/3/24
Date Board Approved

5. FINANCE: Action items:

5.2 Memorandum of Understanding between the Tipton Elementary School District and California School Employee Association and its Tipton Chapter No. 765 (CSEA)

Memorandum of Understanding

Between the Tipton Elementary School District and
California School Employees Association and its
Tipton Chapter No. 765 (CSEA)

May 1, 2025

This Memorandum of Understanding ("MOU") is entered into between the Tipton Elementary School District ("District") and the California School Employees Association and its Tipton Chapter No. 765 ("CSEA") to address the creation of the Behavior Aide Position

WHEREAS the District and CSEA agree to the following:

1. The parties agree to the attached job description.
2. This position shall be five hours (5) per day for 180 days per year plus holidays.
3. The compensation for this position shall be outlined on the Instructional Aide/Migrant Tutor/Materials Aide Salary Schedule which is attached to this agreement.
4. Any changes to this agreement or the attached job descriptions must be negotiated by both parties.

Signed on this date: May 1, 2025

For the District:

Stacey Betterment

For CSEA:

[Signature]

5. **FINANCE: Action items:**
 - 5.3 Request for Additional days for Superintendent and Principal



TIPTON ELEMENTARY SCHOOL

370 N. Evans Road • P.O. Box 787 • Tipton, CA 93272
559-752-4213 • FAX: 559-752-1231

Stacey Bettencourt
Superintendent

Jackie Everett
Principal

Cassandra Young
Business Manager

Fausto Martin
MOT Director

Connie Sanchez
Cafeteria Manager

Tiger Pride!

Date: May 1, 2025

Dear Board President:

As per contract, with Board approval the Superintendent can work additional days per year at the daily rate based on the annual salary. I am requesting that the Board approve 7 additional work days to be worked in June.

Mrs. Jackie Everett is requesting the Board to approve 7 extra days to be worked in June.

Respectfully,

Stacey Bettencourt
Superintendent

Board Members

Iva Sousa
President

John Cardoza
Clerk

Greg Rice
Trustee

Shelley Heeger
Trustee

Fernando Cunha
Trustee

6. FINANCE: Action items:
6.1 Vendor Payments

APY List

**FISCAL YEAR 2024-
2025**

Date Paid between 03/27/2025 and 4/25/2025

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount
13036	AMERICAN FIDELITY	251943	04/04/2025	MARCH 2025	010-00000-0-00000-00000-95024-0-0000	\$256.34
14630	ANNA MARTINEZ	251937	03/28/2025	3	010-07200-0-00000-24950-58000-0-0401	\$150.00
14630	ANNA MARTINEZ	251929	03/28/2025	101	010-26000-4-11100-10000-58000-0-0000	\$222.00
13904	AT&T	251865	03/28/2025	9391028858	010-00000-0-00000-81000-59000-0-0000	\$169.63
13904	AT&T	252021	04/11/2025	9391028859	010-00000-0-00000-81000-59000-0-0000	\$31.65
13904	AT&T	252101	04/25/2025	9391028859	010-00000-0-00000-81000-59000-0-0000	\$190.91
13903	A-Z BUS SALES	252086	04/11/2025	INVSAC1728	010-07230-0-00000-36000-43000-0-0000	\$85.15
14101	B&B PEST CONTROL SERVICE	251866	03/28/2025	01-TIP-02-25	010-00000-0-00000-81000-58000-0-0000	\$170.00
14324	BANC OF CALIFORNIA	252100	04/22/2025	04090109152-01000	010-99900-0-00000-91000-74380-0-0000	\$17,646.43
14324	BANC OF CALIFORNIA	252100	04/22/2025	04090109152-01000	010-99900-0-00000-91000-74380-0-0000	\$53,800.00
12548	CALIFORNIA TURF EQUIP. & SUPP.	251884	03/28/2025	670074	010-81500-0-00000-81000-43000-0-0000	\$436.53
12548	CALIFORNIA TURF EQUIP. & SUPP.	251885	03/28/2025	669652	010-81500-0-00000-81000-43000-0-0000	\$100.60
12548	CALIFORNIA TURF EQUIP. & SUPP.	251931	03/28/2025	670420	010-81500-0-00000-81000-43000-0-0000	\$114.72
12548	CALIFORNIA TURF EQUIP. & SUPP.	252027	04/11/2025	671696	010-81500-0-00000-81000-43000-0-0000	\$185.24
12548	CALIFORNIA TURF EQUIP. & SUPP.	252026	04/11/2025	671695	010-81500-0-00000-81000-43000-0-0000	\$67.83
12548	CALIFORNIA TURF EQUIP. & SUPP.	252083	04/11/2025	672176	010-81500-0-00000-81000-43000-0-0000	\$239.15
12548	CALIFORNIA TURF EQUIP. & SUPP.	252102	04/25/2025	673902	010-81500-0-00000-81000-43000-0-0000	\$847.11
12938	CENTRAL VALLEY LOCK & SAFE	252085	04/11/2025	64930	010-00000-0-00000-81000-58000-0-0000	\$337.36
14498	CINTAS	252025	04/11/2025	5262479601	010-07230-0-00000-36000-43000-0-0000	\$43.80
13389	CLASSIC CHARTER	251868	03/28/2025	175668	010-26000-4-11100-10000-58000-0-0000	\$6,348.00
14490	CLAUIDO VALERO	251914	03/28/2025	4.4.25	010-07200-0-00000-24950-58000-0-0401	\$325.00
14633	CUNHA ALEXIS	252132	04/25/2025	REIMB.LIVSCAN	010-00000-0-00000-72000-58000-0-0000	\$63.00
12143	DEBRA GILBERT	252023	04/11/2025	REIMB.DANCE PICTURE	010-07200-0-00000-24950-43000-0-0401	\$21.47
14366	DEPARTMENT OF INDUSTRIAL RELAT	251911	03/28/2025	E2150037SA	010-00000-0-00000-81000-58000-0-0000	\$125.00
14328	DONNA M. LOPEZ	251958	04/04/2025	2025-REC	010-07230-0-00000-36000-58000-0-0000	\$375.00
13796	E.M. THARP, INC.	251912	03/28/2025	01P131777	010-07230-0-00000-36000-56000-0-0000	\$116.51
13796	E.M. THARP, INC.	251913	03/28/2025	01P133375	010-07230-0-00000-36000-56000-0-0000	\$164.89
13796	E.M. THARP, INC.	252034	04/11/2025	01P135995	010-07230-0-00000-36000-56000-0-0000	\$249.09
13796	E.M. THARP, INC.	252035	04/11/2025	01P134500	010-07230-0-00000-36000-56000-0-0000	\$249.09
14374	ELAN FINANCIAL SERIVCES	252009	04/11/2025	6396 BETTENCOURT	010-00000-0-00000-71500-43000-0-0000	\$58.33
14374	ELAN FINANCIAL SERIVCES	252012	04/11/2025	6396 BETTENCOURT	010-07200-0-11100-10000-43000-0-0201	\$118.74
14374	ELAN FINANCIAL SERIVCES	252010	04/11/2025	6396 BETTENCOURT	010-07200-0-11100-10000-43000-0-0505	\$81.11
14374	ELAN FINANCIAL SERIVCES	252013	04/11/2025	6396 BETTENCOURT	010-07200-0-11100-10000-43000-0-0505	\$253.21
14374	ELAN FINANCIAL SERIVCES	252014	04/11/2025	6396 BETTENCOURT	010-07200-0-11100-10000-43000-0-0505	\$12.90
14374	ELAN FINANCIAL SERIVCES	252011	04/11/2025	6396 BETTENCOURT	010-07230-0-00000-36000-43000-0-0000	\$30.00
14603	ELAN FINANCIAL SERVICES	252098	04/11/2025	9963 EVERETT	010-00000-0-00000-72000-43000-0-0000	\$21.82
14603	ELAN FINANCIAL SERVICES	252094	04/11/2025	9963 EVERETT	010-00000-0-11100-10000-43000-0-0000	\$86.96
14603	ELAN FINANCIAL SERVICES	252088	04/11/2025	9963 EVERETT	010-00000-0-11100-10000-43000-0-0000	\$207.76

14603 ELAN FINANCIAL SERVICES	252091	04/11/2025	9963 EVERETT	010-00000-0-11100-10000-43000-0-0000	\$10.80
14603 ELAN FINANCIAL SERVICES	252093	04/11/2025	9963 EVERETT	010-07200-0-11100-10000-43000-0-0103	\$4.72
14603 ELAN FINANCIAL SERVICES	252090	04/11/2025	9963 EVERETT	010-07200-0-11100-10000-43000-0-0301	\$203.82
14603 ELAN FINANCIAL SERVICES	252095	04/11/2025	9963 EVERETT	010-07200-0-11100-10000-43000-0-0301	\$87.07
14603 ELAN FINANCIAL SERVICES	252097	04/11/2025	9963 EVERETT	010-07200-0-11100-10000-43000-0-0301	\$89.76
14603 ELAN FINANCIAL SERVICES	252089	04/11/2025	9963 EVERETT	010-07200-0-11100-10000-43000-0-0301	\$117.64
14603 ELAN FINANCIAL SERVICES	252092	04/11/2025	9963 EVERETT	010-07200-0-11100-10000-43000-0-0301	\$14.30
14603 ELAN FINANCIAL SERVICES	252096	04/11/2025	9963 EVERETT	010-07200-0-11100-10000-43000-0-0301	\$151.23
14603 ELAN FINANCIAL SERVICES	252099	04/11/2025	9963 EVERETT	010-07200-0-11100-24203-43000-0-0113	\$168.04
14373 ELAN FINANCIAL SERVICES	252016	04/11/2025	0461 MARTIN	010-07230-0-00000-36000-43000-0-0000	\$92.06
14373 ELAN FINANCIAL SERVICES	252015	04/11/2025	0461 MARTIN	010-81500-0-00000-81000-43000-0-0000	\$195.25
14459 ELAN FINANCIAL SERVICES	251992	04/04/2025	1091 YOUNG	010-00000-0-00000-72000-59000-0-0000	\$8.95
14459 ELAN FINANCIAL SERVICES	251998	04/04/2025	1091 YOUNG	010-00000-0-00000-72000-59000-0-0000	\$9.37
14459 ELAN FINANCIAL SERVICES	252000	04/04/2025	1091 YOUNG	010-00000-0-00000-72000-59000-0-0000	\$8.95
14459 ELAN FINANCIAL SERVICES	251996	04/04/2025	1091 YOUNG	010-00000-0-11100-10000-43000-0-0000	\$33.51
14459 ELAN FINANCIAL SERVICES	252001	04/04/2025	1091 YOUNG	010-00000-0-11100-10000-43000-0-0000	\$10.76
14459 ELAN FINANCIAL SERVICES	251999	04/04/2025	1091 YOUNG	010-07200-0-00000-24950-43000-0-0401	\$62.62
14459 ELAN FINANCIAL SERVICES	252001	04/04/2025	1091 YOUNG	010-07200-0-00000-24950-43000-0-0401	\$49.33
14459 ELAN FINANCIAL SERVICES	251997	04/04/2025	1091 YOUNG	010-07200-0-11100-10000-43000-0-0103	\$140.13
14459 ELAN FINANCIAL SERVICES	252002	04/04/2025	1091 YOUNG	010-07200-0-11100-10000-43000-0-0505	\$53.92
14459 ELAN FINANCIAL SERVICES	252004	04/04/2025	1091 YOUNG	010-07200-0-11100-10000-58000-0-0507	\$100.80
14459 ELAN FINANCIAL SERVICES	251993	04/04/2025	1091 YOUNG	010-07200-0-11100-24900-43000-0-0102	\$80.80
14459 ELAN FINANCIAL SERVICES	251995	04/04/2025	1091 YOUNG	010-07200-0-11100-24900-43000-0-0102	\$41.73
14459 ELAN FINANCIAL SERVICES	252003	04/04/2025	1091 YOUNG	010-07230-0-00000-36000-58000-0-0000	\$9.00
14459 ELAN FINANCIAL SERVICES	251994	04/04/2025	1091 YOUNG	010-26000-4-11100-10000-43000-0-0000	\$308.46
5481 EMPLOYMENT DEVELOPMENT DEPT.	252038	04/11/2025	94238433 Q1 2025	010-00000-0-00000-00000-95025-0-0000	\$667.41
14474 FOLLETT CONTENT SOLUTIONS, LLC	251871	03/28/2025	530832A	010-07200-0-11100-24203-43000-0-0113	\$576.04
14474 FOLLETT CONTENT SOLUTIONS, LLC	251872	03/28/2025	537549A	010-07200-0-11100-24203-43000-0-0113	\$447.70
14474 FOLLETT CONTENT SOLUTIONS, LLC	251990	04/04/2025	537549F	010-07200-0-11100-24203-43000-0-0113	\$138.41
14474 FOLLETT CONTENT SOLUTIONS, LLC	252103	04/25/2025	530832F	010-07200-0-11100-24203-43000-0-0113	\$1,401.79
14146 GINA MANFREDI	251942	04/04/2025	REIMB.MATH BOWL	010-07200-0-11100-10000-43000-0-0505	\$39.98
14146 GINA MANFREDI	251860	03/28/2025	REIMB.ELECTIVE	010-07200-0-11100-10000-43000-0-0507	\$42.56
14146 GINA MANFREDI	252084	04/11/2025	REIMB.ELECTIVE	010-07200-0-11100-10000-43000-0-0507	\$47.68
12921 GOLD STAR FOODS INC.	252072	04/11/2025	8682341	010-07200-0-11100-10000-43000-0-0301	\$181.96
12921 GOLD STAR FOODS INC.	252078	04/11/2025	8676210	010-54660-0-00000-37000-47000-0-0000	\$198.02
12921 GOLD STAR FOODS INC.	252079	04/11/2025	8706105	010-54660-0-00000-37000-47000-0-0000	\$427.80
12921 GOLD STAR FOODS INC.	252074	04/11/2025	8691170	010-60100-0-11100-10000-43000-0-0000	\$101.90
14315 HCI SYSTEMS, Inc	251971	04/04/2025	I0112714	010-81500-0-00000-81000-58000-0-0000	\$879.00
14315 HCI SYSTEMS, Inc	252073	04/11/2025	I0113285	010-81500-0-00000-81000-58000-0-0000	\$417.00
14369 HD SUPPLY FACILITIES MAINTENAN	251959	04/04/2025	855589909	010-81500-0-00000-81000-43000-0-0000	\$561.38
14369 HD SUPPLY FACILITIES MAINTENAN	251960	04/04/2025	855589917	010-81500-0-00000-81000-43000-0-0000	\$367.54
14369 HD SUPPLY FACILITIES MAINTENAN	251961	04/04/2025	855100038	010-81500-0-00000-81000-43000-0-0000	\$280.80
14369 HD SUPPLY FACILITIES MAINTENAN	251962	04/04/2025	855312260	010-81500-0-00000-81000-43000-0-0000	\$48.71
14369 HD SUPPLY FACILITIES MAINTENAN	252007	04/11/2025	856856844	010-81500-0-00000-81000-43000-0-0000	\$140.40
14369 HD SUPPLY FACILITIES MAINTENAN	252008	04/11/2025	856688692	010-81500-0-00000-81000-43000-0-0000	\$1,708.83
14629 HOWARD TECHNOLOGY SOLUTIONS	252071	04/11/2025	5298082025	010-07200-0-11100-24900-43000-0-0102	\$160.55
14629 HOWARD TECHNOLOGY SOLUTIONS	252104	04/25/2025	5305592025	010-07200-0-11100-24900-43000-0-0102	\$160.55

13957 INFINITY COMM. & CONSUL., INC.	251954	04/04/2025 19049	010-00000-0-00000-71000-58000-0-0000	\$3,375.00
14493 IXL LEARNING, INC.	252087	04/11/2025 S532016	010-07200-0-11100-10000-58000-0-0204	\$695.00
14606 JANA RICE	251953	04/04/2025 3.31.25	010-00000-0-00000-72000-58000-0-0000	\$2,400.00
13857 JASON MARROQUIN	251861	03/28/2025 REIMB.FAMILY ENGAGE	010-07200-0-00000-24950-43000-0-0401	\$297.70
13857 JASON MARROQUIN	251941	04/04/2025 REIMB.MATH BOWL	010-07200-0-11100-10000-43000-0-0505	\$75.87
13857 JASON MARROQUIN	251969	04/04/2025 REIMB.ELECTIVE	010-07200-0-11100-10000-43000-0-0507	\$194.71
14543 KETTLEQUEEN	251870	03/28/2025 000009	010-26000-4-11100-10000-43000-0-0000	\$1,500.00
14455 LINDA CHRISTENSEN	251991	04/04/2025 REIMB.ELOP PROJECT	010-26000-4-11100-10000-43000-0-0000	\$13.66
14455 LINDA CHRISTENSEN	252020	04/11/2025 REIMB.ELOP PROJECT	010-26000-4-11100-10000-43000-0-0000	\$14.75
14455 LINDA CHRISTENSEN	251862	03/28/2025 REIMB.FAIR PROJECT	010-60100-0-11100-10000-43000-0-0000	\$108.92
13961 LOWE'S	251879	03/28/2025 979464	010-81500-0-00000-81000-43000-0-0000	\$214.85
13961 LOWE'S	251880	03/28/2025 992584	010-81500-0-00000-81000-43000-0-0000	\$100.46
13961 LOWE'S	251881	03/28/2025 976748	010-81500-0-00000-81000-43000-0-0000	\$228.65
13961 LOWE'S	251882	03/28/2025 982754	010-81500-0-00000-81000-43000-0-0000	\$57.08
14564 MADISON SUN	252135	04/25/2025 REIMB.FAMILY ENGAGE	010-07200-0-00000-24950-43000-0-0401	\$98.64
14564 MADISON SUN	252134	04/25/2025 REIMB.ELECTIVE	010-07200-0-11100-10000-43000-0-0507	\$343.15
14564 MADISON SUN	252133	04/25/2025 REIMB.LOTTERY	010-11000-0-11100-10000-43000-0-0000	\$100.00
13396 MAS ENTERPRISES	251970	04/04/2025 70902	010-07230-0-00000-36000-58000-0-0000	\$180.00
14024 MATH TEACHERS PRESS, INC.	252109	04/25/2025 00052241	010-26000-4-11100-10000-43000-0-0000	\$1,628.72
14024 MATH TEACHERS PRESS, INC.	252108	04/25/2025 00052241	010-26000-4-11100-10000-58000-0-0000	\$1,000.00
14255 MEGAN RICE	251859	03/28/2025 REIMB.MILAGE	010-73110-0-11100-24203-52000-0-0000	\$32.48
13063 MICHELLE NUCKOLS	252005	04/11/2025 REIMB.ELECTIVE	010-07200-0-11100-10000-43000-0-0507	\$73.00
13063 MICHELLE NUCKOLS	252006	04/11/2025 REIMB.ELECTIVE	010-07200-0-11100-10000-43000-0-0507	\$95.46
13882 MOBILE MODULAR MGT. CORP.	251933	03/28/2025 2690484	010-00000-0-00000-81000-56000-0-0000	\$736.00
13882 MOBILE MODULAR MGT. CORP.	251934	03/28/2025 2690474	010-00000-0-00000-81000-56000-0-0000	\$736.00
13882 MOBILE MODULAR MGT. CORP.	251932	03/28/2025 2690432	010-00000-0-00000-81000-56000-0-0000	\$736.00
14595 MODEL 1 COMMERCIAL VEHICLES, I	251883	03/28/2025 XA128027417:01	010-07230-0-00000-36000-44000-0-0000	\$298.77
11531 MORRIS LEVIN & SON	251887	03/28/2025 2503-292869	010-81500-0-00000-81000-58000-0-0000	\$236.16
14488 N & R DIESEL TRUCK REPAIR	252125	04/25/2025 118067	010-07230-0-00000-36000-58000-0-0000	\$500.00
12836 OFFICE DEPOT, INC.	252148	04/25/2025 419648168001	010-00000-0-00000-71500-43000-0-0000	\$42.07
12836 OFFICE DEPOT, INC.	252149	04/25/2025 419648862001	010-00000-0-00000-71500-43000-0-0000	\$93.20
12836 OFFICE DEPOT, INC.	251892	03/28/2025 415252744001	010-00000-0-00000-72000-43000-0-0000	\$70.27
12836 OFFICE DEPOT, INC.	252145	04/25/2025 418047747001	010-07200-0-11100-10000-43000-0-0103	\$19.82
12836 OFFICE DEPOT, INC.	251917	03/28/2025 412319155002	010-11000-0-11100-10000-43000-0-0000	\$188.58
12836 OFFICE DEPOT, INC.	251890	03/28/2025 413582220001	010-11000-0-11100-10000-43000-0-0000	\$10.66
12836 OFFICE DEPOT, INC.	251891	03/28/2025 413567741001	010-11000-0-11100-10000-43000-0-0000	\$88.69
12836 OFFICE DEPOT, INC.	251976	04/04/2025 412328451001	010-11000-0-11100-10000-43000-0-0000	\$61.64
12836 OFFICE DEPOT, INC.	251974	04/04/2025 412328577001	010-11000-0-11100-10000-43000-0-0000	\$24.99
12836 OFFICE DEPOT, INC.	251973	04/04/2025 412319155001	010-11000-0-11100-10000-43000-0-0000	\$155.45
12836 OFFICE DEPOT, INC.	251972	04/04/2025 412328578001	010-11000-0-11100-10000-43000-0-0000	\$28.86
12836 OFFICE DEPOT, INC.	251975	04/04/2025 412348856001	010-11000-0-11100-10000-43000-0-0000	\$18.85
12836 OFFICE DEPOT, INC.	251986	04/04/2025 412311996001	010-11000-0-11100-10000-43000-0-0000	\$5.70
12836 OFFICE DEPOT, INC.	251985	04/04/2025 412311554001	010-11000-0-11100-10000-43000-0-0000	\$52.78
12836 OFFICE DEPOT, INC.	251988	04/04/2025 413767763001	010-11000-0-11100-10000-43000-0-0000	\$151.26
12836 OFFICE DEPOT, INC.	251989	04/04/2025 413769941001	010-11000-0-11100-10000-43000-0-0000	\$28.36
12836 OFFICE DEPOT, INC.	252042	04/11/2025 417974981001	010-11000-0-11100-10000-43000-0-0000	\$38.00
12836 OFFICE DEPOT, INC.	252043	04/11/2025 416844938001	010-11000-0-11100-10000-43000-0-0000	\$58.13

12836 OFFICE DEPOT, INC.	252144	04/25/2025	417904729001	010-11000-0-11100-10000-43000-0-0000	\$13.76
12836 OFFICE DEPOT, INC.	252139	04/25/2025	417439518001	010-11000-0-11100-10000-43000-0-0000	\$173.00
12836 OFFICE DEPOT, INC.	252141	04/25/2025	417792036001	010-11000-0-11100-10000-43000-0-0000	\$81.70
12836 OFFICE DEPOT, INC.	252142	04/25/2025	417904718001	010-11000-0-11100-10000-43000-0-0000	\$29.62
12836 OFFICE DEPOT, INC.	252143	04/25/2025	417904728001	010-11000-0-11100-10000-43000-0-0000	\$13.03
12836 OFFICE DEPOT, INC.	252140	04/25/2025	417511301001	010-11000-0-11100-10000-43000-0-0000	\$119.71
12836 OFFICE DEPOT, INC.	251894	03/28/2025	413376807001	010-60100-0-11100-10000-43000-0-0000	\$145.26
12836 OFFICE DEPOT, INC.	251893	03/28/2025	413376980001	010-60100-0-11100-10000-43000-0-0000	\$17.20
12836 OFFICE DEPOT, INC.	251916	03/28/2025	413376978001	010-60100-0-11100-10000-43000-0-0000	\$37.19
12836 OFFICE DEPOT, INC.	251980	04/04/2025	412005505001	010-60100-0-11100-10000-43000-0-0000	\$31.18
12836 OFFICE DEPOT, INC.	251978	04/04/2025	416135841001	010-60100-0-11100-10000-43000-0-0000	\$18.74
12836 OFFICE DEPOT, INC.	251979	04/04/2025	411972121001	010-60100-0-11100-10000-43000-0-0000	\$136.23
12836 OFFICE DEPOT, INC.	251981	04/04/2025	412005977001	010-60100-0-11100-10000-43000-0-0000	\$30.70
12836 OFFICE DEPOT, INC.	251982	04/04/2025	412036590001	010-60100-0-11100-10000-43000-0-0000	\$78.20
12836 OFFICE DEPOT, INC.	251983	04/04/2025	416135724001	010-60100-0-11100-10000-43000-0-0000	\$32.31
12836 OFFICE DEPOT, INC.	251984	04/04/2025	413135843001	010-60100-0-11100-10000-43000-0-0000	\$57.74
12836 OFFICE DEPOT, INC.	251977	04/04/2025	416135844001	010-60100-0-11100-10000-43000-0-0000	\$172.38
12836 OFFICE DEPOT, INC.	252041	04/11/2025	417269596001	010-60100-0-11100-10000-43000-0-0000	\$116.49
12836 OFFICE DEPOT, INC.	252068	04/11/2025	417269839001	010-60100-0-11100-10000-43000-0-0000	\$179.53
12836 OFFICE DEPOT, INC.	252069	04/11/2025	417269840001	010-60100-0-11100-10000-43000-0-0000	\$7.41
12836 OFFICE DEPOT, INC.	252147	04/25/2025	418134507001	010-60100-0-11100-10000-43000-0-0000	\$53.05
12836 OFFICE DEPOT, INC.	252146	04/25/2025	418134394001	010-60100-0-11100-10000-43000-0-0000	\$74.91
13562 ORIENTAL TRADING CO.	251889	03/28/2025	73626213003	010-26000-4-11100-10000-43000-0-0000	\$31.78
13562 ORIENTAL TRADING CO.	251888	03/28/2025	73626213001	010-26000-4-11100-10000-43000-0-0000	\$3,389.90
13562 ORIENTAL TRADING CO.	251922	03/28/2025	73626213005	010-26000-4-11100-10000-43000-0-0000	\$70.64
13562 ORIENTAL TRADING CO.	251920	03/28/2025	73626213002	010-26000-4-11100-10000-43000-0-0000	\$41.20
13562 ORIENTAL TRADING CO.	251918	03/28/2025	73646839501	010-26000-4-11100-10000-43000-0-0000	\$441.05
13562 ORIENTAL TRADING CO.	251919	03/28/2025	73646839502	010-26000-4-11100-10000-43000-0-0000	\$29.43
13562 ORIENTAL TRADING CO.	251924	03/28/2025	73626213007	010-26000-4-11100-10000-43000-0-0000	\$34.38
13562 ORIENTAL TRADING CO.	251925	03/28/2025	73626213008	010-26000-4-11100-10000-43000-0-0000	\$23.54
13562 ORIENTAL TRADING CO.	251921	03/28/2025	73626213004	010-26000-4-11100-10000-43000-0-0000	\$41.20
13562 ORIENTAL TRADING CO.	251926	03/28/2025	73626213009	010-26000-4-11100-10000-43000-0-0000	\$76.26
13562 ORIENTAL TRADING CO.	251923	03/28/2025	73626213006	010-26000-4-11100-10000-43000-0-0000	\$29.37
13562 ORIENTAL TRADING CO.	251927	03/28/2025	73626213010	010-26000-4-11100-10000-43000-0-0000	\$47.06
13562 ORIENTAL TRADING CO.	251928	03/28/2025	73626213011	010-26000-4-11100-10000-43000-0-0000	\$50.62
13562 ORIENTAL TRADING CO.	252111	04/25/2025	73682543102	010-26000-4-11100-10000-43000-0-0000	\$215.48
13562 ORIENTAL TRADING CO.	252112	04/25/2025	73682543103	010-26000-4-11100-10000-43000-0-0000	\$36.62
13562 ORIENTAL TRADING CO.	252113	04/25/2025	73682543104	010-26000-4-11100-10000-43000-0-0000	\$90.49
13562 ORIENTAL TRADING CO.	252116	04/25/2025	73682543107	010-26000-4-11100-10000-43000-0-0000	\$280.09
13562 ORIENTAL TRADING CO.	252122	04/25/2025	73682543113	010-26000-4-11100-10000-43000-0-0000	\$129.25
13562 ORIENTAL TRADING CO.	252123	04/25/2025	73682543114	010-26000-4-11100-10000-43000-0-0000	\$54.92
13562 ORIENTAL TRADING CO.	252117	04/25/2025	73682543108	010-26000-4-11100-10000-43000-0-0000	\$18.85
13562 ORIENTAL TRADING CO.	252120	04/25/2025	73682543111	010-26000-4-11100-10000-43000-0-0000	\$16.15
13562 ORIENTAL TRADING CO.	252121	04/25/2025	73682543112	010-26000-4-11100-10000-43000-0-0000	\$44.17
13562 ORIENTAL TRADING CO.	252124	04/25/2025	73682543115	010-26000-4-11100-10000-43000-0-0000	\$19.38
13562 ORIENTAL TRADING CO.	252118	04/25/2025	73682543109	010-26000-4-11100-10000-43000-0-0000	\$43.05
13562 ORIENTAL TRADING CO.	252119	04/25/2025	73682543110	010-26000-4-11100-10000-43000-0-0000	\$43.06

13562 ORIENTAL TRADING CO.	252110	04/25/2025	73682543101	010-26000-4-11100-10000-43000-0-0000	\$3,467.99
13562 ORIENTAL TRADING CO.	252114	04/25/2025	73682543105	010-26000-4-11100-10000-43000-0-0000	\$39.95
13562 ORIENTAL TRADING CO.	252115	04/25/2025	73682543106	010-26000-4-11100-10000-43000-0-0000	\$32.30
14396 S & S AG AND AUTO PARTS	251951	04/04/2025	141990	010-07230-0-00000-36000-43000-0-0000	\$11.84
14396 S & S AG AND AUTO PARTS	251952	04/04/2025	141691	010-07230-0-00000-36000-43000-0-0000	\$29.08
14396 S & S AG AND AUTO PARTS	252128	04/25/2025	144326	010-07230-0-00000-36000-43000-0-0000	\$7.95
14357 SANCHEZ CONNIE	252036	04/11/2025	REIMB.BANNER	010-07200-0-11100-10000-43000-0-0301	\$100.00
14308 SHI INTERNATIONAL CORP	251897	03/28/2025	B19482095	010-07200-0-11100-24900-43000-0-0102	\$77.36
14111 SISC	252019	04/11/2025	APRIL HW RET.BRD.ACT	010-00000-0-00000-00000-95024-0-0000	\$81,902.89
14111 SISC	252018	04/11/2025	APRIL HW RET.BRD.ACT	010-00000-0-00000-00000-95028-0-0000	\$1,673.00
14111 SISC	252017	04/11/2025	APRIL HW RET.BRD.ACT	010-00000-0-00000-71000-34020-0-0000	\$8,316.65
5388 SOUTHERN CAL GAS	251898	03/28/2025	108 416 9100 8	010-00000-0-00000-81000-55000-0-0000	\$3,599.90
5388 SOUTHERN CAL GAS	252127	04/25/2025	108 416 9100 8	010-00000-0-00000-81000-55000-0-0000	\$1,576.69
5383 SOUTHERN CALIF EDISON CO	251899	03/28/2025	700142519619	010-99900-0-00000-81000-55000-0-0000	\$651.95
5383 SOUTHERN CALIF EDISON CO	251900	03/28/2025	700140798877	010-99900-0-00000-81000-55000-0-0000	\$6,808.64
13902 SOUTHWEST SCH. & OFFICE SUPPLY	251906	03/28/2025	6027109869	010-00000-0-11100-10000-43000-0-0000	\$68.96
13902 SOUTHWEST SCH. & OFFICE SUPPLY	251907	03/28/2025	6026226829	010-00000-0-11100-10000-43000-0-0000	\$23.99
13902 SOUTHWEST SCH. & OFFICE SUPPLY	251905	03/28/2025	6026986450	010-00000-0-11100-10000-43000-0-0000	\$1,835.49
13902 SOUTHWEST SCH. & OFFICE SUPPLY	251965	04/04/2025	6027422214	010-00000-0-11100-10000-43000-0-0000	\$40.00
13902 SOUTHWEST SCH. & OFFICE SUPPLY	252047	04/11/2025	6028754453	010-00000-0-11100-10000-43000-0-0000	\$243.99
13902 SOUTHWEST SCH. & OFFICE SUPPLY	252048	04/11/2025	6028754455	010-00000-0-11100-10000-43000-0-0000	\$232.90
13902 SOUTHWEST SCH. & OFFICE SUPPLY	252049	04/11/2025	6028754454	010-00000-0-11100-10000-43000-0-0000	\$162.75
13902 SOUTHWEST SCH. & OFFICE SUPPLY	251966	04/04/2025	7004556029	010-11000-0-11100-10000-43000-0-0000	\$839.90
13902 SOUTHWEST SCH. & OFFICE SUPPLY	251936	03/28/2025	6027249411	010-26000-4-11100-10000-44000-0-0000	\$808.11
13130 SYSCO FOOD SERVICES	251915	03/28/2025	484449621	010-11000-0-11100-10000-43000-0-0000	\$190.29
13130 SYSCO FOOD SERVICES	252076	04/11/2025	484468782	010-54660-0-00000-37000-47000-0-0000	\$827.18
13130 SYSCO FOOD SERVICES	251903	03/28/2025	484441368	010-60100-0-11100-10000-43000-0-0000	\$839.89
13130 SYSCO FOOD SERVICES	251904	03/28/2025	484449620	010-60100-0-11100-10000-43000-0-0000	\$658.66
13130 SYSCO FOOD SERVICES	251955	04/04/2025	484459927	010-60100-0-11100-10000-43000-0-0000	\$148.41
13130 SYSCO FOOD SERVICES	252050	04/11/2025	484468473	010-60100-0-11100-10000-43000-0-0000	\$108.42
13130 SYSCO FOOD SERVICES	252075	04/11/2025	484468783	010-60100-0-11100-10000-43000-0-0000	\$220.70
13366 TAMARA MORTON	252106	04/25/2025	REIMB.ARTSUPP.SPRING	010-07200-0-11100-10000-43000-0-0502	\$126.84
12264 TIPTON AUTO PARTS	252052	04/11/2025	86730	010-07230-0-00000-36000-43000-0-0000	\$43.09
12264 TIPTON AUTO PARTS	252056	04/11/2025	86981	010-07230-0-00000-36000-43000-0-0000	\$66.35
12264 TIPTON AUTO PARTS	252053	04/11/2025	86848	010-07230-0-00000-36000-43000-0-0000	\$21.30
12264 TIPTON AUTO PARTS	252054	04/11/2025	86944	010-07230-0-00000-36000-43000-0-0000	\$8.61
12264 TIPTON AUTO PARTS	252055	04/11/2025	86958	010-07230-0-00000-36000-43000-0-0000	\$45.23
12264 TIPTON AUTO PARTS	250027	04/11/2025	87117	010-07230-0-00000-36000-43000-0-0000	(\$18.00)
12264 TIPTON AUTO PARTS	252059	04/11/2025	87182	010-07230-0-00000-36000-43000-0-0000	\$2.80
12264 TIPTON AUTO PARTS	252060	04/11/2025	87262	010-07230-0-00000-36000-43000-0-0000	\$64.60
12264 TIPTON AUTO PARTS	252061	04/11/2025	87328	010-07230-0-00000-36000-43000-0-0000	\$50.70
12264 TIPTON AUTO PARTS	252062	04/11/2025	87469	010-07230-0-00000-36000-43000-0-0000	\$115.75
12264 TIPTON AUTO PARTS	252063	04/11/2025	87512	010-07230-0-00000-36000-43000-0-0000	\$73.16
12264 TIPTON AUTO PARTS	252064	04/11/2025	87693	010-07230-0-00000-36000-43000-0-0000	\$98.02
12264 TIPTON AUTO PARTS	252066	04/11/2025	87930	010-07230-0-00000-36000-43000-0-0000	\$68.93
12264 TIPTON AUTO PARTS	252065	04/11/2025	87762	010-07230-0-00000-36000-43000-0-0000	\$45.19
12264 TIPTON AUTO PARTS	252058	04/11/2025	87121	010-07230-0-00000-36000-43000-0-0000	\$140.23

12264 TIPTON AUTO PARTS	252057	04/11/2025	87116	010-07230-0-00000-36000-43000-0-0000	\$189.66
5760 TIPTON COMMUNITY SERVICES DIST	251947	04/04/2025	10040002	010-00000-0-00000-81000-55000-0-0000	\$756.34
14414 T-MOBILE USA INC.	251967	04/04/2025	987306951	010-00000-0-00000-81000-59000-0-0000	\$600.60
14414 T-MOBILE USA INC.	252129	04/25/2025	970029235	010-07200-0-11100-24900-58000-0-0102	\$4,659.54
14426 TRAFERA, LLC	251987	04/04/2025	i001278910	010-07200-0-11100-24900-43000-0-0102	\$70.04
13605 TULARE CO. OFFICE OF EDUCATION	252032	04/11/2025	253135	010-07200-0-11100-10000-58000-0-0505	\$160.00
13463 TULARE COUNTY OFFICE OF EDUCAT	252033	04/11/2025	253181	010-00000-0-00000-24202-58000-0-0000	\$1,465.56
13463 TULARE COUNTY OFFICE OF EDUCAT	251930	03/28/2025	252444	010-00000-0-00000-71500-58000-0-0000	\$150.00
13463 TULARE COUNTY OFFICE OF EDUCAT	251940	03/28/2025	252444	010-00000-0-00000-72000-58000-0-0000	\$300.00
13463 TULARE COUNTY OFFICE OF EDUCAT	251863	03/28/2025	253055	010-00000-0-00000-72000-59000-0-0000	\$2,400.00
13463 TULARE COUNTY OFFICE OF EDUCAT	252137	04/25/2025	253306	010-07200-0-00000-31200-58000-0-0302	\$18,042.00
12324 TULE TRASH COMPANY	251963	04/04/2025	346213	010-00000-0-00000-81000-55000-0-0000	\$1,263.95
14424 U.S. BANK EQUIPMENT FINANCE	251949	04/04/2025	55215078	010-00000-0-00000-72000-58000-0-0000	\$731.38
14424 U.S. BANK EQUIPMENT FINANCE	251950	04/04/2025	552151078	010-00000-0-11100-10000-58000-0-0000	\$2,194.11
14557 UBEO BUSINESS SERVICES	251968	04/04/2025	4844589	010-00000-0-00000-81000-58000-0-0000	\$30.00
13496 VALLEY PACIFIC PET. SERV., INC	251908	03/28/2025	25-888267	010-07230-0-00000-36000-43000-0-0000	\$1,342.15
13496 VALLEY PACIFIC PET. SERV., INC	252130	04/25/2025	INV 25-896075	010-07230-0-00000-36000-43000-0-0000	\$2,469.60
12788 VESTIS SERVICES, LLC	251909	03/28/2025	5031539173	010-00000-0-00000-81000-58000-0-0000	\$641.82
12788 VESTIS SERVICES, LLC	251910	03/28/2025	5031542151	010-00000-0-00000-81000-58000-0-0000	\$641.82
12788 VESTIS SERVICES, LLC	251948	04/04/2025	5031545141	010-00000-0-00000-81000-58000-0-0000	\$641.82
12788 VESTIS SERVICES, LLC	252022	04/11/2025	5031548110	010-00000-0-00000-81000-58000-0-0000	\$641.82
12788 VESTIS SERVICES, LLC	252131	04/25/2025	5031554055	010-00000-0-00000-81000-58000-0-0000	\$646.82
13706 VISALIA ADVENTURE PARK	252138	04/25/2025	29332	010-26000-4-11100-10000-58000-0-0000	\$2,340.00
14631 WILL TIESIERA FORD	251935	03/28/2025	14251	010-07230-0-00000-36000-58000-0-0000	\$3,966.76
14429 YOUNG CASSANDRA	252136	04/25/2025	REIMB.ELOP.TBLS.CHRS	010-26000-4-11100-10000-44000-0-0000	\$5,845.27
14632 YOUNG'S KONA ICE LLC	252070	04/11/2025	00016	010-26000-4-11100-10000-43000-0-0000	\$820.00

010-General Fund Total Expenditures:

\$288,686.67

14610 AUTO-CHLOR SYSTEM OF WASHINGTO	251864	03/28/2025	254600100348	130-53100-0-00000-37000-43000-0-0000	\$9.97
14101 B&B PEST CONTROL SERVICE	251867	03/28/2025	01-TIP-02-25	130-53100-0-00000-81000-58000-0-0000	\$40.00
14245 CENTRAL VALLEY REFRIGERATION	252028	04/11/2025	61799	130-53100-0-00000-37000-56000-0-0000	\$3,692.02
14498 CINTAS	252024	04/11/2025	5262479602	130-53100-0-00000-37000-43000-0-0000	\$116.71
12921 GOLD STAR FOODS INC.	251875	03/28/2025	8580504	130-53100-0-00000-37000-47000-0-0000	\$15.60
12921 GOLD STAR FOODS INC.	251873	03/28/2025	8636738	130-53100-0-00000-37000-47000-0-0000	\$224.07
12921 GOLD STAR FOODS INC.	251874	03/28/2025	8644194	130-53100-0-00000-37000-47000-0-0000	\$138.12
12921 GOLD STAR FOODS INC.	251876	03/28/2025	8580590	130-53100-0-00000-37000-47000-0-0000	\$347.82
12921 GOLD STAR FOODS INC.	251877	03/28/2025	8580595	130-53100-0-00000-37000-47000-0-0000	\$15.60
12921 GOLD STAR FOODS INC.	251944	04/04/2025	8591778	130-53100-0-00000-37000-47000-0-0000	\$75.81
12921 GOLD STAR FOODS INC.	251945	04/04/2025	8636699	130-53100-0-00000-37000-47000-0-0000	\$227.43
12921 GOLD STAR FOODS INC.	251946	04/04/2025	8660825	130-53100-0-00000-37000-47000-0-0000	\$20.80
12921 GOLD STAR FOODS INC.	251956	04/04/2025	8591779	130-53100-0-00000-37000-47000-0-0000	\$657.60
12921 GOLD STAR FOODS INC.	251957	04/04/2025	8661062	130-53100-0-00000-37000-47000-0-0000	\$196.75
12921 GOLD STAR FOODS INC.	252029	04/11/2025	8700355	130-53100-0-00000-37000-47000-0-0000	\$26.00
12921 GOLD STAR FOODS INC.	252031	04/11/2025	8676382	130-53100-0-00000-37000-47000-0-0000	\$241.74
12921 GOLD STAR FOODS INC.	252030	04/11/2025	8676562	130-53100-0-00000-37000-47000-0-0000	\$5.20
14560 IMPERIAL DADE	251878	03/28/2025	37200243	130-53100-0-00000-37000-43000-0-0000	\$1,839.23
14560 IMPERIAL DADE	252039	04/11/2025	37299762	130-53100-0-00000-37000-43000-0-0000	\$467.50

14560 IMPERIAL DADE	252040	04/11/2025	37299763	130-53100-0-00000-37000-43000-0-0000	\$32.55
14560 IMPERIAL DADE	252105	04/25/2025	37485387	130-53100-0-00000-37000-43000-0-0000	\$774.23
11531 MORRIS LEVIN & SON	251886	03/28/2025	2503-292728	130-53100-0-00000-37000-58000-0-0000	\$956.89
14427 R & L CROW DISTRIBUTING	251895	03/28/2025	3.10.25	130-53100-0-00000-37000-47000-0-0000	\$693.74
14427 R & L CROW DISTRIBUTING	251896	03/28/2025	3.13.25	130-53100-0-00000-37000-47000-0-0000	\$627.80
14427 R & L CROW DISTRIBUTING	251938	03/28/2025	3.20.25	130-53100-0-00000-37000-47000-0-0000	\$717.14
14427 R & L CROW DISTRIBUTING	251939	03/28/2025	3.18.25	130-53100-0-00000-37000-47000-0-0000	\$617.40
14427 R & L CROW DISTRIBUTING	252045	04/11/2025	3.27.25	130-53100-0-00000-37000-47000-0-0000	\$511.43
14427 R & L CROW DISTRIBUTING	252044	04/11/2025	3.25.25	130-53100-0-00000-37000-47000-0-0000	\$694.40
14427 R & L CROW DISTRIBUTING	252080	04/11/2025	4.8.25	130-53100-0-00000-37000-47000-0-0000	\$1,070.20
14427 R & L CROW DISTRIBUTING	252081	04/11/2025	4.3.25	130-53100-0-00000-37000-47000-0-0000	\$490.69
14427 R & L CROW DISTRIBUTING	252082	04/11/2025	4.1.25	130-53100-0-00000-37000-47000-0-0000	\$932.00
14357 SANCHEZ CONNIE	252126	04/25/2025	REIMB.CAFE FOOD	130-53100-0-00000-37000-47000-0-0000	\$40.88
13130 SYSCO FOOD SERVICES	251902	03/28/2025	484441367	130-53100-0-00000-37000-47000-0-0000	\$2,473.68
13130 SYSCO FOOD SERVICES	251901	03/28/2025	484449619	130-53100-0-00000-37000-47000-0-0000	\$4,646.99
13130 SYSCO FOOD SERVICES	252051	04/11/2025	484459926	130-53100-0-00000-37000-47000-0-0000	\$1,217.31
13130 SYSCO FOOD SERVICES	250026	04/11/2025	484462714	130-53100-0-00000-37000-47000-0-0000	(\$33.40)
13130 SYSCO FOOD SERVICES	252077	04/11/2025	484468782	130-53100-0-00000-37000-47000-0-0000	\$2,504.28
12324 TULE TRASH COMPANY	251964	04/04/2025	346212	130-53100-0-00000-81000-55000-0-0000	\$1,467.08
12650 VALLEY FOOD SERVICE	252067	04/11/2025	448937	130-53100-0-00000-37000-47000-0-0000	\$1,959.25

130-Cafeteria Fund Total Expenditures:

\$30,752.51

13483 DIVISION OF THE STATE ARCHITEC	251869	03/28/2025	14226	356-78100-0-00000-85000-62000-0-0000	\$4,993.72
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356-County School Facilities Fund (Kinder Facilities):

\$4,993.72

Total Payments

\$324,432.90

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

7.3 TCOE Credentialed School Nurse School Health Services Data for TESD

Tulare County
Office of Education

Tim A. Hire, County Superintendent of Schools

TCOE Credentialed School Nurse
School Health Services Data for
Tipton Elementary

Created by:

Christina Rodriguez MSN, RN, PHN, RCSN
Administrator I - School Health Programs

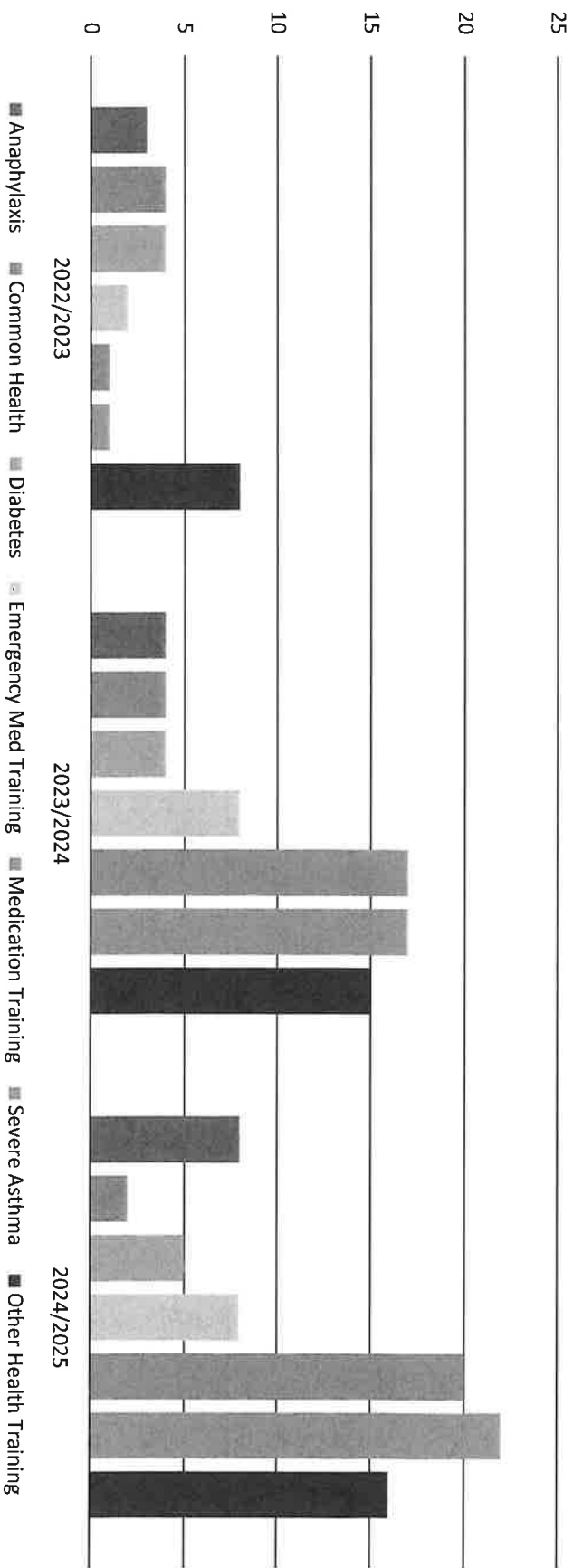
2024/2025 Data Reported by Lindsey Henderson BSN, RN, RCSN

School Health Services

- Provides a safe school environment that supports student academic learning and achievement
- Students that are healthy and have the right health service supports stay in school and thrive
- Credentialed School Nurses are the supervisors of health and they provide direct access to health to students in the school setting

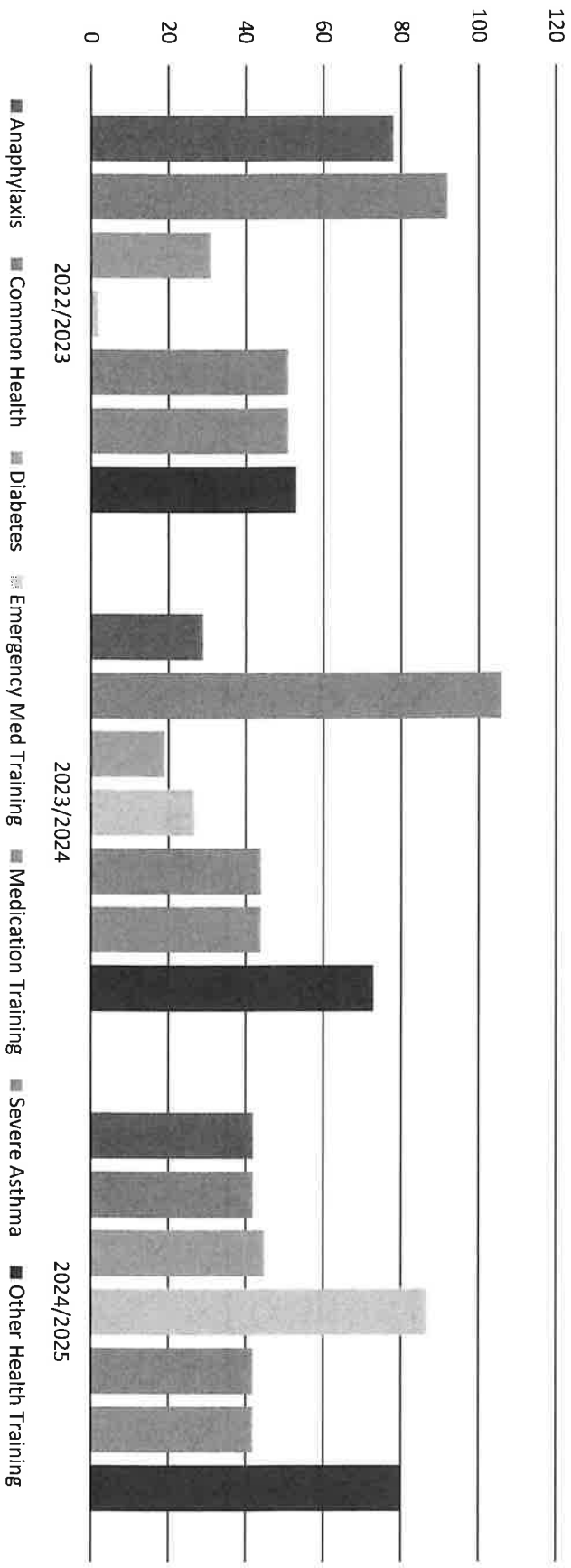
Number of HEALTH Trainings Completed by Credentialed School Nurse

Chart Title

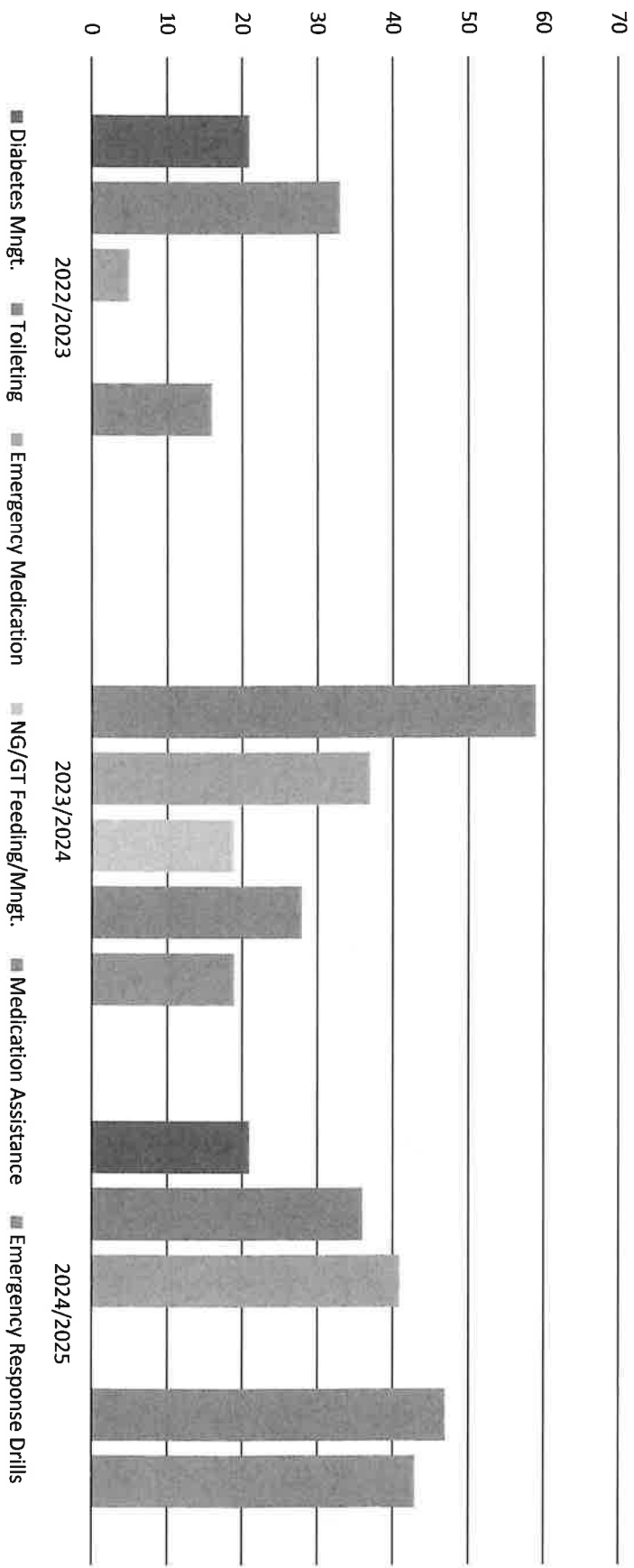


Number of School Personnel Trained in School HEALTH Services by the Credentialed School Nurse

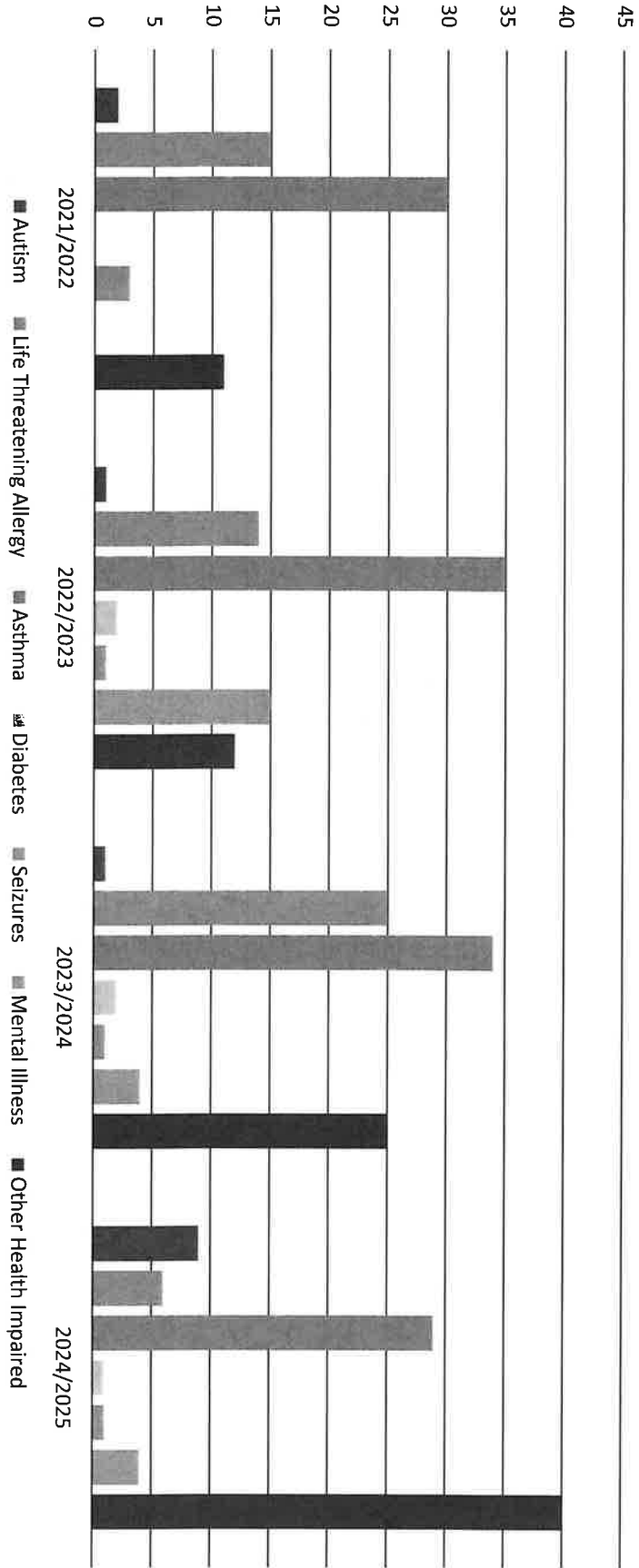
Chart Title



TCOE Credentialed School Nurse
Unlicensed Assistive Personnel/ School Staff Observation &
Supervision of Specialized Healthcare Procedures

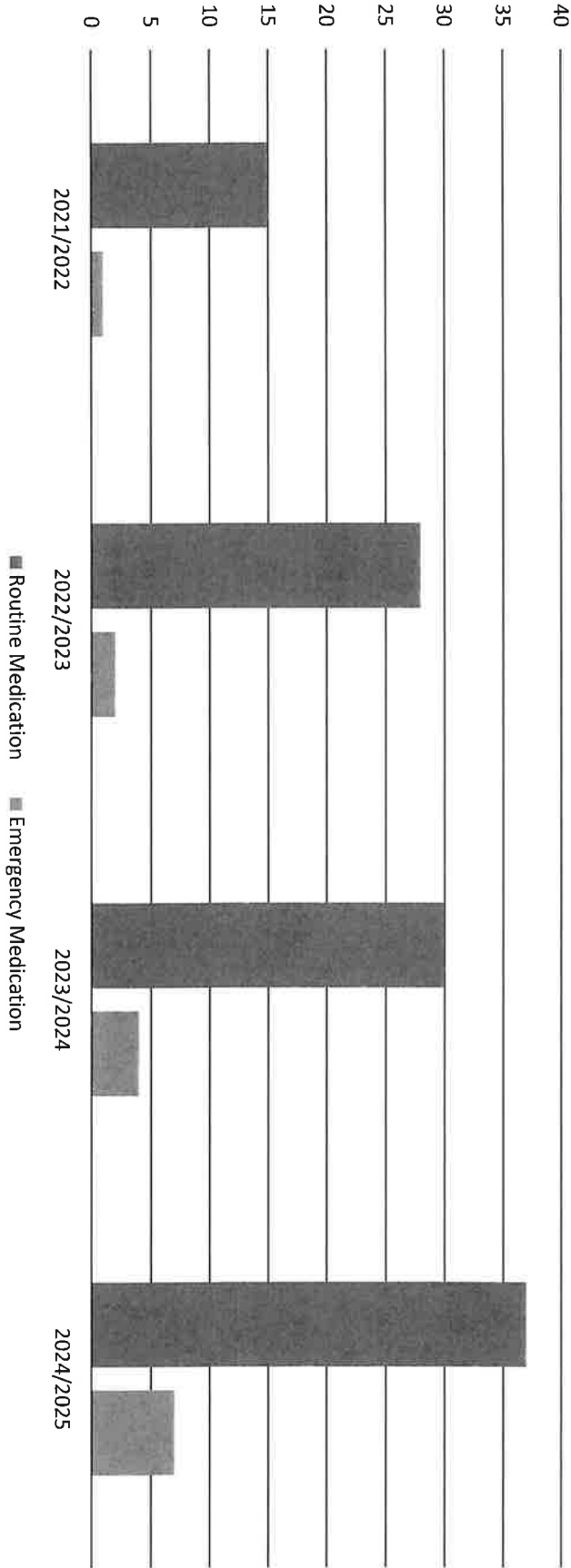


Student Chronic Health Conditions Trend



Student Medications

Chart Title



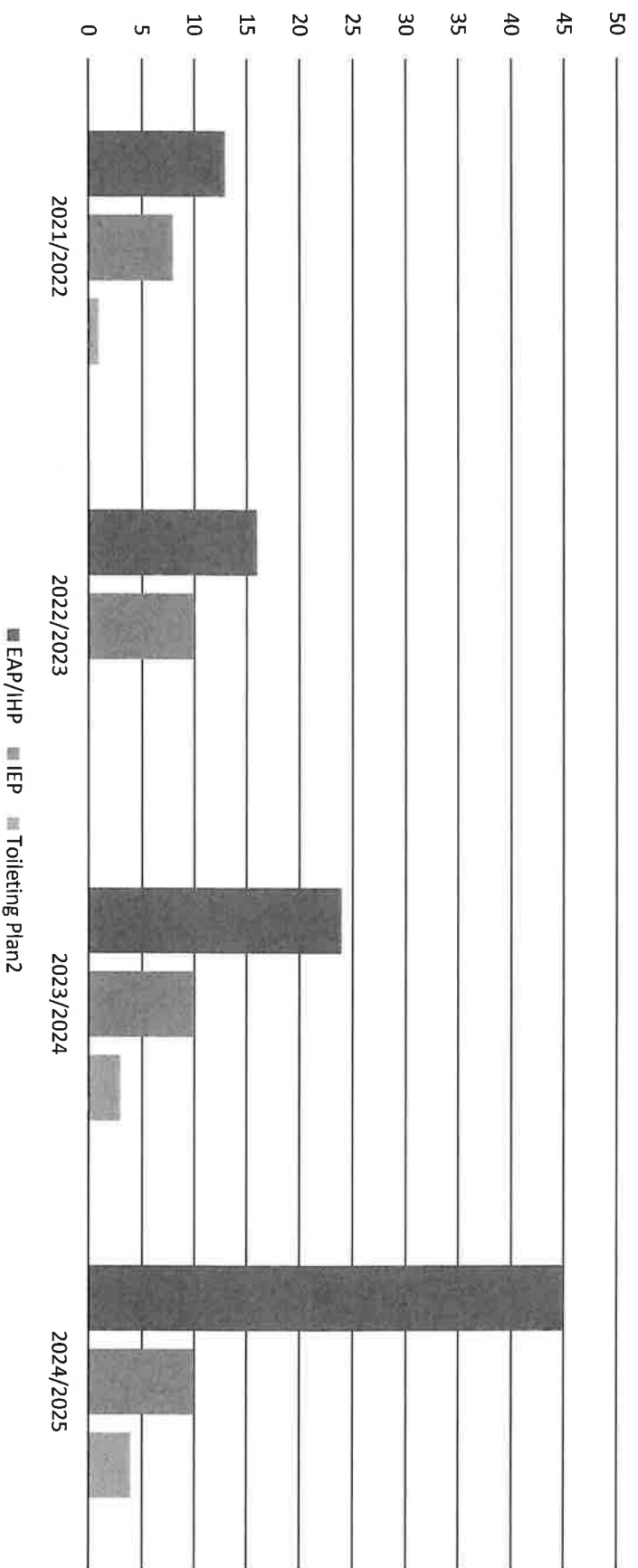
School Health Programs – Health Data Analysis

Among Tulare County Single School Districts

2022/2023 to 2023/2024

- **Chronic Health Conditions**
 - Autism, increased by 29%
 - Life Threatening Allergy with potential for Anaphylaxis, decreased by 19%
 - Asthma, increased by 11%
 - Diabetes, slight decrease of 0.9%
 - Seizure/Epilepsy, increased by 18%
 - Mental Illness, increased by 28%
 - Other Health Impairment, increased by 5%

TCOE Credentialed School Nurse Case Management Nursing Services Trend

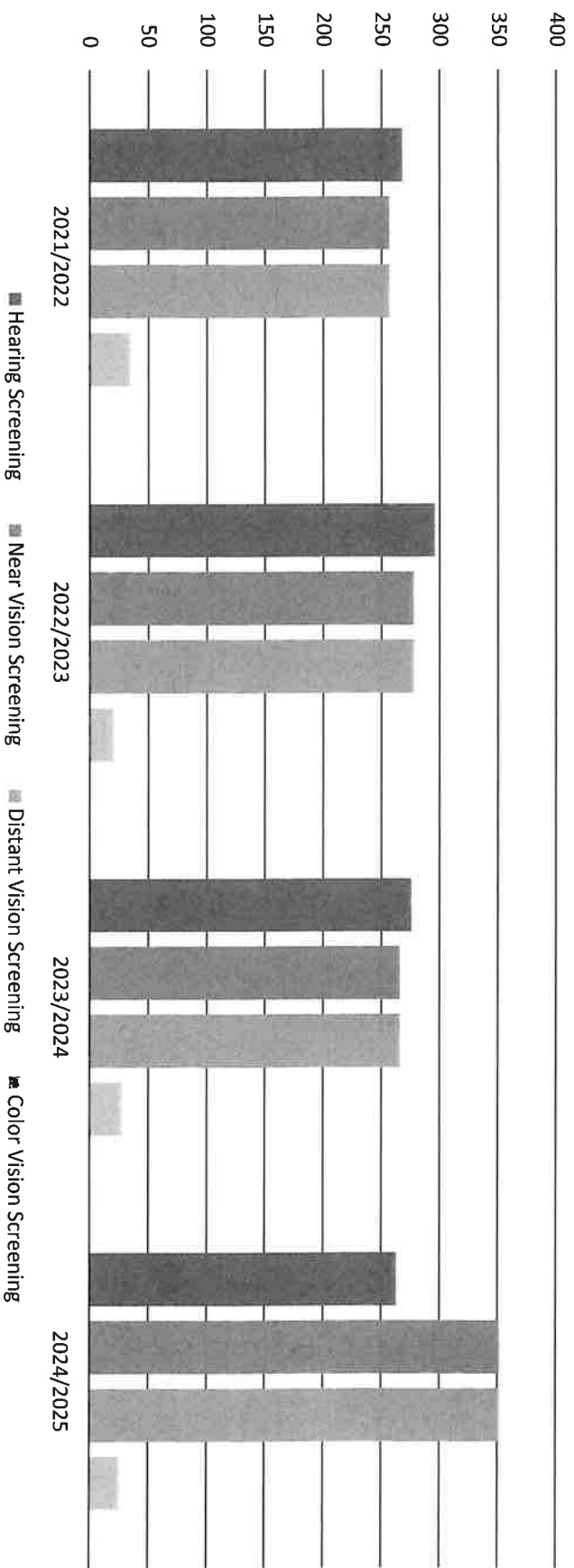


*School Health Programs – Health Data Analysis
Among Tulare County Single School Districts
2022/2023 to 2023/2024*

- **Credentialed School Nurse Case Management**
- Emergency Action Plans and Individualized Healthcare Plans, increased by 21%
- IEP Nursing Assessments, increased by 6%
- Toileting Plans, increased by 47%

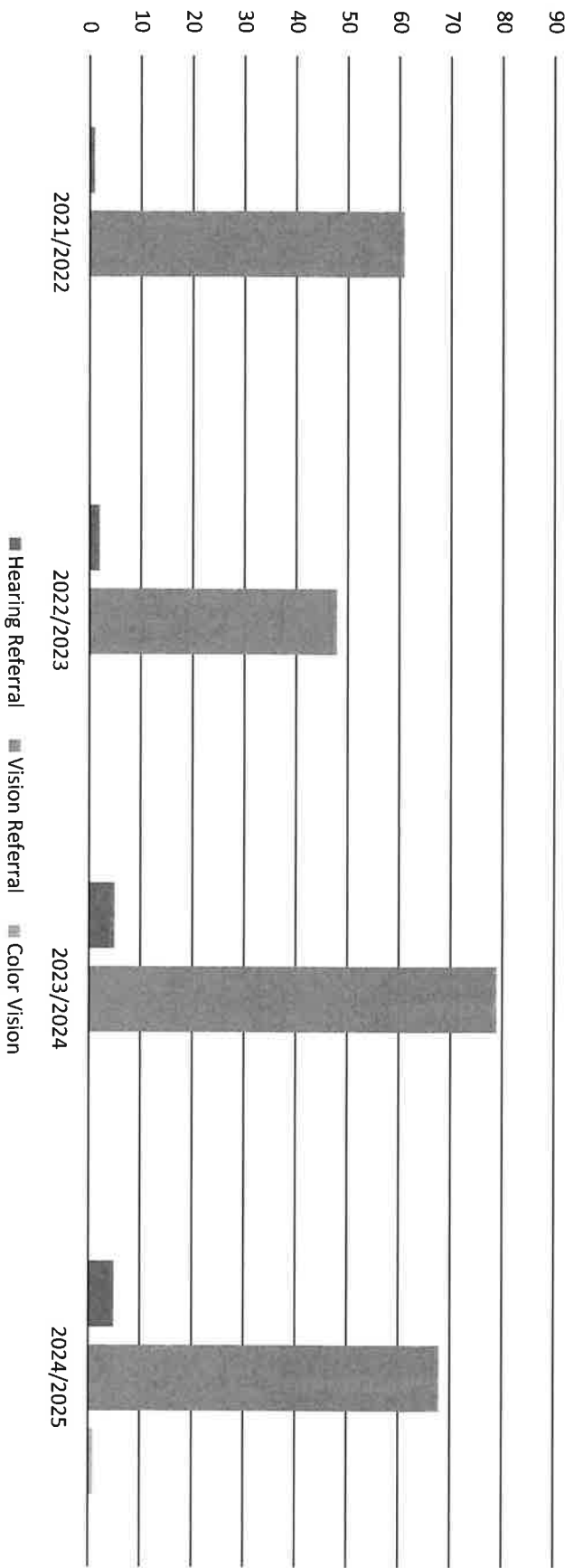
TCOE Credentialed School Nurses Mandated Student Health Screenings

Student Health Screenings



TCOE Credentialed School Nurses Mandated Student Health Screening Referrals

Student Health Referrals

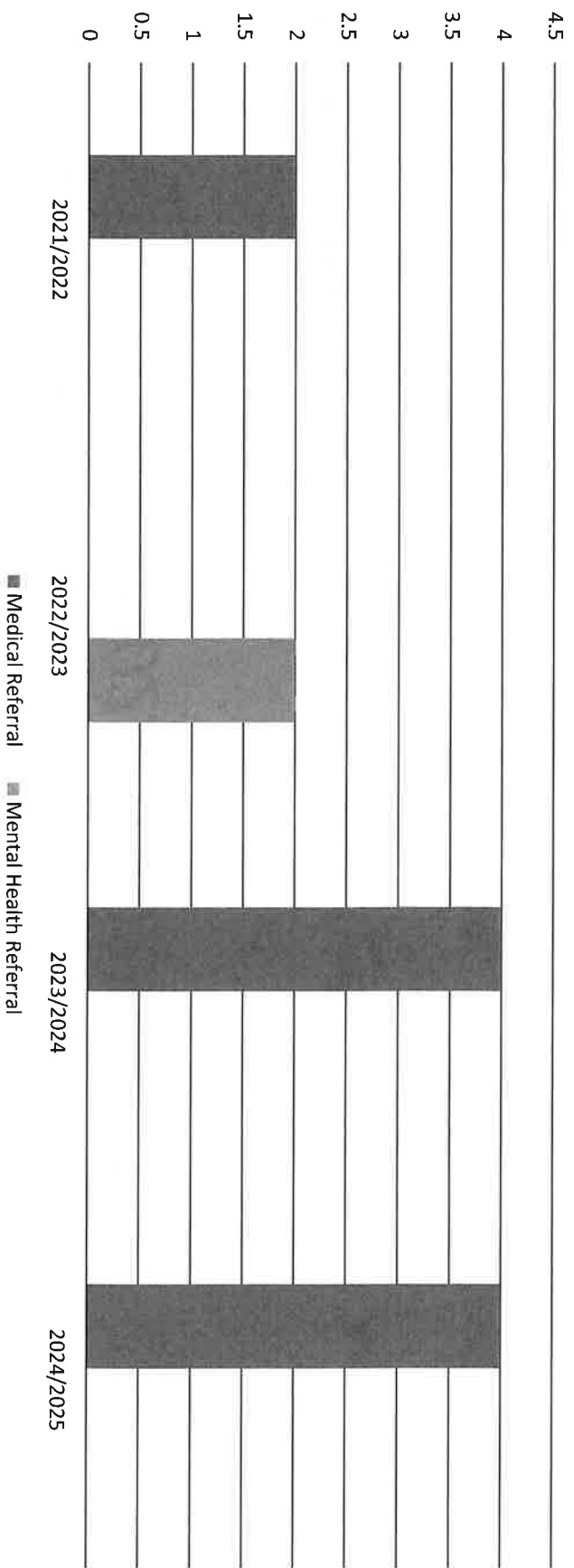


*School Health Programs – Health Data Analysis
Among Tulare County Single School Districts
2022/2023 to 2023/2024*

- **Credentialed School Nurse Case Management**
- Hearing Referrals, increased by 42%
- Vision Referrals, increased by 7%

School Nursing Service Trend

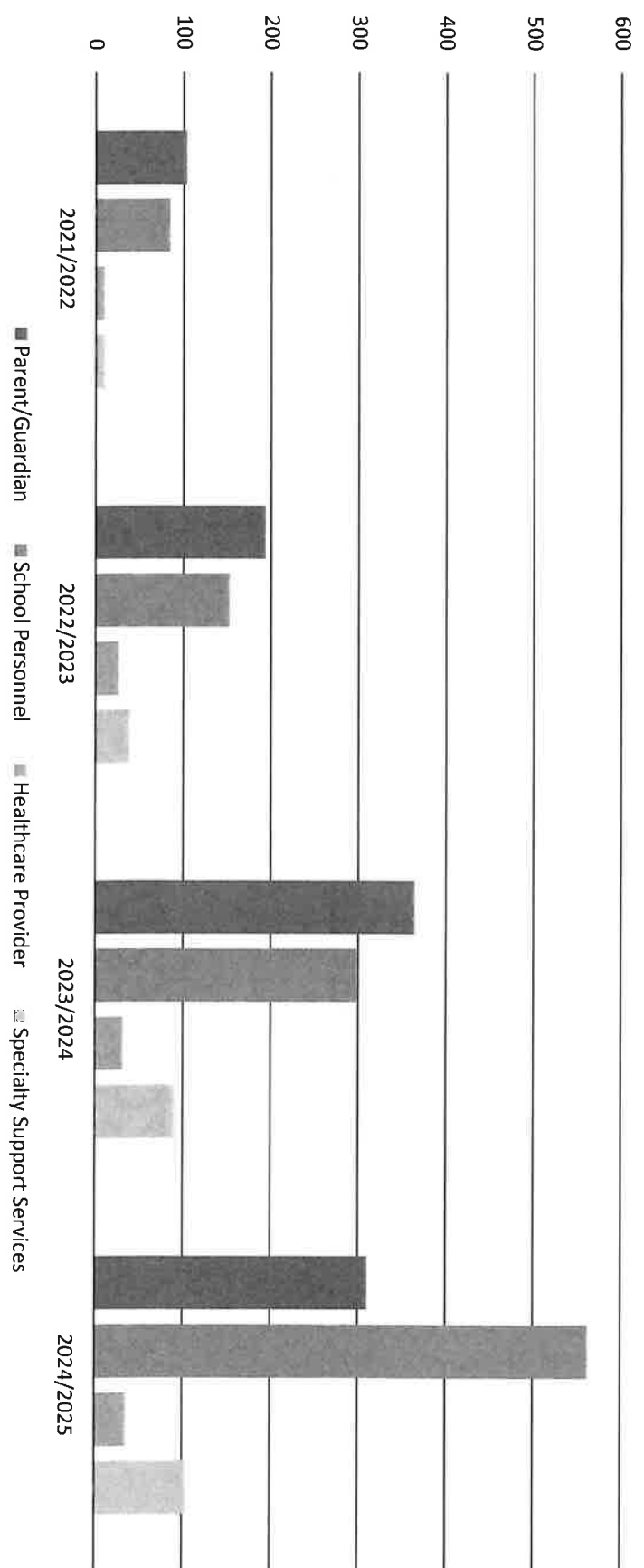
Student Health Referrals



*School Health Programs – Health Data Analysis
Among Tulare County Single School Districts
2022/2023 to 2023/2024*

- **Credentialed School Nurse Case Management**
- Medical Referrals, increased by 18%
- Mental Health Referrals, increased by 35%

TCOE Credentialed School Nurse Student School Health Case Management Contacts



School Health Services Model

What is it?

Who is it?

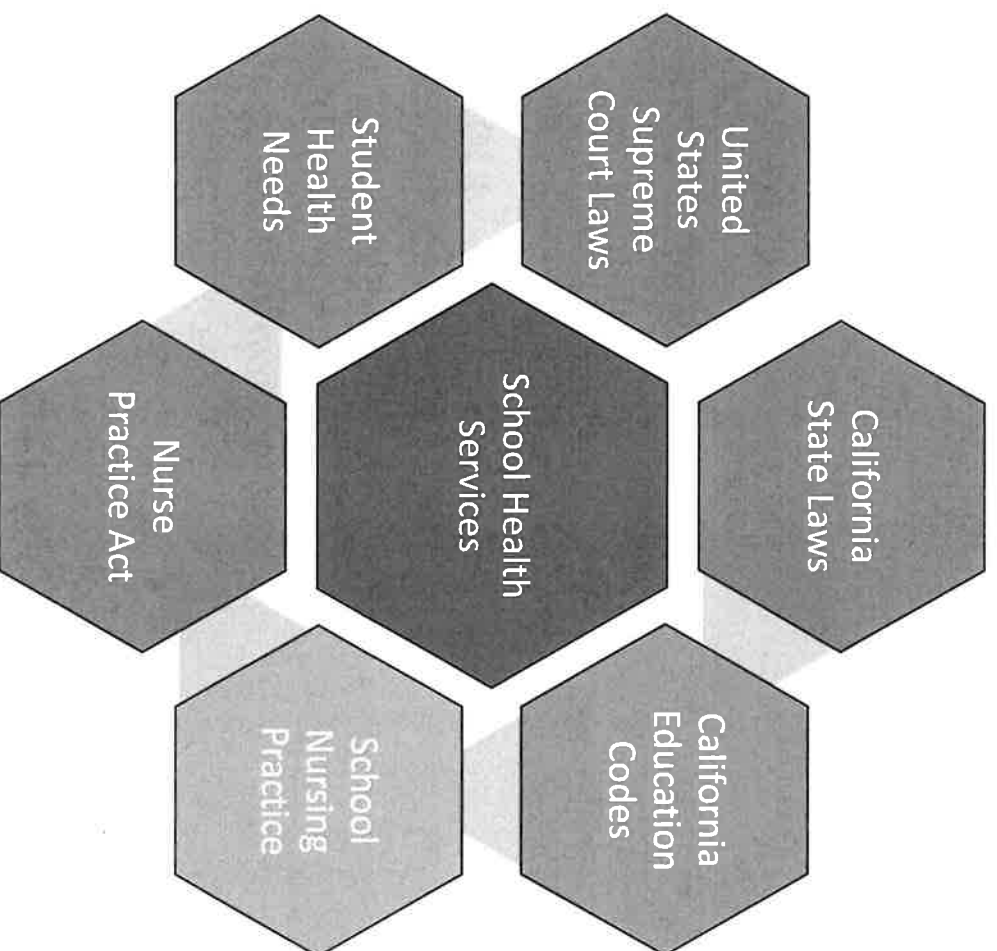
Is it sufficient to meet the school health needs of your students today and next school year?

Who is Responsible for School Health Services?

- ❖ Schools have a legal, ethical and moral responsibility for the provision of school health services
- ❖ School nurses provide legal access and opportunity for students to access health services in the educational setting including:
 - ❖ Regular school day
 - ❖ Before and after school programs operated and funded by the school district
 - ❖ Extended school year programs
 - ❖ Any school sponsored activities
- ❖ School nurses have a professional obligation to create and recommend policies for school nursing practice
 - ❖ Standard 14, “Quality of Practice”, includes the responsibility to “provide critical review and/or evaluation of policies, procedures and/or guidelines to improve the quality of health care and the delivery of school health services”



(Resha, Taliaferro & Gilsbach, 2017-2019)



(Resha, Tallaferro & Gilsbach, 2017-2019)

in the California Ed Code 49400 Setting

❖ The governing board of any school district shall give **diligent care** to the health and physical development of students, and may employ **properly certified persons** for the work

❖ Diligent care is defined as:

- Handle the health and medical needs of students
- Fully support Free Appropriate Public Education (FAPE)
- Follow state & federal laws, including nursing licensure

School Nurse (RN)

Licensed Vocational Nurse (LVN)

Unlicensed Assistive Personnel (UAP)

(CSNO, 2020)

(Resha, Taliaferro & Gilsbach, 2017-2019)

School Health Services Model

Tipton's Health Services Model

- Part-time TCOE LVN
 - Works M-F, 9:30am to 2:30pm, 185 days a school year
- Trained front office secretary or attendance clerk as the backup to health when LVN is off or attending to other significant health needs
- TCOE Credentialed School Nurse (RN)
 - 16 TCOE Support Visits
 - 10 Contracted Days
 - 7 days allocated for teaching mandated California Healthy Youth Act instruction for middle school
 - 3 days allocated for

Key Considerations to Keep in Mind

- Students don't leave their health needs at home and students health needs are not always scheduled and they definitely don't stop at the end of the school day
- Students with disabilities (i.e., any student with a healthcare condition) MUST be given full access to all school sponsored events and academics
- Children are starting school younger with Universal TK, which may require additional assistance/supports with activity of daily living (i.e., toileting) and may have increased health needs

Current CONTRACTED

TCOE School Health Services Support

- TCOE LVN
 - Part-time (9am to 2:30pm), M-F, 185 days a school year
 - Works under the supervision of the TCOE Credentialed School Nurse
 - Manages student first aid in the health office and provides basic focused assessment to identify when further collaboration is needed from the TCOE Credentialed School Nurse
 - Assists with emergencies on campus related to health/injury
 - Assists the credentialed school nurse with student health follow-ups as delegated
 - Documents student health encounters
- TCOE Credentialed School Nurse (Total of 10 days)
 - 7 days are allocated for mandated California Healthy Youth Act (CHYA) instruction for middle school
 - 3 days are allocated for extra student health case management as it relates to increased student health issues/concerns or increased IEP assessments

TCOE Credentialed School Nurse

Non-Contracted Health Support Services Provided

- Mandated pure tone hearing screening and distant and near vision screening for:
 - TK/K, 2, 5, and 8
 - New students to the school in non-mandated grades
 - Referrals from school staff and/or parents/guardians
 - Initial IEP's and triennials
- Color vision screening for:
 - All 1st grade boys
 - Referrals from school staff and/or parents/guardians
- Case Management for hearing and vision referral follow-ups from TK/K -8
 - Parent/guardian phone contacts
 - Rescreening of students for both hearing and vision
 - Sending secondary referrals
 - Contacting healthcare providers as needed
 - Referring and follow-up for specialty services that are beyond local services provided
- Complete and submit the Annual Report of Hearing Testing to California Department of Health Care Services System of Care Division, Hearing Conservation Program
- Provide additional supports as they relate to immunizations and mandated school health reports
- Provide school nurse expertise and support as it relates to health services in the educational setting on an ongoing basis
- Parent contacts for students with chronic health conditions that require an Emergency Action Plan and/or Individualized Healthcare Plan
- Provide ALL TCOE Health Training presentations and paperwork to support districts in ensuring mandated health trainings are provided to school staff and health designee
- Provide support for school district as it relates to new/changes in health laws/regulations related to health services and implementation in the educational setting
- Medication audit
- Supervision and oversight over health designee
- Staff trainings ongoing for new health conditions or emergency action plans
- Provide access to EpiPen's annually
 - Request and obtain EpiPen prescriptions and process with vendor annually
 - Provide TCOE EpiPen Policy
 - Provide ongoing case management for reporting EpiPens that need to be replaced to be in compliance with California Education Code 49414
 - Ensure EpiPen training meets the training standards of California Department of Education, CA Ed Code and CSNO
- Provide access to Narcan annually
 - Request and obtain Narcan prescription and process with vendor for distribution
 - Provide TCOE Opioid Overdose and Narcan Policy
 - Provide ongoing case management for reporting Narcan that need to be replaced to be in compliance with California Education Code 49414.3
 - Ensure Narcan training meets the training standards of California Department of Education, CA Ed Code and CSNO

Today's Challenges



- ❖ Complexity of chronic health conditions
- ❖ Unaddressed health problems that can lead to increased absences, poor academic performance and poor health outcomes
- ❖ Physical health is not always viewed as a priority in an educational setting
- ❖ Limited funding sources allocated specifically for health
- ❖ Schools are mandated to provide extended educational opportunities that extend beyond the normal school year and regular school day hours
- ❖ Educational opportunities and access are now available at younger ages
- ❖ Schools may lack knowledge related to scope of practices as they relate to school nurses, LVN's and unlicensed assistive personnel (UAP) in the educational setting that increase the safety risks to students and increase school liability
- ❖ Absent legislation to support school nurse to student ratios

Strengthening the School Health Services Model

Recommendations:

- To support the day-to-day operations of student health services it is recommended that the part-time TCOE LVN position be changed to a full-time position
- Due to continued increase in the complexity of student health needs, it is recommended that Tipton add an additional 5 days for contracted services for the TCOE Credentialed School Nurse for the 2025/2026 school year

A Stronger School Health Service Model will yield:

- Increased access to health for students and staff on campus
- Safer and healthier school campus for students, school staff and visitors
- Reduced school liability in the area of health services

TCOE School Health Services Recommendation

- Due to increased complexity of student health needs in the school setting and the addition of “Universal TK”, TCOE’s non-contracted health support service visits form the Credentialed School Nurse is NO longer sufficient to service the student health needs at Tipton School District
- Recommendation is to increase the number of contracted school health services days provided by the Credentialed School Nurse by an additional 5 days for the 2025/2026 school year. These additional days will support the following activities:
 - Student health identification and case management
 - Healthcare provider contacts
 - Development, implementation and training of Emergency Action Plans and/or Individualized Health Care Plans
 - More opportunity to attend IEP’s that service students with health needs
 - Increased health support and health access on site for students, parent/guardians and school staff

Strengthening Health Services Can....

- Provide a healthier and safer school environment
- Develop stronger community partnerships
- Reduce absenteeism with increased case management that focuses on the healthcare needs of students
- Reduce school liability related to health services
- Improve health outcomes related to effectively managing emergency services
- Improve our community health



8.

ANY OTHER BUSINESS:

8.1 Quarterly Board Policy - March 2025

Bylaw 9224: Oath Or Affirmation

Status: DRAFT

Original Adopted Date: 03/08/2005

Prior to entering upon the duties of the office of a Governing Board member or exercising any function of a Board member, each Board member shall take the oath or affirmation required by law. (California Constitution, Article 20, Section 3; Government Code 1360)

The oath or affirmation may be administered and certified by a Board member, the secretary or assistant secretary to the Board, the Superintendent, the County Superintendent of Schools, the Superintendent of Public Instruction, or any other person authorized in Education Code 60 or Government Code 1225.

The executed oath shall be filed with the County Clerk. (Government Code 1363)

Bylaw 9260: Legal Protection

Status: DRAFT

Original Adopted Date: 03/08/2005

Liability Insurance

The Governing Board shall provide insurance necessary to protect Board members from liability caused by a negligent act or omission that occurs within the scope of the Board member's office in accordance with Education Code 35208.

Protection Against Personal Liability

No Board member shall be liable for any harm caused by the Board member's negligent act or omission when acting within the scope of the Board member's responsibilities, including, but not limited to, Board responsibilities as specified in Board Bylaw 9000 - Role Of The Board. Additionally, no Board member shall be vicariously liable for injuries caused by the district's acts or omissions. (Education Code 35208; Government Code 820.9)

In addition, no Board member shall be liable for any harm caused by the Board member's act or omission if the Board member was acting within the scope of the Board member's responsibilities, made in conformity with federal, state, and local laws, and made in furtherance of an effort to control, discipline, expel or suspend a student, or maintain order or control in the classroom or school. (20 USC 7946)

This protection against liability shall not apply when: (20 USC 7946)

1. The Board member acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to the harmed person's right to safety
2. The Board member caused harm by operating a motor vehicle
3. The Board member was not properly licensed, if required, by the State for such activities
4. The Board member was found by a court to have violated a federal or state civil rights law
5. The Board member was under the influence of alcohol or any drug at the time of the misconduct
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the Board member has been convicted in a court
7. The misconduct involved a sexual offense for which the Board member has been convicted in a court

Nothing in this Board bylaw is intended to protect a Board member from criminal or civil liability for injury caused by the Board member's own wrongful conduct, for certain violations of law, including the Brown Act, or for liability from the requirement to reimburse the district under certain circumstances as specified in law. (Government Code 820.9, 825, 825.6, 54959, 54960)

Exhibit 1312.2-E(1): Complaints Concerning Instructional Materials

Status: DRAFT

Original Adopted Date: 12/05/2023

**REQUEST FOR RECONSIDERATION OF EXISTING
INSTRUCTIONAL MATERIALS**

This form is only for use by district employees, district residents, or parents/guardians of students enrolled in a district school to challenge the content or use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library.

Date: _____

Name of person filing complaint (Required): _____

Group represented (if any): _____

Phone: _____

E-mail
address: _____

Address: _____

Instructional Material Being Challenged:

Title: _____

Author: _____

Publisher: _____
--

Date of
Edition: _____

Name of school/classroom instructional material was used: _____

1. Please specifically state the nature of your concern or objection and identify your objection by page, website, webpage and/or link, recording or digital sequence, video frame, or words, as appropriate. You may use additional pages if necessary.

2. Was the instructional material of concern read/heard/viewed in isolation or was the entire selection read/heard/viewed? If the entire selection was not read/heard/viewed, what is your estimate regarding the percentage of the amount read/heard/viewed?

3. What is your concern regarding the consequence if a student reads/hears/views the instructional material? In your assessment, is the instructional material appropriate for the age of the students being taught?

4. What would you like the school to do about the instructional material?

Signature of complainant

For District Use:

Request received by:-----

Date:-----

Title:-----

Action taken:-----

Date:-----

Policy 1312.2: Complaints Concerning Instructional Materials

Status: DRAFT

Original Adopted Date: 09/25/2019 | **Last Revised Date:** 12/05/2023

The Governing Board uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of district staff, parents/guardians, and community members, and, as appropriate, students. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their student's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the accompanying administrative regulation and exhibit.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of students enrolled in a district school. (Education Code 35160)

However, a complaint related to the use or prohibited use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library that alleges unlawful discrimination based on a violation of Education Code 243 or 244 shall be filed, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

When deliberating upon challenged materials, the Superintendent, or any designee or committee established by the Superintendent to review the materials, shall consider the degree to which the materials align with the criteria for instructional materials as specified in law, Board policy, and administrative regulation. In addition, such deliberations may consider the educational philosophy and vision of the district; the educational suitability of the materials including the manner in which the materials support the curriculum and appropriateness for the student's age; the professional opinions of teachers of the subject and of other competent authorities and/or experts; reviews of the materials by reputable bodies; the stated objectives in using the materials; community standards; the allegations in the complaint, including the extent to which the objections are based on the dislike of ideas contained in the materials; and the impact that keeping or removing the materials would have on student well-being.

The Superintendent, or any designee or committee established by the Superintendent to review the materials, shall not prohibit the continued use of an appropriately adopted 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 contains inclusive and/or diverse perspectives, as specified in Education Code 243.

Additionally, the Superintendent, or any designee or committee established by the Superintendent to review the materials, shall not authorize the continued use of an adopted textbook, instructional material, supplemental instructional material, or curriculum for classroom instruction if the use would subject a student to unlawful discrimination pursuant to Education Code 220.

If the complainant finds the Superintendent's or review committee's decision unsatisfactory, the complainant may appeal the decision to the Board.

Any challenged instructional material that is reviewed by the district shall not be subject to further reconsideration for 12 months, unless required by law.

Complaints related to the sufficiency of textbooks or instructional materials shall be resolved as specified in Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures.

Policy 1340: Access To District Records

Status: DRAFT

Original Adopted Date: 07/11/2017 | **Last Revised Date:** 07/16/2020

The Governing Board recognizes the right of members of the public to have access to public records of the district. The district shall provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of law. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law.

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a district-provided device or account or through an employee's or Board member's personal device or account.

The district may charge for copies of public records or other materials requested by individuals or groups, in accordance with law and as specified in the accompanying administrative regulation.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

Policy 3311: Bids

Status: DRAFT

Original Adopted Date: 09/06/2016

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services for the district, including when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such contracts shall be made using competitive bidding.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 20116)

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with Government Code 54202, and that meet the requirements for bidding procedures specified in law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders on the basis of a completed questionnaire and financial statements.

When calling for bids, the Superintendent or designee shall ensure that the bid specifications clearly describe in appropriate detail the quality, delivery, service required, and include all information of which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

Award of Contract

Contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

However, the Board may let contracts to other than only the lowest responsible bidder in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. When the contract is for any transportation service which involves an expenditure of more than \$10,000 and which will be made with any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of a student who is to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)
3. When the contract is one for which the Board has established goals and requirements relating to participation of disabled veteran or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who submits a responsive bid and complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)
4. When procuring a lease-leaseback contract, in which case the Board shall award the contract based on objective criteria for determining the best combination of price and qualifications in accordance with Education Code 17400 and 17406
5. When procuring a design-build contract for a public works project in excess of \$1,000,000 in accordance with Education Code 17250.20, in which case the Board may award the contract to either the low bid or the best value to the district, taking into consideration, at a minimum, price, technical design and construction expertise,

and life-cycle costs (Education Code 17250.20, 17250.25)

6. When procuring an alternative design-build contract for a public works project in excess of \$5,000,000 in accordance with Education Code 17250.62, in which case the Board may award the contract to either the low bid or the best value, taking into consideration, at a minimum, design cost, general conditions, overhead, and profit as a component of the project price; technical design and construction expertise; and life-cycle costs (Education Code 17250.61, 17250.62)

Protests by Bidders

If the bidder believes that the award is not in compliance with law, Board policy, administrative regulation, or the bid specification, the bidder may protest the award. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protested documents in a timely manner shall constitute a waiver of the right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide notice to the bidder of the date and time for Board consideration of the protest at least three business days before the Board meeting. The Board's decision shall be final.

Bids Not Required

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase any personal property, including the lease of data-processing equipment or the purchase of materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor. (Public Contract Code 20118)

Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district and meet the cost effectiveness requirements specified in Government Code 4217.12. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on a cost and saving comparison finding specified in Government Code 4217.12. (Government Code 4217.12)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 1102, 20113)

Policy 3311.1: Uniform Public Construction Cost Accounting Procedures

Status: DRAFT

Original Adopted Date: Pending

In awarding contracts for public works projects involving district facilities, the Governing Board desires to obtain the best value to the district and ensure the qualifications of contractors to complete the project in a satisfactory manner. The Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act (UPCCAA) pursuant to Public Contract Code 22030-22045, including the informal bidding procedures when allowed by law.

The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 22033)

If after the first invitation of bids pursuant to informal or formal bidding procedures under UPCCAA all bids are rejected, the Board may, by passage of a resolution by four-fifths vote, declare the project can be performed more economically by the employees of the district. (Public Contract Code 22038)

Projects awarded through UPCCAA shall be subject to the cost accounting procedures established by the California Uniform Construction Cost Accounting Commission. (Public Contract Code 22030)

Emergency Actions

When formal bids are required by law, but an emergency necessitates immediate repair or replacements, the Board may, upon a four-fifths vote of the Board, proceed to replace or repair a facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board and/or contractor. The emergency action shall subsequently be reviewed by the Board in accordance with Public Contract Code 22050 and shall be terminated at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed by giving notice for bids to let contracts. (Public Contract Code 1102, 22035, 22050)

Policy 3312: Contracts

Status: DRAFT

Original Adopted Date: 07/01/2015

The Governing Board recognizes its responsibility to enter into contracts on behalf of the district for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of district goals. In exercising this authority to enter into a contract, the Board shall ensure that the district's interests are protected and that the terms of the contract conform to any applicable legal standards, including, but not limited to, bidding requirements in Public Contract Code 20111.

Board members and district employees involved in the making of contracts on behalf of the district shall comply with applicable law and the district's conflict of interest policy, as specified in Board Bylaw 9270 - Conflict of Interest.

The Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the district. To be valid or to constitute an enforceable obligation against the district, all such contracts must be approved and/or ratified by the Board. (Education Code 17604, 17605, 35161)

Unless otherwise exempt from disclosure under state or federal law, executed contracts for the purchase of goods or services, even if the contract contains provisions specifying that the contract is confidential or a proprietary record of the vendor, are public records to which members of the public shall have access. (Government Code 7928.801)

No contract shall prohibit a district employee from disparaging the goods or services of any contracting party. (Education Code 35182.5)

If the district utilizes a private labor compliance entity, the Superintendent or designee shall verify that the entity does not have a conflict of interest. (Labor Code 1771.8)

A private labor compliance entity is a third-party company hired by a district to perform labor compliance and enforcement activities on public works projects on the district's behalf. (Labor Code 1771.8)

A conflict of interest is a situation in which a private labor compliance entity performs labor compliance work under contract for both the district and a contractor who is bidding a public works project for the district. (Labor Code 1771.8)

If the district's private labor compliance entity seeks to respond to an alleged conflict of interest, the Superintendent or designee shall confer with the entity and/or the contractor regarding the applicable contracts and relevant public works law. (Labor Code 1771.8)

Contracts for Non-Nutritious Foods or Beverages

The district shall not enter into or renew a contract for the sale of foods or beverages that do not meet applicable nutritional standards specified in Education Code 49431-49431.7, 5 CCR 15500-15501 or 15575-15578, or 7 CFR 210.11 or 220.12, unless the contract specifies that such sale will occur off campus or outside the time restriction specified in applicable law.

Before the district enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include, but are not limited to, the following:

1. Procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property

Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.

2. Procedures to ensure that district personnel do not handle cash or product at the school site

The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

To ensure that funds raised by the contract benefit district schools and students:

1. The Superintendent or designee may invite parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education
2. Prior to ratifying the contract, the Board shall designate the specific programs and activities that will be funded by the proceeds of the contract and consider how the contract reflects the district's vision and goals
3. The contract shall specify that the contractor report, on a quarterly basis, to the Superintendent or designee the number of food items or beverages sold within the district and the amount of money raised by the sales

The Superintendent or designee shall report these amounts to the Board on a regular basis.

4. The Superintendent or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate fundraising activities

Any contract for the sale or advertisement of non-nutritious foods or carbonated or non-nutritious beverages shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

The Board shall not enter into or renew any contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, on non-nutritious foods until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled Board meeting. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5)

The public hearing shall include, but not be limited to, a discussion of the nutritional value of foods and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the foods and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

The contract shall be a public record and shall be accessible to the public. The district may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public and may not enforce any such clause included by a contracting party. (Education Code 35182.5; Government Code 7928.801)

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed public hearing of the Board
2. Makes a finding that the electronic product or service is or would be an integral component of the education of students
3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts

to permit dissemination of advertising to students

4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning centers
5. Offers parents/guardians the opportunity to request in writing that the student not be exposed to the program that contains the advertising

A request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Contracts for Digital Storage and Maintenance of Student Records

The district may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the district that is directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other district employee, and do not include de-identified information. (Education Code 49073.1)

Any such contract shall contain all of the following: (Education Code 49073.1)

1. A statement that student records continue to be the property of and under the control of the district
2. If applicable, a description of the means by which students may retain possession and control of their own student-generated content, as defined in Education Code 49073.1, including options by which a student may transfer student-generated content to a personal account
3. A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract
4. A description of the procedures by which a parent/guardian or a student age 18 years or older may review personally identifiable information in the student's records and correct erroneous information
5. A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records
6. A description of the procedures for notifying the affected parent/guardian, or the affected student if age 18 years or older, in the event of an unauthorized disclosure of the student's records
7. A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced, except that these requirements shall not apply to student-generated content if the student chooses to establish or maintain an account with the third party for the purpose of storing that content
8. A description of how the district and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act, 20 USC 1232g
9. A prohibition against the third party using personally identifiable information in student records to engage in targeted advertising

Contracts for Personal Services

In order to achieve cost savings, the district may enter into or renew a contract for any personal service that is currently or customarily performed by classified employees if the contract does not displace district employees and meets other conditions specified in Education Code 45103.1. To enter into or renew such a contract, the Board shall ensure that the district meets the conditions specified in Education Code 45103.1.

In addition, the district may enter into or renew any contract for personal service without meeting the conditions described above, if any of the following conditions exist: (Education Code 45103.1)

1. The contract is for new district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors
 2. The services contracted are not available within the district, cannot be performed satisfactorily by district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the district
 3. The services are incidental to a contract for the purchase or lease of real or personal property, including, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented
 4. The district's policy, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary district hiring process
 5. The nature of the work is such that the criteria for emergency appointments, as defined in Education Code 45103.1, apply
 6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the district in the location where the services are to be performed
 7. The services are of such an urgent, temporary, or occasional nature that the delay that would result from using the district's regular or ordinary hiring process would frustrate their very purpose
-

Policy 3516.5: Emergency Schedules

Status: DRAFT

Original Adopted Date: 05/03/2005 | **Last Revised Date:** 12/17/2121

In order to provide for the safety of students and staff, the Governing Board authorizes the Superintendent or designee to close a school site, change the regular school day schedule, or take any necessary action when hazardous environmental, health, or weather conditions, or other emergencies, warrant.

When an emergency condition causes a school closure, reduction in attendance, or change in schedule pursuant to Education Code 41422 or 46392, thereby preventing the district from complying with the minimum number of instructional days or minutes required by law, the Superintendent or designee shall complete and submit to the Superintendent of Public Instruction (SPI) the necessary forms and/or affidavits for obtaining approval of apportionment credit for the days of the closure, reduction in attendance, or change in schedule. The Superintendent or designee shall submit other relevant district records as may be required.

For school closures or material decreases in attendance due to emergency events that occur between September 2, 2021 and June 30, 2026, the Superintendent or designee shall certify in the affidavit submitted to the SPI that the district has a plan for offering independent study within 10 instructional days of the school closure to any student impacted by the emergency condition. The plan shall address the establishment, within a reasonable time, of independent study master agreements as specified in Board Policy 6158 - Independent Study, and require reopening in person as soon as possible once allowable under the direction from the city or county health officer. (Education Code 46393)

For school closures or material decreases in attendance due to emergency events occurring on or after July 1, 2026, the Superintendent or designee shall certify in the affidavit submitted to the SPI that the district's comprehensive safety plan includes an instructional continuity plan, and that the district offered student engagement and instruction consistent with the instructional continuity plan, or that it did not do so due to extenuating circumstances. (Education Code 46393)

The Superintendent or designee shall establish a system for informing students and parents/guardians with timely notice in advance of any changes to the school day, a school closure, or if school buses are not operating as scheduled. The district's notification system shall include, but is not limited to, notifying local television, streaming services, and/or radio stations; posting on district website(s) and/or social media account(s); sending email and text messages; and/or making telephone calls.

When the district makes any notification to students and/or parents/guardians utilizing an automatic dialing-announcing device, the device shall be operated by a person who shall follow all procedures required by law prior to operating the device, and disconnect the device from the telephone line upon the termination of the call. (Public Utilities Code 2874)

Whenever the school day schedule changes after students have arrived at school, the Superintendent or designee shall ensure that students are supervised in accordance with the procedures specified in Board Policy/Administrative Regulation 3516 - Emergencies and Disaster Preparedness Plan.

The Superintendent or designee may provide a means to make up lost instructional time later during the year.

Policy 3580: District Records

Status: DRAFT

Original Adopted Date: 09/06/2016

The Governing Board recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft, including damage, loss, or theft which may be caused by cybersecurity breaches.

The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold or California Public Records Act request established on the advice of legal counsel. Additionally, the Superintendent or designee shall ensure that employees receive information and training about cybersecurity, including ways to protect district records from breaches to the district's digital infrastructure.

If the district discovers or is notified that a breach in the security of district records has resulted in the release of personal information, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person, if that information was either unencrypted or encrypted under the circumstances specified in Civil Code 1798.29. "Personal information" includes, but is not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account. (Civil Code 1798.29)

The Superintendent or designee shall provide the notice in a timely manner either in writing or electronically, unless otherwise provided in law. The notice shall include the material specified in Civil Code 1798.29, be formatted as required, and be distributed in a timely manner, consistent with the legitimate needs of law enforcement to conduct an uncompromised investigation or any measures necessary to determine the scope of the breach and restore reasonable integrity of the data system. (Civil Code 1798.29)

If the district experiences a cyberattack that impacts more than 500 students or personnel, the Superintendent or designee shall report the cyberattack to the California Cybersecurity Integration Center. (Education Code 35266)

Safe at Home Program

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

Records containing a participant's confidential address information shall be kept in a confidential location and not shared with the public.

Policy 4151: Employee Compensation

Status: DRAFT

Original Adopted Date: 10/07/2008 | **Last Revised Date:** 07/16/2020

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package that includes salaries and health and welfare benefits.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel that comply with law and applicable collective bargaining agreements. (Education Code 45022, 45160, 45162, 45268)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

The salary schedules adopted by the Board shall be printed and made available for review at the district office. (Education Code 45023)

Additionally, by January 31, 2026, and annually thereafter, the Superintendent or designee shall complete the Salary and Benefit Schedule for Bargaining Units (Form J-90) for classified and certificated staff assigned to a district school site and report the Form J-90 to the California Department of Education. (Education Code 42238.016)

Unless otherwise provided for in any applicable collective bargaining agreement, district employees shall be paid monthly and in either 11 or 12 equal payments over the year. However, if the district participates in the Classified School Employee Summer Assistance Program, eligible classified employees may elect to have up to 10 percent of the employee's monthly salary withheld and paid out during the summer recess in either one or two payments. (Education Code 45038, 45039, 45048, 45165, 45500)

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

Overtime Compensation

District employees shall be paid an overtime rate of not less than one and one-half times their regular rate of pay for any hours worked in excess of eight hours in one day and/or 40 hours in one work week. However, teachers, school administrators, and other employees in positions established by the Board as executive, administrative, or professional shall be exempt from overtime rules. (Education Code 45128, 45130; 29 USC 213; 29 CFR 541.204, 541.303, 541.600, 553.27, 553.32)

If the district requires a classified employee in an exempt position to work on a holiday designated in law or by the Board, the employee shall be paid the regular pay for that day plus compensation or compensatory time off at a rate not less than the employee's normal rate of pay. (Education Code 45130)

When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided the employee has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within 12 calendar months following the month the overtime was worked if the use of the compensatory time does not unduly disrupt district operations. (Education Code

45129; 29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

Wage Overpayment

If the district determines an employee has been overpaid, the district shall notify the employee in writing of the overpayment, afford the employee an opportunity to respond before commencing any recoupment actions, and inform the employee of the employee's rights to dispute the existence or amount of the claimed overpayment. If the employee agrees there was an overpayment in the claimed amount, reimbursement shall be made to the district through one of the methods described in Education Code 44042.5, as mutually agreed upon by the employee and the district. (Education Code 44042.5)

If a mutual agreement on a method of reimbursement is not reached, within 30 days of the employee verifying the overpayment amount, the district shall recoup the overpayment through payroll deductions in accordance with Education Code 44042.5.

If the employee does not respond or disputes the existence or amount of the district's claimed overpayment, the district may only recover the overpayment after pursuing appropriate legal action. (Education Code 44042.5)

If the employee separates from the district before the overpayment is fully repaid, the district shall withhold the remaining balance due from any money owed to the employee upon separation, provided that the state minimum wage is still paid to the employee as required by Education Code 44042.5. The Superintendent or designee may consult with legal counsel to calculate the amount to withhold.

If an outstanding overpayment balance still remains, the district may exercise any legal means to recover the remaining amount owed by the employee. (Education Code 44042.5)

Legal action to recover any overpayment under this policy shall be initiated within three years from the date of the overpayment, which for leave credits is the date that the employee receives compensation in exchange for leave erroneously credited to the employee. (Education Code 44042.5)

Policy 4158: Employee Security

Status: DRAFT

Original Adopted Date: 06/12/2018 | **Last Revised Date:** 09/14/2021

The Governing Board desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing necessary assistance and support when emergency situations occur.

Any person who threatens the safety of others at any district facility may be removed by the Superintendent or designee in accordance with Administrative Regulation 3515.2 - Disruptions.

Any employee against whom harassment, violence, or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace. Such measures may include seeking a temporary restraining order (TRO) on behalf of the employee pursuant to Code of Civil Procedure 527.8 and/or a gun violence restraining order pursuant to Penal Code 18150 and 18170.

Additionally, a collective bargaining representative may seek a TRO on behalf of a district employee against whom harassment, violence, or credible threat of violence has been directed in the workplace, if the collective bargaining representative serves that employee in employment or labor matters at the employee's workplace. (Code of Civil Procedure 527.8)

Upon request by an employee who is a victim of domestic violence, sexual assault, or stalking, the Superintendent or designee shall provide reasonable accommodations in accordance with Government Code 12945.8 and the accompanying administrative regulation to protect the employee's safety while at work.

The Superintendent or designee may pursue legal action on behalf of an employee against a student or the student's parent/guardian to recover damages for injury to the employee's person or property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of the employee's duties. (Education Code 48904, 48905)

The Superintendent or designee shall provide staff development in crisis prevention and intervention techniques, which may include training in classroom management, effective communication techniques, procedures for responding to an active shooter situation, and crisis resolution.

In accordance with law, the Superintendent or designee shall inform teachers, administrators, and/or counselors of crimes and offenses committed by students who may pose a danger in the classroom. (Education Code 48201, 49079; Welfare and Institutions Code 827)

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

Use of Pepper Spray

Employees shall not carry or possess pepper spray on school property or at school activities, except when authorized by the Superintendent or designee for self-defense purposes. When allowed, an employee may only possess pepper spray in accordance with Board policy, administrative regulation, and Penal Code 22810. Any employee authorized to carry or possess pepper spray on school property who is negligent or careless in the possession or handling of pepper spray is acting outside of the scope of employment and shall be subject to appropriate disciplinary measures.

Reporting of Injurious Objects

Employees shall take immediate action upon being made aware that any person is in possession of a weapon or

unauthorized injurious object on district property or at a district related or school-sponsored activity. Employees shall exercise their best judgment as to the potential danger involved and do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal or supervisor, who shall take appropriate action
3. Immediately call 911 and the principal or supervisor

When informing the principal about the possession or seizure of a weapon or dangerous device, an employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Policy 4251: Employee Compensation

Status: DRAFT

Original Adopted Date: 10/07/2008 | **Last Revised Date:** 07/16/2020

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package that includes salaries and health and welfare benefits.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel that comply with law and applicable collective bargaining agreements. (Education Code 45022, 45160, 45162, 45268)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

The salary schedules adopted by the Board shall be printed and made available for review at the district office. (Education Code 45023)

Additionally, by January 31, 2026, and annually thereafter, the Superintendent or designee shall complete the Salary and Benefit Schedule for Bargaining Units (Form J-90) for classified and certificated staff assigned to a district school site and report the Form J-90 to the California Department of Education. (Education Code 42238.016)

Unless otherwise provided for in any applicable collective bargaining agreement, district employees shall be paid monthly and in 11 or 12 equal payments over the year. However, if the district participates in the Classified School Employee Summer Assistance Program, eligible classified employees may elect to have up to 10 percent of the employee's monthly salary withheld and paid out during the summer recess in either one or two payments. (Education Code 45038, 45039, 45048, 45165, 45500)

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

Overtime Compensation

District employees shall be paid an overtime rate of not less than one and one-half times their regular rate of pay for any hours worked in excess of eight hours in one day and/or 40 hours in one work week. However, teachers, school administrators, and other employees in positions established by the Board as executive, administrative, or professional shall be exempt from overtime rules. (Education Code 45128, 45130; 29 USC 213; 29 CFR 541.204, 541.303, 541.600, 553.27, 553.32)

If the district requires a classified employee in an exempt position to work on a holiday designated in law or by the Board, the employee shall be paid the regular pay for that day plus compensation or compensatory time off at a rate not less than the employee's normal rate of pay. (Education Code 45130)

When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided the employee has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within 12 calendar months following the month the overtime was worked if the use of the compensatory time does not unduly disrupt district operations. (Education Code

45129; 29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

Wage Overpayment

If the district determines an employee has been overpaid, the district shall notify the employee in writing of the overpayment, afford the employee an opportunity to respond before commencing any recoupment actions, and inform the employee of the employee's rights to dispute the existence or amount of the claimed overpayment. If the employee agrees there was an overpayment in the claimed amount, reimbursement shall be made to the district through one of the methods described in Education Code 44042.5, as mutually agreed upon by the employee and the district. (Education Code 44042.5)

If a mutual agreement on a method of reimbursement is not reached, within 30 days of the employee verifying the overpayment amount, the district shall recoup the overpayment through payroll deductions in accordance with Education Code 44042.5.

If the employee does not respond or disputes the existence or amount of the district's claimed overpayment, the district may only recover the overpayment after pursuing appropriate legal action. (Education Code 44042.5)

If the employee separates from the district before the overpayment is fully repaid, the district shall withhold the remaining balance due from any money owed to the employee upon separation, provided that the state minimum wage is still paid to the employee as required by Education Code 44042.5. The Superintendent or designee may consult with legal counsel to calculate the amount to withhold.

If an outstanding overpayment balance still remains, the district may exercise any legal means to recover the remaining amount owed by the employee. (Education Code 44042.5)

Legal action to recover any overpayment under this policy shall be initiated within three years from the date of the overpayment, which for leave credits is the date that the employee receives compensation in exchange for leave erroneously credited to the employee. (Education Code 44042.5)

Policy 4258: Employee Security

Status: DRAFT

Original Adopted Date: 06/12/2018

The Governing Board desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing necessary assistance and support when emergency situations occur.

Any person who threatens the safety of others at any district facility may be removed by the Superintendent or designee in accordance with Administrative Regulation 3515.2 - Disruptions.

Any employee against whom harassment, violence, or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace. Such measures may include seeking a temporary restraining order (TRO) on behalf of the employee pursuant to Code of Civil Procedure 527.8 and/or a gun violence restraining order pursuant to Penal Code 18150 and 18170.

Additionally, a collective bargaining representative may seek a TRO on behalf of a district employee against whom harassment, violence, or credible threat of violence has been directed in the workplace, if the collective bargaining representative serves that employee in employment or labor matters at the employee's workplace. (Code of Civil Procedure 527.8)

Upon request by an employee who is a victim of domestic violence, sexual assault, or stalking, the Superintendent or designee shall provide reasonable accommodations in accordance with Government Code 12945.8 and the accompanying administrative regulation to protect the employee's safety while at work.

The Superintendent or designee may pursue legal action on behalf of an employee against a student or the student's parent/guardian to recover damages for injury to the employee's person or property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of the employee's duties. (Education Code 48904, 48905)

The Superintendent or designee shall provide staff development in crisis prevention and intervention techniques, which may include training in classroom management, effective communication techniques, procedures for responding to an active shooter situation, and crisis resolution.

In accordance with law, the Superintendent or designee shall inform teachers, administrators, and/or counselors of crimes and offenses committed by students who may pose a danger in the classroom. (Education Code 48201, 49079; Welfare and Institutions Code 827)

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

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1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal or supervisor, who shall take appropriate action
3. Immediately call 911 and the principal or supervisor

When informing the principal about the possession or seizure of a weapon or dangerous device, an employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Policy 4351: Employee Compensation

Status: DRAFT

Original Adopted Date: 10/07/2008 | **Last Revised Date:** 07/16/2020

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package that includes salaries and health and welfare benefits.

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The salary schedules adopted by the Board shall be printed and made available for review at the district office. (Education Code 45023)

Additionally, by January 31, 2026, and annually thereafter, the Superintendent or designee shall complete the Salary and Benefit Schedule for Bargaining Units (Form J-90) for classified and certificated staff assigned to a district school site and report the Form J-90 to the California Department of Education. (Education Code 42238.016)

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District employees shall be paid an overtime rate of not less than one and one-half times their regular rate of pay for any hours worked in excess of eight hours in one day and/or 40 hours in one work week. However, teachers, school administrators, and other employees in positions established by the Board as executive, administrative, or professional shall be exempt from overtime rules. (Education Code 45128, 45130; 29 USC 213; 29 CFR 541.204, 541.303, 541.600, 553.27, 553.32)

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If an outstanding overpayment balance still remains, the district may exercise any legal means to recover the remaining amount owed by the employee. (Education Code 44042.5)

Legal action to recover any overpayment under this policy shall be initiated within three years from the date of the overpayment, which for leave credits is the date that the employee receives compensation in exchange for leave erroneously credited to the employee. (Education Code 44042.5)

Policy 4358: Employee Security

Status: DRAFT

Original Adopted Date: 06/12/2018

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Any person who threatens the safety of others at any district facility may be removed by the Superintendent or designee in accordance with Administrative Regulation 3515.2 - Disruptions.

Any employee against whom harassment, violence, or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace. Such measures may include seeking a temporary restraining order (TRO) on behalf of the employee pursuant to Code of Civil Procedure 527.8 and/or a gun violence restraining order pursuant to Penal Code 18150 and 18170.

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In accordance with law, the Superintendent or designee shall inform teachers, administrators, and/or counselors of crimes and offenses committed by students who may pose a danger in the classroom. (Education Code 48201, 49079; Welfare and Institutions Code 827)

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1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal or supervisor, who shall take appropriate action
3. Immediately call 911 and the principal or supervisor

When informing the principal about the possession or seizure of a weapon or dangerous device, an employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Policy 5125: Student Records

Status: DRAFT

Original Adopted Date: 06/12/2018

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. The Superintendent or designee shall establish administrative regulations governing the identification, collection, retention, disclosure, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records in accordance with state and federal law.

The Superintendent or designee shall designate a certificated employee to serve as custodian of records with responsibility for student records at the district level. At each school, the principal or a certificated employee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

If student records containing covered information which is not subject to the California Consumer Privacy Act are under the control of the operator of a website, online service or application, or mobile application, and the student's parent/guardian or the student, if 18 years of age or older, requests deletion of such records, the Superintendent or designee shall provide documentation to the operator that the student has not been enrolled in the district for at least 60 days. (Business and Professions Code 22584)

All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information, including which information should not be solicited.

The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7)

No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. In accordance with Board Policy 5145.13 - Response to Immigrant Enforcement, the Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or a judicial subpoena/warrant. If a district employee receives such a request, the employee shall respond in accordance with Board Policy 5145.13 - Response to Immigrant Enforcement. The Superintendent shall report the request to the Board in a timely manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

The district or any district employee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, or disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. This prohibition does not apply to information that is aggregated and is not personally identifiable. (Government Code 8310.3)

The Superintendent or designee shall develop protocols to comply with a court's restraining order that prohibits a party from accessing specified records and information pertaining to a student. (Family Code 6323.5)

Student Records from Social Media

The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety. (Education Code 49073.6)

Retention, Disclosure, and Security of Student Records

The Superintendent or designee shall ensure the confidentiality of student records as required by law and shall establish processes and procedures to safeguard data against damage, loss, or theft, including damage, loss, or theft, which may be caused by the use of technology, including artificial intelligence and breaches to the district's digital infrastructure, in the retention or disclosure of student records. Additionally, in accordance with Board Policy 5145.13 - Response to Immigration Enforcement, all district staff shall avoid the disclosure of information that may indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by law.

The Superintendent or designee shall ensure that employees receive information and training about cybersecurity, including ways to protect student records from breaches to the district's digital infrastructure.

If the district experiences a cyberattack that impacts more than 500 students or personnel, the Superintendent or designee shall report the cyberattack to the California Cybersecurity Integration Center. (Education Code 35266)

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

Policy 5131: Conduct

Status: DRAFT

Original Adopted Date: 05/01/2012 | **Last Revised Date:** 12/17/2019

The Governing Board believes that all students have the right to be educated in a safe and positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption to the school program
3. Conduct that disrupts the orderly classroom or school environment
4. Willful defiance of staff's authority
5. Damage to or theft of property belonging to students, staff, or the district
6. Obscene acts or use of profane, vulgar, or abusive language
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited substances
8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose with prior permission of the principal or designee (Penal Code 417.27)
9. Use of a smartphone or other mobile communication device in an unauthorized manner
10. Plagiarism or dishonesty on school work or tests
11. Wearing of any attire that violates district or school dress codes, including gang-related apparel
12. Tardiness or unexcused absence from school
13. Failure to remain on school premises in accordance with school rules
14. Other conduct prohibited by Education Code 48900-48915-48915

Employees are expected to enforce standards of conduct and when they observe or receive a report of a violation of these standards, to appropriately intervene, or seek assistance. As necessary, the employee shall refer the matter to a supervisor or the principal or designee.

When a school employee suspects that a search of a student or a student's belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with Board Policy and Administrative Regulation 5145.12 - Search and Seizure.

When a student uses any prohibited device, or uses a permitted device in an unauthorized manner, a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student.

or turned over to the principal or designee, as appropriate.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or cocurricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Policy 5131.6: Alcohol And Other Drugs

Status: DRAFT

Original Adopted Date: 12/05/2017

The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Superintendent or designee shall develop comprehensive programs and activities to foster safe, healthy, and drug-free environments that support academic achievement.

The district's alcohol and drug prevention and intervention programs shall be coordinated with other school and community-based services and programs and shall promote the involvement of parents/guardians. The Superintendent or designee may collaborate with the county office of education, community-based organizations, health providers, law enforcement agencies, local child welfare agencies, postsecondary institutions, businesses, and other public and private entities in program planning, implementation, and evaluation.

Prevention and intervention programs and activities may include, but are not limited to: (20 USC 7118)

1. Evidence-based drug and violence prevention activities and programs that educate students against the use of alcohol, tobacco, cannabis, smokeless tobacco products, and electronic cigarettes
2. Professional development and training for school staff, specialized instructional support personnel, and interested community members on drug prevention, education, early identification, intervention mentoring, recovery support services, and, where appropriate, rehabilitation referral
3. School-based mental health services, including early identification of drug use and referrals to counseling services, and/or partnerships with public or private health care entities that have qualified mental and behavioral health professionals
4. Programs and activities that provide mentoring and school counseling to all students, including students who are at risk of drug use and abuse

Instruction and Notification

The district shall provide science-based preventative instruction, consistent with law, the accompanying administrative regulation, and Board Policy 5141.52 - Suicide Prevention, which has been proven effective in helping students avoid the use of alcohol and other drugs.

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is prohibited. Instruction shall not include any message on responsible use of drugs or alcohol when such use is illegal. (Health and Safety Code 11999.2)

The district shall offer staff development activities for staff who implement the comprehensive drug and alcohol prevention and intervention program.

The district shall annually inform parents/guardians at the beginning of the first semester or quarter of the regular school year about the dangers associated with the use of synthetic drugs that are not prescribed by a physician, such as fentanyl, the possibility that dangerous drugs can be found in counterfeit pills, and the risks of social media being used as a way to market and sell synthetic drugs. Additionally, the district, and each school that maintains its own website, shall post such information on its website. (Education Code 48985.5)

Intervention, Referral, and Student Assistance Programs

The Superintendent or designee shall inform school staff, students, and parents/guardians about early warning signs, which may indicate alcohol and other drug use, and about appropriate agencies offering intervention programs, counseling, referral, and other student assistance programs.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with the student's parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use, including that, in accordance with Education Code 48900, students who voluntarily disclose their use of a tobacco product, controlled substance, alcohol, or an intoxicant of any kind in order to seek help through services or supports shall not be suspended.

Opioid Antagonists

Students in middle school, junior high school, high school, or adult school, may carry fentanyl test strips or a federally approved opioid antagonist for the emergency treatment of persons suffering, or reasonably believed to be suffering, from an opioid overdose, while on a school site or participating in a school activity. (Education Code 49414.6)

Additionally, students 12 years of age or older, while on a school site or participating in school activities, may carry and administer a naloxone hydrochloride nasal spray or any other opioid overdose reversal medication that is federally approved for over-the counter nonprescription use for the purpose of providing emergency treatment to persons who are suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.35)

Enforcement and Discipline

Unless otherwise authorized by law, students shall not possess, use, or sell alcohol or other drugs and related paraphernalia on school grounds or at school-sponsored activities.

The Superintendent or designee shall clearly communicate to all students, staff, and parents/guardians the district's policies, regulations, and school rules related to the use of alcohol and other drugs.

Any student found by the Board to be selling a controlled substance listed in Health and Safety Code 11053-11058 shall be recommended for expulsion in accordance with Board Policy/Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process. A student found to have committed another drug or alcohol offense, including possession or intoxication, shall be referred to appropriate behavioral interventions or student assistance programs, and may be subject to discipline on a case-by-case basis.

The district may use alternatives to the referral of a student to a law enforcement agency in response to an incident involving the student's misuse of an opioid, to the extent any alternative utilized is not in conflict with any law requiring that referral. (Education Code 49414.4)

Program Evaluation

The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of district programs in reducing drug and alcohol use. The Superintendent or designee shall periodically report to the Board on the effectiveness of district activities in achieving identified objectives and outcomes. (20 USC 7116)

Policy 5131.8: Mobile Communication Devices

Status: DRAFT

Original Adopted Date: Pending

The Governing Board recognizes that student use of smartphones and other mobile communication devices on campus may be beneficial to student learning and well-being, and could be harmful and disruptive of the instructional program in some circumstances. When on campus or when under the supervision of district employees, students may use smartphones and other mobile communication devices only as permitted under this policy.

Students shall not use smartphones or other mobile communication devices while at a school site or under the supervision and control of a district employee.

However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of an emergency, or in response to a perceived threat of danger
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
4. When the possession or use is required by the student's individualized education program

The Superintendent or designee may undertake measures or strategies in accordance with law, to limit student access to smartphones and other mobile communication devices on campus. (Education Code 48901.7)

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.

A student's personal electronic device shall not be searched without the consent of the student's parent/guardian, except pursuant to a lawfully issued warrant, when a school official, in good faith, believes that an emergency involving danger of death or serious physical injury to the student or others requires access to the electronic device information, or when the search is otherwise permitted pursuant to Penal Code 1546.1.

When a student uses a mobile communication device in an unauthorized manner while at a school site or under the supervision and control of a district employee, the student may be disciplined and the district employee may temporarily confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

A student may also be subject to discipline, in accordance with law, Board policy, or administrative regulation, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

The district will not be responsible or liable for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.

The Board shall review and, as necessary, update this policy at least once every five years. Any such review or update shall include significant stakeholder participation to ensure that the policy is responsive to the unique needs and desires of the school community.

Policy 5141.5: Mental Health

Status: DRAFT

Original Adopted Date: 07/16/2020 | **Last Revised Date:** 10/03/2023

The Governing Board recognizes that students' emotional well-being and mental health are critical to their ability to perform to their full academic and personal potential. The Superintendent or designee shall develop strategies and services to reduce the stigma associated with mental illness, facilitate access to mental health services, and help students build resiliency skills, including digital resilience, increase social connections, and cope with life challenges.

The Superintendent or designee shall consult and collaborate with school-employed mental health professionals, the county mental health department, psychologists and other health professionals, social workers, and/or community organizations to strengthen local mental health services and develop and implement an integrated plan to support student mental health.

To the extent possible, the district shall focus on preventive strategies which increase students' connectedness to school, create a support network of peers and trusted adults, and provide techniques for conflict resolution. The district shall investigate and resolve any complaint of bullying, intimidation, harassment, or discrimination in accordance with law and district policy.

Instruction provided to students shall promote student health and mental, emotional, and social development. Health education courses shall be aligned with the state content standards and curriculum framework, as specified in Administrative Regulation 6143 - Courses of Study, and shall include, but not be limited to, instruction related to identifying signs of depression and self-destructive behaviors including substance abuse, developing coping skills, and identifying resources that may provide assistance.

Information and Training

The Superintendent or designee shall provide school staff and students with information and training to recognize the early signs and symptoms of an emerging mental health condition or behavioral health disorder, including common psychiatric conditions and substance use disorders such as opioid and alcohol abuse, identify risk factors and warning signs of suicidal intent, respond to students who have been impacted by traumatic stress, safely deescalate crisis situations involving students with a behavioral health disorder, and link students with effective services, referrals, and supports. Additionally, such training shall provide instruction on how to maintain student privacy and confidentiality, and may be provided to parents/guardians and families. (Education Code 49428.15)

The Superintendent or designee shall ensure that all certificated employees and 40 percent of classified employees who have direct contact with students in grades 7-12 receive youth behavioral training at least one time, in accordance with Education Code 49428.2.

The Superintendent or designee shall develop a protocol for identifying and assessing students who may be suffering from an anxiety disorder, depression, eating disorder, or other severe or disabling mental illness. The Superintendent or designee may establish districtwide or school-site crisis intervention team(s) to respond to mental health concerns in the school setting.

Annually, the Superintendent or designee shall provide, and require all certificated employees serving students in grades 7 to 12 to participate in, at least one hour of cultural competency training to support lesbian, gay, bisexual, transgender, queer, and questioning individuals. The district shall maintain records documenting the date that each employee completed the training and the name of the entity that provided the training. (Education Code 218.3)

At least twice per school year, the Superintendent or designee shall ensure that each school provides notice regarding how to initiate access to student mental health services on campus and/or in the community. The notification to parents/guardians and to students shall be in at least two of the following methods: (Education Code 49428)

1. Distributing the information, electronically or in hardcopy, in a letter to parents/guardians, and in a school

publication or other document to students

2. Including the information, at the beginning of the school year, in the parent/guardian handbook and in student orientation materials or a student handbook
3. Posting the information on the school's website or social media

Each school site that serves students in any of grades 6-12 shall create an age appropriate and culturally relevant poster that identifies approaches and shares resources about student mental health, and that includes the following information: (Education Code 49428.5)

1. Identification of common behaviors of those struggling with mental health or who are in a mental health crisis, including, but not limited to, anxiety, depression, eating disorders, emotional dysregulation, bipolar episodes, and schizophrenic episodes
2. A list of, and contact information for, school site-specific resources, including, but not limited to, counselors, wellness centers, and peer counselors
3. A list of, and contact information for, community resources, including, but not limited to, suicide prevention, substance abuse, child crisis, nonpolice mental health hotlines, public behavioral health services, and community mental health centers
4. A list of positive coping strategies to use when dealing with mental health, including, but not limited to, meditation, mindfulness, yoga, breathing exercises, grounding skills, journaling, acceptance, and seeking therapy
5. A list of negative coping strategies to avoid, including, but not limited to, substance abuse or self-medication, violence and abuse, self-harm, compulsivity, dissociation, catastrophizing, and isolating

The poster shall be displayed in English and any primary language spoken by 15 percent or more of the students at the school site and be no smaller than 8.5 by 11 inches and at least 12-point font. The poster shall be prominently and conspicuously displayed in public areas that are accessible to, and commonly frequented by, students at each school site such as bathrooms, locker rooms, classrooms, classroom hallways, gymnasiums, auditoriums, cafeterias, wellness centers, and offices. Additionally, at the beginning of each school year the poster shall be distributed online to students through social media, websites, portals, and learning platforms. (Education Code 49428.5)

Mental Health Counseling and Referrals

A school counselor, school psychologist, or school social worker may provide mental health counseling to students in accordance with the specialization(s) authorized on the individual's credential. As needed, students and parents/guardians may be provided referrals to mental health services in the community and/or to mental health services at or near district schools.

The district's referral protocols shall: (Education Code 49428.1)

1. Address the appropriate and timely referral by school staff of students with behavioral health concerns
2. Reflect a multitiered system of support process and positive behavioral interventions and supports, to be used as an alternative to disciplinary action as appropriate

The protocols shall be accessible to students who may be the subject of disciplinary action.

3. Be adaptable to varied local service arrangements for behavioral health services
4. Reflect evidence-based and culturally appropriate approaches to student behavioral health referral without disciplinary actions

"Evidence-based" means peer-reviewed, scientific research evidence, including studies based on research methodologies that control threats to both the internal and the external validity of the research findings.

5. Address the inclusion of parents/guardians in the referral process
6. Be written to ensure clarity and ease of use by certificated and classified school employees
7. Reflect differentiated referral processes for students with exceptional needs and other populations for whom the referral process may be distinct
8. Be written to ensure that school employees act only within the authorization or scope of their credential or license

School employees are not authorized or encouraged to diagnose or treat youth behavioral health disorders unless they are specifically licensed and employed to do so.

9. Be consistent with state activities conducted by the California Department of Education in the administration of federally funded behavioral health programs

A student 12 years of age or older may consent to mental health treatment or counseling if the student, in the opinion of the attending mental health professional, is mature enough to participate intelligently in the services. Additionally, the student's parent/guardian shall consent to student's treatment, unless the mental health professional determines, after consulting with the student, that the involvement of the parent/guardian would be inappropriate. (Family Code 6924)

In delivering mental health and behavioral health services to students, the district may use telehealth or other information and communication technologies that facilitate the diagnosis, consultation, treatment, education, care management, and self-management of a student's health while the student is on campus and the health care provider is at a distant location. (Education Code 49429)

Prior to utilizing telehealth technology to manage a student's mental health or behavior, the mental health professional shall consult with the student, parent/guardian, and/or the student's individualized education program team, as required by law, unless the mental health professional determines that the involvement would be inappropriate pursuant to Family Code 6924.

In using telehealth technology to provide mental health services to students, the Superintendent or designee shall ensure that mental health professionals comply with applicable professional codes of ethics and legal authority. Additionally, space that affords privacy and confidentiality of telehealth sessions shall be provided for students and an emergency response plan shall be put in place that lays out all legally-mandated steps to take when a student suddenly begins to exhibit suicidal ideation or other potentially dangerous behavior during a telehealth session.

If a student has an emotional or mental illness that limits a major life activity, has a record of such impairment, or is regarded as having such impairment, or may need special education and related services, the student shall be referred for an evaluation for purposes of determining whether any educational or related services are required in accordance with Section 504 of the Rehabilitation Act or the federal Individuals with Disabilities Education Act, as applicable. (Education Code 56301-56302; 29 USC 794; 28 CFR 35.108)

Funding Resources

The Superintendent or designee shall explore potential funding sources for district programs and services that support student's mental health. In accordance with local plans and priorities, the district may apply to the county for grants for prevention and early intervention activities that are designed to prevent mental illness from becoming severe and disabling and to improve timely access for underserved populations.

Policy 5141.52: Suicide Prevention

Status: DRAFT

Original Adopted Date: 02/05/2019 | **Last Revised Date:** 09/14/2021

The Governing Board recognizes that suicide is a leading cause of death among youth, that prevention is a collective effort that requires stakeholder engagement, and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior, its impact on students and families, and other associated trauma, the Superintendent or designee shall develop measures, strategies, practices, and supports for suicide prevention, intervention, and postvention.

In developing and updating district policy and procedures for suicide prevention, intervention, and postvention, the Superintendent or designee shall consult with school and community stakeholders, school-employed mental health professionals, and suicide prevention experts. If the policy will affect K-6 students, the county mental health plan shall also be consulted. (Education Code 215)

School and community stakeholders and school mental health professionals with whom the Superintendent or designee shall consult may include district and school administrators, school counselors, school psychologists, school social workers, school nurses, other staff, parents/guardians and caregivers, students, local health agencies, mental health professionals, community organizations, law enforcement, legal counsel, and/or the district's risk manager or insurance carrier. The Superintendent or designee may also collaborate with county and/or city governments in an effort to align district policy with any existing community suicide prevention plans.

When developing or reviewing district policy on suicide prevention, the Superintendent or designee may make a recommendation regarding the need to hire a mental health professional for the district, or for any school that is not currently served by a mental health professional, and the possible funding source(s) for such hiring.

Measures and strategies for suicide prevention, intervention, and postvention shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, interns, school counselors, and others who interact with students, including, as appropriate, substitute teachers, coaches, expanded day learning staff, crossing guards, tutors, and volunteers
2. Instruction to students in problem-solving, coping, and resiliency skills to promote students' mental, emotional, and social health and well-being; help-seeking strategies and resources; and instruction in recognizing and appropriately responding to warning signs of suicidal intent in others
3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious relationships among students
4. The review of materials and resources used in awareness efforts and communications to ensure they align with best practices for safe and effective messaging about suicide
5. The provision of information to parents/guardians and caregivers regarding risk and protective factors, warning signs of suicide, the severity of the suicide problem among youth, the district's suicide prevention curriculum, the district's suicide prevention policy and procedures, basic steps for helping suicidal youth, the importance of communicating with appropriate staff if suicide risk is present or suspected, access to suicide prevention training, and/or school and community resources that can help youth in crisis
6. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
7. Crisis intervention protocols for addressing suicide threats or attempts
8. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

9. Establishment of district and/or school-site crisis intervention team(s) to ensure the proper implementation and review of this policy and other district practices related to the emotional and behavioral wellness of students, including, but not limited to, the oversight of mental health and suicide prevention training, ensuring the suicide prevention policy, protocols, and resources are posted on the district and school websites, collaboration with community mental health organizations, identification of resources and organizations that provide evidence-based treatment, collaboration to build community response, and compliance with Education Code 215

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with exceptional needs, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning. (Education Code 215)

In order to address mental health disabilities, the district may, as appropriate and in accordance with law, develop trauma-informed crisis management procedures that include an individualized assessment of the student's circumstances; provide and facilitate access to mental health evaluations and services; reasonably modify policies, such as attendance policies, for individual students; and train staff to recognize and respond appropriately to signs of distress and suicidal ideation in students.

The Superintendent or designee shall establish a process for school staff to maintain daily or regular contact with all students, including during distance learning and school closures, and for such staff to communicate any concerns about a student's emotional wellbeing and/or safety to the appropriate authorities.

Additionally, the Superintendent or designee shall ensure that school-based mental health professionals maintain regular contact with high-risk students, students who are on their caseloads, and those who are identified by staff as demonstrating need.

The Board shall ensure that suicide prevention measures and strategies for students in grades K-6 are age appropriate and delivered and discussed in a manner that is sensitive to the needs of young students. (Education Code 215)

If a referral is made for mental health or related services for a student in grade K-6 who is a Medi-Cal beneficiary, the Superintendent or designee shall coordinate and consult with the county mental health plan. (Education Code 215)

District employees shall act only within the authorization and scope of their credential or license. Nothing in this policy shall be construed as authorizing or encouraging district employees to diagnose or treat mental illness unless they are specifically licensed and employed to do so. (Education Code 215)

When the district determines that a student is in need of mental or behavioral health services, the services shall be provided in accordance with protocols specified in Board Policy 5141.5 - Mental Health.

The Board shall review, and update as necessary, this policy at least every five years. The Board may, at its discretion, review the policy more frequently. (Education Code 215)

The Superintendent or designee shall periodically review district data pertaining to school climate and reports of suicidal ideation, attempts, or death to identify patterns or trends and make recommendations regarding program development.

The Superintendent or designee shall post this policy on the district's website, in a prominent location and in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

Policy 5145.13: Response To Immigration Enforcement

Status: DRAFT

Original Adopted Date: 06/12/2018

The Governing Board is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

District staff shall not solicit or collect information or documents, and shall not seek or require information or documents to the exclusion of other permissible information or documents, regarding the citizenship or immigration status of a student or the student's family members. (Education Code 234.7)

In accordance with law, Board Policy 0410 - Nondiscrimination in District Programs and Activities, and Board Policy 5145.3 - Nondiscrimination/Harassment, no student shall be denied equal rights and opportunities, nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of the student's or family's immigration status or for the refusal to provide information related to the student's or family's immigration status. (Education Code 200, 220, 234.1)

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 national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination. (Government Code 8310.3)

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

The Superintendent or designee shall develop procedures for addressing any immigration-related requests by a law enforcement officer for access to district records, school sites, or students.

The Superintendent or designee may provide training to staff regarding immigration issues, including information on responding to a request from a law enforcement officer to visit a school site or to have access to a student.

The Superintendent or designee shall report to the Board in a timely manner any requests for information or access to a school site by a law enforcement officer for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

Policy 6142.93: Science Instruction

Status: DRAFT

Original Adopted Date: 07/11/2017

The Governing Board believes that science education should focus on giving students an understanding of the biological and physical aspects of science, including the place of humans in ecological systems, the causes and effects of climate change and the methods to mitigate and adapt to climate change, key scientific concepts, and methods of scientific inquiry and investigation through experiments and other activities that foster critical thinking. Students should become familiar with the natural world and the interrelationship of science, mathematics, technology, and engineering. As part of science instruction, students should learn how to apply scientific knowledge and reasoning.

Philosophical and religious theories that are based, at least in part, on faith and are not subject to scientific test and refutation shall not be discussed during science instruction.

The Board shall adopt academic standards for science that meet or exceed the California Next Generation Science Standards (CA-NGSS) and describe the knowledge and skills students are expected to possess at each grade level, with an instructional focus on understanding the process of science, the fundamental ideas within each discipline of science, and underlying themes that are common to all sciences. The Superintendent or designee shall ensure that curricula used in district schools are aligned with these standards and the state curriculum framework.

The Superintendent or designee shall ensure that students have access to and are enrolled in a broad course of study including science courses.

The Superintendent or designee shall provide certificated staff with opportunities to participate in professional development activities designed to enhance their knowledge of district-adopted academic standards, instructional strategies for teaching science, and changes in scientific theories.

The Superintendent or designee shall develop and implement appropriate safety measures for science laboratory classes in accordance with Administrative Regulation 5142 - Safety, including, but not limited to, staff and student safety training, use of eye safety devices, hearing protection, first aid procedures, regular equipment maintenance, safe use of heat sources, safe use and disposal of hazardous chemicals, proper ventilation, prevention of exposure to bloodborne pathogens from sharp instruments, fire prevention and control, an emergency response plan, and evacuation procedures. Parents/guardians shall be informed of the types of science laboratory activities that will be conducted and encouraged to sign consent forms for their child's participation.

The Superintendent or designee shall regularly report to the Board regarding the implementation and effectiveness of the science curriculum at each grade level. At a minimum, each report shall address the extent to which the program is aligned with the CA-NGSS, any applicable student assessment results, and feedback from students, parents/guardians, and staff regarding the program.

Policy 6142.94: History-Social Science Instruction

Status: DRAFT

Original Adopted Date: Pending

The Governing Board believes that the study of history and other social sciences is essential to prepare students to engage in responsible citizenship, comprehend complex global interrelationships, and understand the vital connections among the past, present, and future, as well as to establish a foundation for the appreciation of different ethnicities, the wise use of natural resources, and the responsible management of personal finance. The district's history-social science education program shall include, at appropriate grade levels, instruction in American and world history, geography, economics, political science, anthropology, psychology, and sociology.

The Board shall adopt academic standards for history-social science which meet or exceed state content standards and describe the knowledge and skills students are expected to possess at each grade level.

The Superintendent or designee shall develop and submit to the Board for approval a comprehensive, sequential curriculum aligned with the district standards and consistent with the state's curriculum framework for history-social science. The curriculum shall be designed to develop students' core knowledge in history and social science and their skills in chronological and spatial thinking, research, and historical interpretation. History-social science instruction shall also include an explicit focus on developing students' literacy in reading, writing, speaking, listening, and other language skills.

The Board shall adopt standards-aligned instructional materials for history-social science in accordance with applicable law, Board policy, and administrative regulation. Additionally, teachers are encouraged to supplement the curriculum, in accordance with Board Policy 6161.11 - Supplementary Instructional Materials, by using biographies, original documents, diaries, letters, legends, speeches, other narrative artifacts, and literature from and about the period being studied.

Personal testimony from persons who can provide first-hand accounts of significant historical events is encouraged and may be provided through oral histories, videos, or other multimedia formats. If oral history is used for instruction related to the role of Americans in World War II or the Vietnam War, such testimony shall exemplify the personal sacrifice and courage of the wide range of ordinary citizens who were called upon to participate in the war, provide views and comments concerning reasons for participating in the war, and provide commentary on the aftermath of the war in Eastern Europe and the former Soviet Union. (Education Code 51221.3, 51221.4)

The Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of adopted instructional materials and instructional strategies for teaching history-social science.

The Superintendent or designee shall regularly evaluate and report to the Board regarding the implementation and effectiveness of the history-social science curriculum at each grade level, including, but not limited to, the extent to which the program is aligned with state standards, any applicable student assessment results, and feedback from students, parents/guardians, and staff regarding the program.

Policy 6159: Individualized Education Program

Status: DRAFT

Original Adopted Date: 06/13/2006 | **Last Revised Date:** 10/06/2020

The Governing Board desires to provide full educational opportunities to all students with exceptional needs. Students with exceptional needs shall receive a free appropriate public education (FAPE) and, to the maximum extent possible, shall be educated in the least restrictive environment with nondisabled students.

For each student with exceptional needs, an individualized education program (IEP) shall be developed which identifies the special education instruction and related services to be provided to the student. The Superintendent or designee shall develop administrative regulations regarding the membership of the IEP team, the team's responsibility to develop and regularly review the IEP, the contents of the IEP, and the development, review, and revision processes.

The district shall make FAPE available to individuals with disabilities ages 3-21 who reside in the district, including: (Education Code 56040; 20 USC 1412; 34 CFR 300.17, 300.101, 300.104)

1. Students who have been suspended or expelled from school
 2. Students who are placed by the district in a nonpublic, nonsectarian school
 3. Individuals age 18-21 years who are incarcerated in an adult correctional facility and were identified as being an individual with disabilities or had an IEP in their prior educational placement
-

Policy 6159.2: Nonpublic, Nonsectarian School And Agency Services For Special Education

Status: DRAFT

Original Adopted Date: 08/02/2005 | **Last Revised Date:** 10/03/2023

The Governing Board recognizes its responsibility to provide a free appropriate public education to students with exceptional needs in accordance with law. When the district is unable to provide direct special education and/or related services to students with exceptional needs, the Board may enter into a contract with a nonpublic, nonsectarian school or agency (NPS/A) to meet student needs consistent with the comprehensive local plan of the Special Education Local Plan Area.

Prior to entering into a contract to place any student in an NPS/A, the Superintendent or designee shall verify that the school or agency is certified to provide special education and related services to individuals with exceptional needs and complies with staff training requirements in accordance with Education Code 56366 and 56366.1.

Additionally, the Superintendent or designee, such as the district's liaison for foster youth, shall verify that for any student served by an NPS/A who is a foster youth, the NPS/A agrees to serve as the school of origin of the foster youth and allow the foster youth to continue the foster youth's education in the NPS/A in accordance with Education Code 56366.1.

The Superintendent or designee shall monitor, on an ongoing basis, the certification of any NPS/A with which the district has a contract to ensure that the certification has not expired.

Within 14 days of becoming aware of any change to the certification status of an NPS/A, including, but not limited to, receiving notification of a determination to suspend or revoke the certification of the NPS/A pursuant to Education Code 56366.4, the district shall notify, through email or regular mail, the parents/guardians of any district student who attends the NPS/A of the change in certification status, which includes a copy of procedural safeguards. The district shall maintain a record of such notice and make the notice available for inspection upon request by the California Department of Education. (Education Code 56366.45)

No district student with exceptional needs shall be referred to, or placed in, an NPS/A unless the student's individualized education program (IEP) team has determined that the placement is appropriate for the student. (Education Code 56342.1)

The district shall pay to the NPS/A the full amount of the tuition or fees, as applicable, for students with exceptional needs who are enrolled in programs or receiving services provided by the NPS/A pursuant to the contract. (Education Code 56365)

In accordance with law, any student with exceptional needs placed in an NPS/A shall have all the rights and protections to which students with exceptional needs are generally entitled, including, but not limited to, procedural safeguards, due process rights, and periodic review of the student's IEP.

During the period when any student with exceptional needs is placed in an NPS/A, the student's IEP team shall retain responsibility for monitoring the student's progress towards meeting the goals identified in the IEP.

The Superintendent or designee shall ensure that any contract with an NPS/A contains a requirement for the NPS/A to comply with district policy, procedures, and practices related to student rights, health, and safety, including the use of seclusion and restraint. All NPS/A staff that serve district students shall be made aware of, and trained in such policies, procedures, and practices.

The Superintendent or designee shall notify the Board prior to approving an out-of-state placement for any district student.

The Superintendent or designee may apply to the Superintendent of Public Instruction to waive any of the requirements of Education Code 56365, 56366, and 56366.6. (Education Code 56366.2)

Regulation 1312.2: Complaints Concerning Instructional Materials

Status: DRAFT

Original Adopted Date: 09/25/2019 | **Last Revised Date:** 12/05/2023

Step 1: Informal Complaint

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, such individual shall informally discuss the material in question with the principal. (Education Code 35160)

Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, the complainant shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection and location of such material shall be given. In order for the district to reply appropriately, complainants shall sign all complaints and provide identifying information. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall provide the complainant with a written acknowledgement of its receipt and respond to any procedural questions the complainant may have. The principal shall then notify the Superintendent or designee, the teacher(s), and other staff as appropriate.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached.

Step 3: Review Committee

The Superintendent or designee shall determine whether to convene a review committee to review the complaint.

If the Superintendent or designee determines that a review committee is necessary, the Superintendent or designee shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint parents/guardians, students, and community members, as appropriate, to serve on the committee.

The Superintendent or designee may provide training to the review committee to ensure that the review committee is informed regarding its responsibilities, the criteria to follow when reviewing instructional materials, and applicable laws, Board policy(ies), and administrative regulation(s).

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent or designee shall notify the complainant in writing of the committee's decision within 15 days of receiving the committee's report.

Step 4: Superintendent Determination

If the Superintendent or designee determines that a review committee is not necessary, the Superintendent or designee shall, in a timely manner, issue a decision regarding the complaint.

Step 5: Appeal to the Governing Board

If the complainant remains unsatisfied, the complainant may appeal the Superintendent's or review committee's decision to the Governing Board. The Board's decision shall be final.

Regulation 1340: Access To District Records

Status: DRAFT

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

This administrative regulation is a non-exhaustive list of records that may be defined as either public or exempt and/or confidential. Other records which fall into these definitions may exist and may be identified in the future.

Definitions

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. (Government Code 7920.530)

Writing means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 7920.545)

Member of the public means any person, except a member, agent, officer, or employee of the district or a federal, state, or other local agency acting within the scope of such membership, agency, office, or employment. (Government Code 7920.515)

Public Records

Unless otherwise exempt from disclosure, public records to which members of the public shall have access include, but are not limited to:

1. Proposed and approved district budgets and annual audits (Education Code 41020, 42103)
2. Statistical compilations
3. Reports and memoranda
4. Notices and bulletins
5. Minutes of public meetings (Education Code 35145)
6. Meeting agendas (Government Code 54957.5)
7. Official communications between the district and other government agencies
8. District and school plans, and the information and data relevant to the development and evaluation of such plans, unless otherwise prohibited by law
9. Initial proposals of exclusive employee representatives and of the district, once presented at a district Governing Board meeting (Government Code 3547)
10. Records pertaining to claims and litigation against the district which have been adjudicated or settled (Government Code 7927.200, 7927.205)
11. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)
12. Documents containing names, salaries, and pension benefits of district employees
13. Employment contracts and settlement agreements (Government Code 53262)
14. Instructional materials including, but not limited to, textbooks (Education Code 49091.10)
15. Executed contracts for the purchase of goods or services, even if the contract contains provisions specifying

that the contract is confidential or a proprietary record of the vendor (Government Code 7928.801)

Access to public records of the district shall be granted to Board members on the same basis as any other member of the public. When Board members are authorized to access public records in the administration of their duties, the Superintendent or designee shall not discriminate among any of the Board members as to which record, or portion of the record, will be made available, or when it will be made available. (Government Code 7921.305, 7921.310)

Exempt and Confidential Public Records

Records exempt from disclosure under the California Public Records Act (CPRA) include, but are not limited to:

1. Preliminary drafts, notes, and interagency or intradistrict memoranda that are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 7927.500)
2. Records specifically generated in connection with or prepared for use in litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law (Government Code 7927.200, 7927.205)
3. Personnel records, medical records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 7927.700)

The home addresses, home telephone numbers, personal cell phone numbers, or birth date of employees shall only be disclosed as follows: (Government Code 7928.300)

- a. To an agent or a family member of the employee
 - b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties
 - c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, except that the home address and any telephone number for an employee who performs law enforcement-related functions, or the birth date of any employee, shall not be disclosed
 - d. Upon written request of any employee, the district shall not disclose the employee's home address, home telephone number, personal cell phone number, personal email address, or birth date, and the district shall remove the home address, home telephone number, and personal cell phone number from any mailing list of the district except a list used exclusively to contact the employee
 - e. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents
4. The home address, telephone number, or both the name and assessor parcel number associated with the home address of any elected or appointed official posted by the district online without first obtaining the written permission of that individual (Government Code 7928.205)
 5. Student records, except directory information and other records to the extent permitted by law and district policy (Education Code 49073, 49076; 20 USC 1232g; 34 CFR 99.1-99.8)
 6. Test questions, scoring keys, and other examination data except as provided by law (Government Code 7929.605)
 7. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 7928.705)
 8. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in an unfair competitive disadvantage to the person supplying the information (Government Code 7925.000)

9. Library circulation and patron use records of a borrower or patron including, but not limited to, name, address, telephone number, email address, borrowing information, or use of library information resources, except when disclosure is to persons acting within the scope of their duties in the administration of the library; to persons authorized in writing, by the individual to whom the records pertain, to inspect the records; or by court order (Government Code 7927.100, 7927.105)
10. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 7927.705)
11. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 7929.200)
12. Information security record if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, an information technology system of the district (Government Code 7929.210)
13. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school district (Government Code 7924.110)
14. Minutes of Board meetings held in closed session (Government Code 54957.2)
15. Computer software developed by the district (Government Code 7922.585)
16. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 7926.400, 7930.000-7930.215)
17. Any other records listed as exempt from public disclosure in the CPRA or other statutes
18. Any other records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record (Government Code 7922.000)

When disclosing to a member of the public any record that contains personal information, including, but not limited to, an employee's home address, home telephone number, social security number, personal cell phone number, or birth date, the Superintendent or designee shall ensure that such personal information is redacted from that record. (Government Code 7922.200, 7928.300)

Unless otherwise authorized or required by law, information regarding an individual's citizenship or immigration status or religious beliefs, practices, or affiliation shall not be disclosed. (Education Code 234.7; Government Code 8310.3)

Inspection of Records, Requests for Copies, and Recovery of Costs

Any person may request a copy or inspection of any district record that is not exempt from disclosure. (Government Code 7922.530)

Within 10 days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of the determination and the reasons for the decision. (Government Code 7922.535)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 7922.535)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request

2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request
4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data
5. The need to search for, collect, and appropriately examine records during a state of emergency proclaimed by the Governor pursuant to the California Emergency Services Act in the jurisdiction where the district is located when the state of emergency currently affects, due to the state of emergency, the district's ability to timely respond to staffing shortages or closure of facilities where the requested records are located (Government Code 8567)

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 7922.535)

Public records shall be open to inspection at all times during district office hours. If a portion of the requested record(s) is exempt from disclosure, any non-exempt, reasonably segregable portion of the record shall be made available for inspection after deletion of the portions exempted by law. (Government Code 7922.525)

Upon request for a copy that reasonably describes an identifiable, non-exempt record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 7922.530)

If only a portion of the identified record is exempt from disclosure, the record's exempt material shall be redacted prior to disclosure.

Assistance in Identifying Requested Records

If the Superintendent or designee denies a request for disclosable records, the requester shall be assisted in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 7922.600)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the CPRA shall not be construed so as to delay or obstruct the inspection or copying of public records. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 7922.500, 7922.540)

Regulation 1340: Access To District Records

Status: DRAFT

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

This administrative regulation is a non-exhaustive list of records that may be defined as either public or exempt and/or confidential. Other records which fall into these definitions may exist and may be identified in the future.

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- a. To an agent or a family member of the employee
 - b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties
 - c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, except that the home address and any telephone number for an employee who performs law enforcement-related functions, or the birth date of any employee, shall not be disclosed
 - d. Upon written request of any employee, the district shall not disclose the employee's home address, home telephone number, personal cell phone number, personal email address, or birth date, and the district shall remove the home address, home telephone number, and personal cell phone number from any mailing list of the district except a list used exclusively to contact the employee
 - e. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents
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In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 7922.535)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request

2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request
4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data
5. The need to search for, collect, and appropriately examine records during a state of emergency proclaimed by the Governor pursuant to the California Emergency Services Act in the jurisdiction where the district is located when the state of emergency currently affects, due to the state of emergency, the district's ability to timely respond to staffing shortages or closure of facilities where the requested records are located (Government Code 8567)

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 7922.535)

Public records shall be open to inspection at all times during district office hours. If a portion of the requested record(s) is exempt from disclosure, any non-exempt, reasonably segregable portion of the record shall be made available for inspection after deletion of the portions exempted by law. (Government Code 7922.525)

Upon request for a copy that reasonably describes an identifiable, non-exempt record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 7922.530)

If only a portion of the identified record is exempt from disclosure, the record's exempt material shall be redacted prior to disclosure.

Assistance in Identifying Requested Records

If the Superintendent or designee denies a request for disclosable records, the requester shall be assisted in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 7922.600)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the CPRA shall not be construed so as to delay or obstruct the inspection or copying of public records. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 7922.500, 7922.540)

Regulation 3311: Bids

Status: DRAFT

Original Adopted Date: 09/06/2016

Advertised/Competitive Bids

The district shall advertise for any of the following: (Public Contract Code 20111)

1. A public project contract that involves an expenditure of \$15,000 or more, including a contract for construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, or repair work involving a district owned, leased, or operated facility
2. A contract that exceeds the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following:
 - a. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district
 - b. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
 - c. Repairs that are not a public project, including maintenance

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. Maintenance also includes landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems. Maintenance does not include painting, repainting, or decorating, other than minor repainting; janitorial or custodial services; and protection provided by security forces. (Public Contract Code 20115, 22002)

Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation that is circulated in the county. Additionally, the Superintendent or designee may post the notice on the district's website or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and website where bids will be opened. (Public Contract Code 20112)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting and details regarding when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall occur not less than five calendar days after the publication of the initial notice. (Public Contract Code 6610)

For lease-leaseback, design-build, and alternative design-build projects, the notice shall additionally specify that the project is subject to skilled and trained workforce requirements. (Education Code 17250.25, 17250.62, 17407.5; Public Contract Code 2600, 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify in writing the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold (Public Contract Code 22152)
2. All bids for construction work shall be presented under sealed cover (Public Contract Code 20111)

The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20111, 20112)

The bid shall be accompanied by a form of bidder's security, including either cash, a cashier's check payable to the district, a certified check made payable to the district, or a bidder's bond executed by an admitted surety insurer and made payable to the district. The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111, 20112)

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded (Public Contract Code 20111.5)
4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time (Public Contract Code 20112)
5. When two or more identical lowest or highest bids are received, the Governing Board may determine by lot which bid shall be accepted (Public Contract Code 20117)
6. If the district requires that the bid includes prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid (Public Contract Code 20103.8)

In the absence of such a specification, only the method provided in Item #6a below shall be used. (Public Contract Code 20103.8)

- a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items
- b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price
- c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened (Public Contract Code 20103.8)

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

7. In determining the lowest bid, the district shall consider only responsive bids that conform to bid specifications and are submitted by responsible bidders who have demonstrated trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the public works contract
 - a. When a bid is determined to be nonresponsive, the Superintendent or designee shall notify the bidder and give the bidder an opportunity to respond to the determination
 - b. When the lowest bidder is determined to be nonresponsive, the Superintendent or designee shall notify the bidder of the right to present evidence of the bidder's responsibility at a hearing before the Board
8. After being opened, all submitted bids become public records pursuant to Government Code 7920.530 and shall be made available for public review pursuant to law, Board policy, and administrative regulation

Prequalification Procedure

When required by law or the Board, the Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the Superintendent or designee shall furnish prospective bidders a standardized prequalification questionnaire and financial record which, when completed, shall indicate a bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Code of Civil Procedure 446; Public Contract Code 20111.5, 20111.6)

When any public project involves an expenditure of \$1,000,000 or more and is funded or reimbursed wholly or partly by state general funds, the School Facilities Program funds, or other future state school bond, the district shall prequalify prospective bidders either quarterly or annually. The prequalification shall be valid for one year and the following requirements shall apply: (Public Contract Code 20111.6)

1. Prospective bidders, including, but not limited to, prime, general engineering, and general building contractors and electrical, mechanical, and plumbing subcontractors, as defined in Public Contract Code 4113 or Business and Professions Code 7056 or 7057, as applicable, shall submit a standardized questionnaire and financial statement 10 or more business days, as determined by the district, before the date fixed for the public opening of sealed bids
2. Prospective bidders shall be prequalified by the district five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids

If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the Superintendent or designee shall make available to all bidders a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids. (Public Contract Code 20111.6)

For all other contracts requiring competitive bidding, the district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids and shall be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

Limitation on Use of Sole Sourcing

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall ensure that the bid specification: (Public Contract Code 3400)

1. Does not directly or indirectly limit bidding to any one specific concern
2. Does not call for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words "or equal," so that bidders may furnish any equal material, product, thing, or service

In any such case, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract.

When the bid is for a roof project, a material, product, thing, or service is considered "equal" to that designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification. (Public Contract Code 3002)

However, the Superintendent or designee may designate a specific material, product, thing, or service by brand or trade name, also known as sole sourcing, if the Board has made a finding, described in the invitation for bids or request for proposals (RFP), that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use
2. To match others in use on a particular public improvement that has been completed or is in the course of completion
3. To obtain a necessary item that is only available from one source
4. To respond to the Board's declaration of an emergency, so long as the declaration has been approved by four-

fifths of the Board when issuing the invitation for bid or RFP

Bids Not Required

Without taking estimates or advertising for bids, supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount. (Public Contract Code 20118.3)

Perishable foodstuffs and seasonal commodities needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

Bids shall not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or advertising for bids. (Education Code 17602)

Regulation 3311.1: Uniform Public Construction Cost Accounting Procedures

Status: DRAFT

Original Adopted Date: 02/05/2019

Public project, in regard to the Uniform Public Construction Cost Accounting Act (UPCCAA), means any of the following: (Public Contract Code 22002)

1. Construction, reconstruction, erection, installation, alteration, renovation, improvement, demolition, and repair work involving any district-owned, leased, or operated facility
2. Painting or repainting of any district-owned, leased, or operated facility

Procedures for awarding contracts for public works projects shall be determined on the basis of the amount of the project, as follows:

1. Public projects of \$75,000 or less may be performed by district employees by force account, negotiated contract, or purchase order (Public Contract Code 22032)
2. Contracts for public projects of \$220,000 or less may be awarded through the following informal procedures: (Public Contract Code 22032, 22034, 22038)
 - a. The Superintendent or designee shall prepare a notice inviting informal bids, which describes the project in general terms, explains how to obtain further information about the project, and states the time and place for the submission of bids

This notice shall be disseminated by mail, fax, or email to either or both of the following:

- i. All contractors on a list of qualified contractors maintained by the district for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due
 - ii. All construction trade journals identified pursuant to Public Contract Code 22036
 - b. The district shall review the informal bids that were submitted and award the contract as follows:

- i. The contract shall be awarded to the lowest responsible bidder

If two or more bids are the same and the lowest, the district may accept the one it chooses.

- ii. If all bids received through the informal process are in excess of \$220,000, the contract may be awarded to the lowest responsible bidder, provided that the Governing Board adopts a resolution with a four-fifths vote to award the contract at \$235,000 or less and the Board determines the district's cost estimate is reasonable
 - iii. At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid

Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.

- iv. If no bids are received through the informal bid procedure, the project may be performed by district employees by force account or negotiated contract
3. Public projects of more than \$220,000 shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows: (Public Contract Code 22032, 22037, 22038)
 - a. The Superintendent or designee shall prepare a notice inviting formal bids, which states the time and place for receiving and opening sealed bids and distinctly describe the project
The notice shall be disseminated in both of the following ways:

- i. Through publication in a newspaper of general circulation in the district's jurisdiction or, if there is no such newspaper, then by posting the notice in at least three places designated by the district as places for posting its notices

Such notice shall be published at least 14 calendar days before the date that bids will be opened.

- ii. By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036

Such notice shall be sent at least 15 calendar days before the date that bids will be opened.

In addition to the notice required above, the district may give such other notice as it deems proper.

- b. The district shall review the formal bids that were submitted and award the contract as follows:

- i. The contract shall be awarded to the lowest responsible bidder

If two or more bids are the same and the lowest, the district may accept the one it chooses.

- ii. At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid

Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.

- iii. If no bids are received through the formal bid procedure, the project may be performed by district employees by force account or negotiated contract
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Regulation 4158: Employee Security

Status: DRAFT

Original Adopted Date: 06/12/2018

An employee may use reasonable and necessary force for self-defense or defense of another person, to quell a disturbance threatening physical injury to others or damage to property, or to obtain possession of weapons or other dangerous objects within the control of a student. (Education Code 44807, 49001)

An employee shall promptly report to the principal or other immediate supervisor any attack, assault, or physical threat made against the employee by a student or by any other individual in relation to the performance of the employee's duties, and any action the employee took in response.

Additionally, the employee and the principal or other immediate supervisor shall promptly report to local law enforcement authorities an attack, assault, or physical threat made against the employee by a student. Reports of an attack, assault, or physical threat shall be forwarded immediately to the Superintendent or designee. (Education Code 44014)

Notice Regarding Student Offenses

When a student commits certain offenses that may endanger staff or others, the following procedures shall be implemented to notify staff members as appropriate:

1. Acts That Are Grounds for Suspension or Expulsion

- a. The Superintendent or designee shall inform the teacher(s) of each student who, during the previous three school years, has engaged in or is reasonably suspected to have engaged in any act, except the possession or use of tobacco products, that would constitute a ground for suspension or expulsion as specified in Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process (Education Code 49079)

This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

- b. Upon receiving a transfer student's record regarding acts committed by the student that resulted in suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s) that the student was suspended from school or expelled from the former district and of the act that resulted in the suspension or expulsion (Education Code 48201)
- c. Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher (Education Code 48201, 49079)

2. Offenses Reported to the District by a Court

- a. When informed by a court that a minor student has been found by the court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall expeditiously notify the school principal or designee (Welfare and Institutions Code 827)
- b. The principal or designee shall expeditiously disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress and to any teacher or administrator directly supervising or reporting on the student's behavior or progress whom the principal or designee thinks may need the information in order to work with the student appropriately, to avoid being needlessly vulnerable, or to protect others from vulnerability (Welfare and Institutions Code 827)
- c. Any court-initiated information that a teacher, counselor, or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff (Welfare and Institutions Code 827)

The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

- d. When a student is removed from school as a result of an offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to the district (Welfare and Institutions Code 827)

If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the superintendent of the new district of attendance. (Welfare and Institutions Code 827)

- e. Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first, and shall then be destroyed (Welfare and Institutions Code 827)

In order to maintain confidentiality when providing information about student offenses to a counselor or teacher, the principal or designee shall send the staff member a written notification that a student has committed an offense that requires review of a student's file in the school office. This notice shall not name or otherwise identify the student. The staff member shall initial the notification and shall also initial the student's file when reviewing it in the school office.

Accommodations for Victims of Domestic Violence, Sexual Assault, Stalking, or Other Qualifying Acts of Violence

When requested by an employee who is a victim of domestic violence, sexual assault, stalking, or other qualifying acts of violence, the district shall provide the employee reasonable accommodations which may include the implementation of safety measures, including, but not limited to: (Government Code 12945.8)

1. A transfer, reassignment, or modified schedule
2. A changed work telephone or work station, including the permission to carry a telephone at work
3. An installed lock
4. Assistance in documenting domestic violence, sexual assault, stalking, or other qualifying act of violence that occurs in the workplace
5. Referral to a victim assistance organization
6. Another safety procedure or adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other qualifying act of violence

The Superintendent or designee shall engage in a timely, good faith, and interactive process with the employee to determine effective reasonable accommodations that do not pose an undue hardship on the district. In determining whether an accommodation is reasonable, the Superintendent or designee shall consider any exigent circumstance or danger facing the employee or their family member. (Government Code 12945.8)

Upon the request of the Superintendent or designee, an employee requesting a reasonable accommodation shall provide a written statement, signed by the employee or an individual acting on the employee's behalf, certifying that the accommodation is for an authorized purpose. The Superintendent or designee may also request that the employee provide certification of the employee's status as a victim of domestic violence, sexual assault, stalking, or other qualifying act of violence. Such certification may include: (Government Code 12945.8)

1. A police report indicating that the employee, or a family member of the employee, was a victim
2. A court order protecting or separating the employee, or family member of 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 licensed medical professional or health care provider, domestic violence or sexual

assault counselor, victim advocate, or counselor that the employee, or family member of 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

Any verbal or written statement, police or court record, or other documentation identifying an employee, or a family member of the employee, as a victim shall be confidential and shall not be disclosed by the district except as required by federal or state law or as necessary to protect the employee's safety in the workplace. The employee shall be notified before any authorized disclosure. (Government Code 12945.8)

Every six months after the date of the certification, the Superintendent or designee may request recertification of the employee's status as a victim of domestic violence, sexual assault, stalking, other specified offense, or ongoing circumstances related to the crime or abuse. The employee shall notify the Superintendent or designee if, due to changing circumstances, the employee needs a new accommodation or no longer needs an accommodation. If a new accommodation is needed, the Superintendent or designee shall follow the procedures described above when making the initial determination regarding effective reasonable accommodations. (Government Code 12945.8)

The district shall not discharge or retaliate against an employee because of the employee's status as a victim of crime or abuse or for requesting a reasonable accommodation, regardless of whether the request was granted. (Government Code 12945.8)

Use of Pepper Spray

The Superintendent or designee shall notify employees of the district's policy prohibiting the possession of pepper spray on school property or at school-related activities without prior approval of the Superintendent or designee. Employees wishing to carry pepper spray shall submit to the Superintendent or designee a written request setting forth the need to carry or possess pepper spray and for how long the need is anticipated to last. The Superintendent or designee shall notify the employee in writing as to whether the request was approved or denied.

When approving an employee's request, the Superintendent or designee shall inform the employee of the following conditions:

1. The pepper spray shall be used only in self-defense pursuant to Penal Code 22810
2. An employee who uses pepper spray other than in self-defense shall be subject to disciplinary action by the district and, in accordance with law, a fine and/or imprisonment
3. The pepper spray must be stored in a secure place and not be accessible to students or other individuals

Negligent storage or use of the pepper spray may subject the employee to disciplinary action.

Regulation 4258: Employee Security

Status: DRAFT

Original Adopted Date: 06/12/2018 | **Last Revised Date:** 09/14/2021

An employee may use reasonable and necessary force for self-defense or defense of another person, to quell a disturbance threatening physical injury to others or damage to property, or to obtain possession of weapons or other dangerous objects within the control of a student. (Education Code 44807, 49001)

An employee shall promptly report to the principal or other immediate supervisor any attack, assault, or physical threat made against the employee by a student or by any other individual in relation to the performance of the employee's duties, and any action the employee took in response.

Additionally, the employee and the principal or other immediate supervisor shall promptly report to local law enforcement authorities an attack, assault, or physical threat made against the employee by a student. Reports of an attack, assault, or physical threat shall be forwarded immediately to the Superintendent or designee. (Education Code 44014)

Notice Regarding Student Offenses

When a student commits certain offenses that may endanger staff or others, the following procedures shall be implemented to notify staff members as appropriate:

1. Acts That Are Grounds for Suspension or Expulsion

- a. The Superintendent or designee shall inform the teacher(s) of each student who, during the previous three school years, has engaged in or is reasonably suspected to have engaged in any act, except the possession or use of tobacco products, that would constitute a ground for suspension or expulsion as specified in Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process (Education Code 49079)

This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

- b. Upon receiving a transfer student's record regarding acts committed by the student that resulted in suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s) that the student was suspended from school or expelled from the former district and of the act that resulted in the suspension or expulsion (Education Code 48201)
- c. Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher (Education Code 48201, 49079)

2. Offenses Reported to the District by a Court

- a. When informed by a court that a minor student has been found by the court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall expeditiously notify the school principal or designee (Welfare and Institutions Code 827)
- b. The principal or designee shall expeditiously disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress and to any teacher or administrator directly supervising or reporting on the student's behavior or progress whom the principal or designee thinks may need the information in order to work with the student appropriately, to avoid being needlessly vulnerable, or to protect others from vulnerability (Welfare and Institutions Code 827)
- c. Any court-initiated information that a teacher, counselor, or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff (Welfare and Institutions Code 827)

The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

- d. When a student is removed from school as a result of an offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to the district (Welfare and Institutions Code 827)

If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the superintendent of the new district of attendance. (Welfare and Institutions Code 827)

- e. Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first, and shall then be destroyed (Welfare and Institutions Code 827)

In order to maintain confidentiality when providing information about student offenses to a counselor or teacher, the principal or designee shall send the staff member a written notification that a student has committed an offense that requires review of a student's file in the school office. This notice shall not name or otherwise identify the student. The staff member shall initial the notification and shall also initial the student's file when reviewing it in the school office.

Accommodations for Victims of Domestic Violence, Sexual Assault, Stalking, or Other Qualifying Acts of Violence

When requested by an employee who is a victim of domestic violence, sexual assault, stalking, or other qualifying acts of violence, the district shall provide the employee reasonable accommodations which may include the implementation of safety measures, including, but not limited to: (Government Code 12945.8)

1. A transfer, reassignment, or modified schedule
2. A changed work telephone or work station, including the permission to carry a telephone at work
3. An installed lock
4. Assistance in documenting domestic violence, sexual assault, stalking, or other qualifying act of violence that occurs in the workplace
5. Referral to a victim assistance organization
6. Another safety procedure or adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other qualifying act of violence

The Superintendent or designee shall engage in a timely, good faith, and interactive process with the employee to determine effective reasonable accommodations that do not pose an undue hardship on the district. In determining whether an accommodation is reasonable, the Superintendent or designee shall consider any exigent circumstance or danger facing the employee or their family member. (Government Code 12945.8)

Upon the request of the Superintendent or designee, an employee requesting a reasonable accommodation shall provide a written statement, signed by the employee or an individual acting on the employee's behalf, certifying that the accommodation is for an authorized purpose. The Superintendent or designee may also request that the employee provide certification of the employee's status as a victim of domestic violence, sexual assault, stalking, or other qualifying act of violence. Such certification may include: (Government Code 12945.8)

1. A police report indicating that the employee, or a family member of the employee, was a victim
2. A court order protecting or separating the employee, or family member of 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 licensed medical professional or health care provider, domestic violence or sexual

assault counselor, victim advocate, or counselor that the employee, or family member of 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

Any verbal or written statement, police or court record, or other documentation identifying an employee, or a family member of the employee, as a victim shall be confidential and shall not be disclosed by the district except as required by federal or state law or as necessary to protect the employee's safety in the workplace. The employee shall be notified before any authorized disclosure. (Government Code 12945.8)

Every six months after the date of the certification, the Superintendent or designee may request recertification of the employee's status as a victim of domestic violence, sexual assault, stalking, other specified offense, or ongoing circumstances related to the crime or abuse. The employee shall notify the Superintendent or designee if, due to changing circumstances, the employee needs a new accommodation or no longer needs an accommodation. If a new accommodation is needed, the Superintendent or designee shall follow the procedures described above when making the initial determination regarding effective reasonable accommodations. (Government Code 12945.8)

The district shall not discharge or retaliate against an employee because of the employee's status as a victim of crime or abuse or for requesting a reasonable accommodation, regardless of whether the request was granted. (Government Code 12945.8)

Use of Pepper Spray

The Superintendent or designee shall notify employees of the district's policy prohibiting the possession of pepper spray on school property or at school-related activities without prior approval of the Superintendent or designee. Employees wishing to carry pepper spray shall submit to the Superintendent or designee a written request setting forth the need to carry or possess pepper spray and for how long the need is anticipated to last. The Superintendent or designee shall notify the employee in writing as to whether the request was approved or denied.

When approving an employee's request, the Superintendent or designee shall inform the employee of the following conditions:

1. The pepper spray shall be used only in self-defense pursuant to Penal Code 22810
2. An employee who uses pepper spray other than in self-defense shall be subject to disciplinary action by the district and, in accordance with law, a fine and/or imprisonment
3. The pepper spray must be stored in a secure place and not be accessible to students or other individuals

Negligent storage or use of the pepper spray may subject the employee to disciplinary action.

Regulation 4358: Employee Security

Status: DRAFT

Original Adopted Date: 06/12/2018

An employee may use reasonable and necessary force for self-defense or defense of another person, to quell a disturbance threatening physical injury to others or damage to property, or to obtain possession of weapons or other dangerous objects within the control of a student. (Education Code 44807, 49001)

An employee shall promptly report to the principal or other immediate supervisor any attack, assault, or physical threat made against the employee by a student or by any other individual in relation to the performance of the employee's duties, and any action the employee took in response.

Additionally, the employee and the principal or other immediate supervisor shall promptly report to local law enforcement authorities an attack, assault, or physical threat made against the employee by a student. Reports of an attack, assault, or physical threat shall be forwarded immediately to the Superintendent or designee. (Education Code 44014)

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When a student commits certain offenses that may endanger staff or others, the following procedures shall be implemented to notify staff members as appropriate:

1. Acts That Are Grounds for Suspension or Expulsion

- a. The Superintendent or designee shall inform the teacher(s) of each student who, during the previous three school years, has engaged in or is reasonably suspected to have engaged in any act, except the possession or use of tobacco products, that would constitute a ground for suspension or expulsion as specified in Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process (Education Code 49079)

This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

- b. Upon receiving a transfer student's record regarding acts committed by the student that resulted in suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s) that the student was suspended from school or expelled from the former district and of the act that resulted in the suspension or expulsion (Education Code 48201)
- c. Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher (Education Code 48201, 49079)

2. Offenses Reported to the District by a Court

- a. When informed by a court that a minor student has been found by the court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall expeditiously notify the school principal or designee (Welfare and Institutions Code 827)
- b. The principal or designee shall expeditiously disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress and to any teacher or administrator directly supervising or reporting on the student's behavior or progress whom the principal or designee thinks may need the information in order to work with the student appropriately, to avoid being needlessly vulnerable, or to protect others from vulnerability (Welfare and Institutions Code 827)
- c. Any court-initiated information that a teacher, counselor, or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff (Welfare and Institutions Code 827)

The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

- d. When a student is removed from school as a result of an offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to the district (Welfare and Institutions Code 827)

If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the superintendent of the new district of attendance. (Welfare and Institutions Code 827)

- e. Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first, and shall then be destroyed (Welfare and Institutions Code 827)

In order to maintain confidentiality when providing information about student offenses to a counselor or teacher, the principal or designee shall send the staff member a written notification that a student has committed an offense that requires review of a student's file in the school office. This notice shall not name or otherwise identify the student. The staff member shall initial the notification and shall also initial the student's file when reviewing it in the school office.

Accommodations for Victims of Domestic Violence, Sexual Assault, Stalking, or Other Qualifying Acts of Violence

When requested by an employee who is a victim of domestic violence, sexual assault, stalking, or other qualifying acts of violence, the district shall provide the employee reasonable accommodations which may include the implementation of safety measures, including, but not limited to: (Government Code 12945.8)

1. A transfer, reassignment, or modified schedule
2. A changed work telephone or work station, including the permission to carry a telephone at work
3. An installed lock
4. Assistance in documenting domestic violence, sexual assault, stalking, or other qualifying act of violence that occurs in the workplace
5. Referral to a victim assistance organization
6. Another safety procedure or adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other qualifying act of violence

The Superintendent or designee shall engage in a timely, good faith, and interactive process with the employee to determine effective reasonable accommodations that do not pose an undue hardship on the district. In determining whether an accommodation is reasonable, the Superintendent or designee shall consider any exigent circumstance or danger facing the employee or their family member. (Government Code 12945.8)

Upon the request of the Superintendent or designee, an employee requesting a reasonable accommodation shall provide a written statement, signed by the employee or an individual acting on the employee's behalf, certifying that the accommodation is for an authorized purpose. The Superintendent or designee may also request that the employee provide certification of the employee's status as a victim of domestic violence, sexual assault, stalking, or other qualifying act of violence. Such certification may include: (Government Code 12945.8)

1. A police report indicating that the employee, or a family member of the employee, was a victim
2. A court order protecting or separating the employee, or family member of 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 licensed medical professional or health care provider, domestic violence or sexual

assault counselor, victim advocate, or counselor that the employee, or family member of 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

Any verbal or written statement, police or court record, or other documentation identifying an employee, or a family member of the employee, as a victim shall be confidential and shall not be disclosed by the district except as required by federal or state law or as necessary to protect the employee's safety in the workplace. The employee shall be notified before any authorized disclosure. (Government Code 12945.8)

Every six months after the date of the certification, the Superintendent or designee may request recertification of the employee's status as a victim of domestic violence, sexual assault, stalking, other specified offense, or ongoing circumstances related to the crime or abuse. The employee shall notify the Superintendent or designee if, due to changing circumstances, the employee needs a new accommodation or no longer needs an accommodation. If a new accommodation is needed, the Superintendent or designee shall follow the procedures described above when making the initial determination regarding effective reasonable accommodations. (Government Code 12945.8)

The district shall not discharge or retaliate against an employee because of the employee's status as a victim of crime or abuse or for requesting a reasonable accommodation, regardless of whether the request was granted. (Government Code 12945.8)

Use of Pepper Spray

The Superintendent or designee shall notify employees of the district's policy prohibiting the possession of pepper spray on school property or at school-related activities without prior approval of the Superintendent or designee. Employees wishing to carry pepper spray shall submit to the Superintendent or designee a written request setting forth the need to carry or possess pepper spray and for how long the need is anticipated to last. The Superintendent or designee shall notify the employee in writing as to whether the request was approved or denied.

When approving an employee's request, the Superintendent or designee shall inform the employee of the following conditions:

1. The pepper spray shall be used only in self-defense pursuant to Penal Code 22810
2. An employee who uses pepper spray other than in self-defense shall be subject to disciplinary action by the district and, in accordance with law, a fine and/or imprisonment
3. The pepper spray must be stored in a secure place and not be accessible to students or other individuals

Negligent storage or use of the pepper spray may subject the employee to disciplinary action.

Regulation 5125: Student Records

Status: DRAFT

Original Adopted Date: 06/12/2018 | **Last Revised Date:** 03/01/2022

Definitions

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced by the district. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose official duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require access to information contained in student records.

Mandatory interim student records are those records which the schools are directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)

5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

School officials and employees are officials or employees, including teachers, whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require access to student records. (34 CFR 99.31)

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of the employee's duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 34 CFR 99.3)

1. Directory information
2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee
3. Records of the law enforcement unit of the district, as specified in 34 CFR 99.8
4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student
5. Grades on peer-graded papers before they are collected and recorded by a teacher

Persons Granted Absolute Access

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069.7; Family Code 3025)

However, the district shall not disclose student records to a party, including a parent/guardian, who is legally prohibited from accessing records and information of a student pursuant to a restraining order. (Family Code 6323.5)

2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to the student's records and grant consent for the release of records (34 CFR 99.3, 99.5)
3. Parents/guardians of an adult student with exceptional needs who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student 18 years of age or older who is a dependent child as defined in 26 USC 152 (Education Code 49076; 34 CFR 99.31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076)
3. School officials and employees, consistent with the definition provided in "Definitions," above (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) appointed pursuant to Education Code 48321 who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)
5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at the last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

6. Federal, state, and local officials, as needed for an audit or evaluation of, or compliance with, a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)
7. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to Item #8 above (Education Code 49076)
8. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

9. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
10. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
11. Any probation officer, district attorney, or counsel of record for a student who is a minor for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

12. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

13. A foster family agency with jurisdiction over a currently enrolled or former student; short-term residential treatment program staff responsible for the education or case management of a student; or a caregiver who has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined (Education Code 49076)

Such individuals shall have access to the student's current or most recent records of grades, transcripts, attendance, discipline, online communication on platforms established by schools for students and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the district. (Education Code 49069.3)

14. A student age 14 years or older who is an unaccompanied minor experiencing homelessness as defined in 42 USC 11434a (Education Code 49076)
15. An individual who completes items #1-4 of the Caregiver's Authorization Affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)
16. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility in accordance with state or tribal law for the care and protection of a student, provided that the individual is authorized by the agency or organization to receive the records and the information requested is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232g)
17. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with exceptional needs who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in Item #13 above. (Education Code 49076)

18. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district in California or any other state or to a California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act (FERPA). (Education Code 49076; 20 USC 1232g; 34 CFR 99.1-99.8)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49061, 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made. (Education Code 49061)

Discretionary Access

At the discretion of the Superintendent or designee, information may be released from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in connection with an emergency if the knowledge of the information is necessary to protect the health or safety of the student or other persons (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations in order to carry out their accrediting functions (Education Code 49076; 34 CFR 99.31)
3. Organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of students or parents/guardians by individuals other than representatives of the organization who have legitimate interests in the information
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted
 - c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)
5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)
6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract with the district, excluding volunteers or other parties (Education Code 49076)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or FERPA. (Education Code 49076; 20 USC 1232g; 34 CFR 99.1-99.8)

De-identification of Records

When authorized by law for any program audit, educational research, or other purpose, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 20 USC 1232g; 34 CFR 99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained at different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians and adult students shall be notified of the location of student records if not centrally located. (Education Code 49069.7; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative policy controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (Education Code 49076; 5 CCR 431; 34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

Within five business days following the date of request, the authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069.7; 5 CCR 431)

When required by law, a student's parent/guardian or an adult student shall provide written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian or adult student, the district shall provide a copy of the records disclosed. (34 CFR 99.30)

If the parent/guardian or adult student refuses to provide written consent for the release of student information, the Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069.7)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The custodian of records shall also make an entry in the log regarding any request for record(s) that was denied and the reason for the denial.

The log shall include requests for access to records by:

1. Parents/guardians or adult students

2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest
6. Law enforcement personnel seeking immigration-related information

The log shall be open to inspection only by the parent/guardian, adult student, dependent adult student, custodian of records, and certain state or federal officials specified in Education Code 49064. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the district may charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

Changes to Student Records

Only a parent/guardian having legal custody of a student or a student who is 18 years of age or is attending an institution of postsecondary education may challenge the content of a record or offer a written response to a record. (Education Code 49061)

No addition or change shall be made to a student's record after high school graduation or permanent departure, other than routine updating, unless required by law or with prior consent of the parent/guardian or adult student. (Education Code 49070; 5 CCR 437)

Any request to change a student's legal name in the student's mandatory permanent student record shall be accompanied with appropriate documentation.

Any challenge to the content of a student's record shall be filed in accordance with Education Code 49070 and the process specified in Administrative Regulation 5125.3 - Challenging Student Records.

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date
3. Sex of student
4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence
5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given towards

graduation

7. Verification of or exemption from required immunizations
8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor
2. A log identifying persons or organizations who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry
4. Information on participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge
5. Language training records
6. Progress slips/notices required by Education Code 49066 and 49067
7. Parental restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or prohibition of student participation in specific programs
10. Results of standardized tests administered within the past three years
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program and their usefulness ceases, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine discipline data
4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of rights regarding student records, including a parent/guardian's right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of

business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in the student's suspension or expulsion. (Education Code 48201)

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

Additionally, when a student in foster care is enrolling in a district school, the district's liaison for foster youth shall contact, within two business days of the student's request for enrollment, the school last attended by the student to obtain all academic and other records. (Education Code 48853.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices in that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with exceptional needs. (Education Code 48985, 49063; 5 CCR 431; 34 CFR 99.7)

The notice shall include: (Education Code 49063, 60900.5; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law

11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school
12. The sharing with CCGI of specified district data and data collected by the California Department of Education for the purposes of college admissions, academic placement, and eligibility for student financial aid (Education Code 60900)
13. Any other rights and requirements set forth in Education Code 49060-49085, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g
14. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

In addition, the annual parental notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released without parental consent or a court order.

Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from the student's social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in Item #3 above

The notification shall also include, but is not limited to, an explanation of the process by which a student or the student's parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.

5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:
 - a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or the student's parent/guardian
 - b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

Updating Name and/or Gender of Former Students

When a former student submits a state-issued driver's license, birth certificate, passport, social security card, court order, or other government-issued documentation demonstrating that the former student's legal name and/or gender has changed, the district shall update the former student's records to include the updated legal name and/or gender. Upon request by the former student, the district shall reissue any documents conferred upon the former student,

including, but not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents. (Education Code 49062.5)

If the former student's name or gender is changed and the requested records are reissued, a new document shall be added to the former student's file that includes all of the following information: (Education Code 49062.5)

1. The date of the request
2. The date the requested records were reissued to the former student
3. A list of the records that were requested by and reissued to the former student
4. The type of documentation, if any, provided by the former student to demonstrate a legal change to the student's name and/or gender
5. The name of the employee who completed the request
6. The current and former names and/or genders of the student

Any former student who submits a request to change the legal name and/or gender on the student's records but is unable to provide any government-issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code 49070 and Administrative Regulation 5125.3 - Challenging Student Records. (Education Code 49062.5)

Regulation 5131.6: Alcohol And Other Drugs

Status: DRAFT

Original Adopted Date: 09/25/2019

Instruction

The curriculum of all elementary and secondary schools shall include instruction on the effects upon the human body, as determined by science, of tobacco, alcohol, narcotics, dangerous drugs as defined in Health and Safety Code 11032, and other dangerous substances. Instruction shall be sequential in nature and suited to meet the needs of students at their respective grade level. (Education Code 51203, 51260)

Instruction on the nature and effects of alcohol shall include information about excessive alcohol use and the short- and long-term health risks of excessive alcohol use, including information about excessive drinking, the immediate effects of alcohol that increase the risks of harmful health conditions, and how excessive alcohol use can lead to the development of chronic diseases and other serious problems, including alcohol-related deaths and mental health problems. (Education Code 51203)

In grades 1-6, instruction in drug education should be given in health courses required by Education Code 51210. (Education Code 51260)

In grades 7-12, instruction in drug education shall be conducted in health courses and in any other appropriate area of study required by Education Code 51220. (Education Code 51260)

Secondary school instruction shall also include a study of the effects of alcohol and other drugs upon prenatal development. (Education Code 51203)

Intervention

District staff shall intervene whenever students use alcohol or other illegal drugs while on school property or under school jurisdiction. Staff members who have a reasonable suspicion that a student may be under the influence of alcohol or drugs shall immediately notify the principal or designee.

If the principal or designee, observes or suspects that a student may be under the influence of alcohol or drugs, the principal or designee may notify the student's parent/guardian. (Education Code 44049)

School staff shall not disclose confidential information provided during counseling by a student 12 years of age or older. A school counselor may report such information to the principal or parent/guardian only when the counselor believes that disclosure is necessary to avert a clear and present danger to the health, safety or welfare of the student or other persons living in the school community. The school counselor shall not disclose such information to the parent/guardian if the counselor believes that the disclosure would result in a clear and present danger to the student's health, safety or welfare. (Education Code 44049, 49602)

Regulation 5141.52: Suicide Prevention

Status: DRAFT

Original Adopted Date: 02/05/2019 | **Last Revised Date:** 09/14/2021

Definitions

Mental health professional means an individual licensed or registered, or an intern or associate working towards licensure, by the Board of Behavioral Sciences or the Board of Psychology in the Department of Consumer Affairs. (Education Code 215)

Student suicide crisis means any of the following: (Education Code 215)

1. A student who is exhibiting suicidal thoughts or behaviors
2. A student who has completed a suicide risk assessment and is determined to be at risk of suicide
3. A student who is attempting to physically harm themselves or others

School mental health professional means a school employee with a clear or preliminary pupil personnel services credential with a specialization in school counseling, school social work, or school psychology, a credentialed school nurse, or a licensed, registered, or associate marriage and family therapist, professional clinical counselor, clinical social worker, educational psychologist, or psychologist under the supervision of a school employee with a pupil personnel services or administrative services credential. (Education Code 215)

Staff Development

Suicide prevention training shall be provided to teachers, interns, counselors, and others who interact with students, including, as appropriate, substitute teachers, coaches, expanded day learning staff, crossing guards, tutors, and volunteers.

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and families to those services. Training materials may also include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Additionally, staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are impacted by suicide; students with exceptional needs, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe or traumatic stressor or loss, family instability, impulsivity, and other factors
3. Identification of students who may be at risk of suicide, including, but not limited to, warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a student's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum, promoting mental and emotional health, reducing the stigma associated with mental illness, and using safe and effective messaging about suicide
6. The importance of early prevention and intervention in reducing the risk of suicide
7. School and community resources and services, including resources and services that meet the specific needs of

high-risk groups

8. Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, including, but not limited to, appropriate protocols for constant monitoring and supervision of the student, during the time the student is in the school's physical custody, while the immediate referral of the student to medical or mental health services is being processed
9. District procedures for responding after a suicide has occurred
10. Common misconceptions about suicide

The district may provide additional professional development in suicide risk assessment and crisis intervention to district mental health professionals, including, but not limited to, school counselors, psychologists, social workers, and nurses.

Instruction

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum in an age and developmentally appropriate manner and shall be designed to help students:

1. Identify and analyze warning signs and risk factors associated with suicide, including, but not limited to, understanding how mental health challenges and emotional distress, such as feelings of depression, loss, isolation, inadequacy, and anxiety, can lead to thoughts of suicide
2. Develop coping and resiliency skills for dealing with stress and trauma, and building self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults; school resources, including the district's suicide prevention, intervention, and referral procedures; and/or community crisis intervention resources where youth can get help
5. Develop help-seeking strategies and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention
6. Recognize that early prevention and intervention can drastically reduce the risk of suicide

The Superintendent or designee may develop and implement school activities that raise awareness about mental health wellness and suicide prevention.

Student Identification Cards

Student identification cards for students in grades 7-12 shall include the 988 Suicide and Crisis Lifeline and National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line, campus police or security, a local suicide prevention hotline telephone number, and/or a quick response (QR) code for the county's mental health resources website. (Education Code 215.5)

Intervention

The Superintendent or designee shall provide the name, title, and contact information of the members of the district and/or school crisis intervention team(s) to students, staff, parents/guardians, and caregivers and post on school and district websites. Such notifications shall identify the mental health professional who serves as the crisis intervention team's designated reporter to receive and act upon reports of a student's suicidal intention.

Students shall be encouraged to notify a teacher, principal, counselor, designated reporter, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal

intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, the staff member shall promptly notify the principal, school counselor, or designated reporter, who shall implement district intervention protocols as appropriate.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, discussed, or referred to with third parties, the counselor may report to the principal or student's parents/guardians when there is reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or others within the school community. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment, or to report child abuse and neglect as required by Penal Code 11164-11174.3. (Education Code 49602)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

When the district determines that a student is in need of mental or behavioral health services, the services shall be provided in accordance with protocols specified in Board Policy 5141.5 - Mental Health.

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision and providing comfort to the student until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether it is necessary, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate steps to ensure the student's readiness for return to school and determine the need for ongoing support.

Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. The Superintendent or designee shall provide students,

parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. Students significantly affected by suicide death and those at risk of imitative behavior should be identified and closely monitored. School staff may receive assistance from school counselors or other mental health professionals in determining how to best discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

Regulation 5145.13: Response To Immigration Enforcement

Status: DRAFT

Original Adopted Date: 06/12/2018

Responding to Requests for Immigration-Related Information or Documents

Upon receiving any verbal or written request for information or documents related to a student's or family's immigration or citizenship status, district staff shall:

1. Record or otherwise document the request and notify the Superintendent or designee about the request
2. Provide the student's parent/guardian or, if the student is at least 18 years old, the student, with notice, a description of the request, and any documentation provided to the district describing the request, unless prohibited by a court order, judicial subpoena/warrant, or in cases involving investigation of child abuse, neglect, or dependency

Information or documents related to a student's immigration or citizenship status shall not be disclosed to a law enforcement officer without consent by the parent/guardian or, if the student is at least 18 years old, by the student, a court order, or judicial subpoena/warrant. To obtain written consent, the release of student information shall include the following information:

1. The signature and signature date of the parent/guardian, or student if the student is at least 18 years old
2. A description of the records to be disclosed
3. The reason for the release of information
4. The parties or class of parties receiving the information
5. A copy of the records to be released, if requested by the parent/guardian or student

In accordance with law and Board Policy 5125 - Student Records, the Superintendent or designee shall annually notify parents/guardians that the district will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do so by a court order or judicial subpoena/warrant.

Responding to Requests for Access to Students or School Grounds

District staff shall receive parent/guardian consent or, if the student is at least 18 years old, the student's consent, before the student is interviewed or searched by any law enforcement officer for immigration enforcement purposes, unless the officer presents a court order or a judicial warrant.

A student's parent/guardian shall be immediately notified when a law enforcement officer requests or is able to interview, search, detain, or otherwise interact with the student for immigration enforcement purposes, unless prohibited by a court order or a judicial warrant, or in cases involving investigations of child abuse, neglect, or dependency. (Education Code 48906)

A law enforcement officer who requests to enter district property which is not open to all visitors shall register in accordance with Board Policy 1250 - Visitors/Outsiders, except in cases where the officer states that exigent circumstances exist or as stated in a court order or judicial warrant. (Penal Code 627.2, 627.3)

As early as possible, district staff shall notify the Superintendent or designee of any immigration enforcement-related request by a law enforcement officer for access to a student or to district property, including service of lawful warrants, subpoenas, petitions, complaints, or other similar documents.

Responding to Law Enforcement Officers on District Property

District staff shall report the presence of any law enforcement officer on district property for immigration

enforcement purposes to on-site district police and other appropriate administrators.

Unless a law enforcement officer declares that exigent circumstances exist and demands immediate access to the campus, district staff shall take the following actions when such an officer is actually or imminently present on district property for immigration enforcement purposes:

1. Advise the officer that before school personnel can respond to the officer's request, they must first receive notification and direction from the Superintendent, principal, or designee, except under exigent circumstances that necessitate immediate action
2. Request to see and record or otherwise document the officer's credentials, including the officer's name and badge number, and the phone number of the officer's supervisor, and note or make a copy of all such information
3. Ask the officer for, and then record or otherwise document, the officer's reason for being on district property
4. Request that the officer produce any documentation that authorizes the officer's school access, make copies of all such documentation, and retain at least one copy for district records
5. Contact and consult with the district's legal counsel or Superintendent or designee
6. Follow the direction from the district's legal counsel or Superintendent or designee

If the officer declares that exigent circumstances exist and demands immediate access to the campus, district staff shall comply with the officer's orders and immediately contact the Superintendent or designee and then the district's legal counsel.

Regardless of whether the officer declares that exigent circumstances exist, district staff shall not attempt to physically impede the officer, even if the officer appears to be acting outside the law or in excess of the officer's stated or documented authorization. If an officer enters the premises without consent, district staff shall document the officer's actions while on campus but only to the extent that it does not impede the officer's actions.

After the officer leaves district property, district staff shall promptly make written notes of all interactions with the officer, including:

1. A list or copy of the officer's credentials and contact information, if known
2. The identity of all other district staff known to have communicated with the officer
3. A description of the officer's request and activities
4. The type of documentation, such as a warrant or subpoena, that authorized the officer's request or actions, what was requested by the documentation, and whether the documentation was signed by a judge
5. District staff's response to the officer's request
6. Any further action taken by the officer
7. Copies of any documents presented by the officer

District staff shall promptly provide a copy of these notes and any associated documents district staff has collected from the officer to the district's legal counsel or other district official designated by the Superintendent.

The district's legal counsel or the Superintendent or designee shall submit a timely report to the Governing Board regarding the officer's requests and actions and the district's response. (Education Code 234.7)

The Superintendent or designee shall also email the Bureau of Children's Justice in the California Department of Justice (BCJ@doj.ca.gov) regarding any attempt by a law enforcement officer to access a school site or a student for immigration enforcement purposes.

Responding to the Detention or Deportation of Student's Parent/Guardian

The Superintendent or designee shall encourage parents/guardians to update their emergency contact information as needed at any time. The Superintendent or designee shall notify parents/guardians that the district will only use information provided on the emergency cards in response to specific emergency situations and not for any other purpose.

The Superintendent or designee may also encourage all students and families to learn their emergency phone numbers and be aware of the location of important documentation, including birth certificates, passports, social security cards, physicians' contact information, medication lists, lists of allergies, and other such information that would allow the students and families to be prepared in the event that a student's parent/guardian is detained or deported.

In the event that a student's parent/guardian is detained or deported, the Superintendent or designee shall release the student to the person(s) designated in the student's emergency contact information or to any individual who presents a caregiver's authorization affidavit on behalf of the student. The Superintendent or designee shall only contact child protective services if district personnel are unable to arrange for the timely care of the student by the person(s) designated in the emergency contact information maintained by the school or identified on a caregiver's authorization affidavit.

In an instance where a student's parent/guardian was detained or deported, the Superintendent or designee shall notify the student, as well as the individuals designated in the student's emergency contact information and any individual who presented a caregiver's authorization affidavit on behalf of the student, that the student continues to meet the residency requirements for attendance in the district if the student and the student's parent/guardian who was detained or deported satisfy the conditions as specified in Education Code 48204.4.

The Superintendent or designee may refer a student or the student's family members to other resources for assistance, including, but not limited to, an U.S. Immigrant and Customs Enforcement detainee locator, legal assistance, or the consulate or embassy of the parent/guardian's country of origin.

Regulation 6159: Individualized Education Program

Status: DRAFT

Original Adopted Date: 04/10/2007 | **Last Revised Date:** 10/06/2020

At the beginning of each school year, the district shall have an individualized education program (IEP) in effect for each student with an exceptional need within district jurisdiction. The IEP shall be a written statement that is developed, reviewed, and revised by the IEP team to meet the unique educational needs of a student with an exceptional need. (Education Code 56344, 56345; 34 CFR 300.320, 300.323)

Members of the IEP Team

Unless excused by written agreement in accordance with Education Code 56341, the IEP team for any student with an exceptional need shall include the following members: (Education Code 56341, 56341.5; 20 USC 1414; 34 CFR 300.321)

1. One or both of the student's parents/guardians and/or a representative selected by them

To the extent permitted by federal law, a foster parent shall have the same rights relative to a foster child's IEP as a parent/guardian. (Education Code 56055)

2. If the student is or may be participating in the general education program, at least one of the student's general education teachers designated by the Superintendent or designee to represent the student's general education teachers

The general education teacher shall, to the extent appropriate, participate in the development, review, and revision of the student's IEP, including assisting in the determination of appropriate positive behavioral interventions, supports, and other strategies for the student, and supplementary aids and services, program modifications, and supports for school personnel that will be provided for the student, consistent with 34 CFR 300.320. (Education Code 56341; 20 USC 1414; 34 CFR 300.324)

3. At least one of the student's special education teachers or, where appropriate, special education providers

4. A representative of the district who is:

- a. Qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of students with exceptional needs
- b. Knowledgeable about the general education curriculum
- c. Knowledgeable about the availability of district resources

5. An individual who can interpret the instructional implications of assessment results

This individual may already be a member of the team as described in Items #2-4 above or in Item #6 below.

6. At the discretion of the parent/guardian or the Superintendent or designee, other individuals who have knowledge or special expertise regarding the student, including related services personnel, as appropriate

The determination of whether the individual has knowledge or special expertise regarding the student shall be made by the party who invites the individual to be a member of the IEP team.

7. Whenever appropriate, the student

In the development, review, or revision of the IEP, the student shall be allowed to provide confidential input to any representative of the IEP team. (Education Code 56341.5)

8. When the student is suspected of having a specific learning disability, at least one individual who is qualified to conduct individual diagnostic examinations of the student such as a school psychologist, speech language pathologist, or remedial reading teacher

In accordance with 34 CFR 300.310, at least one team member other than the student's general education teacher shall observe the student's academic performance and behavior in the areas of difficulty in the student's learning environment, including in the general education classroom setting. If the child is younger than five years or not enrolled in school, a team member shall observe the child in an environment appropriate for a child of that age.

In the following circumstances, the Superintendent or designee shall invite other specified individuals to an IEP team meeting:

1. When the student has been placed in a group home by the juvenile court, a representative of the group home shall be invited to attend the IEP team meeting (Education Code 56341.2)
2. Whenever the IEP team is meeting to consider the student's postsecondary goals and the transition services needed to assist the student in reaching the goals, the following individuals shall be invited to attend: (34 CFR 300.321)

- a. The student, regardless of the student's age

If the student does not attend the IEP team meeting, the Superintendent or designee shall take other steps to ensure that the student's preferences and interests are considered.

- b. To the extent appropriate, and with the consent of the parent/guardian or adult student, a representative of any other agency that is likely to be responsible for providing or paying for the transition services
3. If the student was previously served under the Early Education for Individuals with Exceptional Needs (Education Code 56425-56432) or the California Early Intervention Services Act (Government Code 95000-95004), and upon request of the student's parent/guardian, the Superintendent or designee shall invite the Infant and Toddlers with Disabilities Coordinator or other representative of the early education or early intervention system to the initial IEP team meeting to assist with the smooth transition of services (Education Code 56341; 20 USC 1414; 34 CFR 300.321)

A member of the IEP team shall not be required to attend an IEP team meeting, in whole or in part, if the parent/guardian and the district agree, in writing, that the attendance of the member is not necessary because the member's area of the curriculum or related services is not being modified or discussed at the meeting. Even if the meeting involves a discussion of the IEP team member's area of the curriculum or related service, the member may be excused from the meeting if the parent/guardian, in writing, and the district consent to the excusal after conferring with the member and the member submits to the parent/guardian and team written input into the development of the IEP prior to the meeting. (Education Code 56043, 56341; 20 USC 1414; 34 CFR 300.321)

Contents of the IEP

The IEP shall include, but not be limited to, all of the following: (Education Code 56345, 56345.1; 20 USC 1414; 34 CFR 300.320)

1. A statement of the present levels of the student's academic achievement and functional performance, including:
 - a. The manner in which the exceptional need affects the student's involvement and progress in the general education curriculum (i.e., the same curriculum as for a student without exceptional needs)
 - b. For a preschool student, as appropriate, the manner in which the exceptional need affects the student's participation in appropriate activities
 - c. For a student with an exceptional need who takes alternate assessments aligned to alternate achievement standards, a description of benchmarks or short-term objectives
2. A statement of measurable annual goals, including academic and functional goals, designed to:
 - a. Meet the student's needs that result from an exceptional need in order to enable the student to be involved in and make progress in the general education curriculum

- b. Meet each of the student's other educational needs that result from the exceptional need
- 3. A description of the manner in which the student's progress toward meeting the annual goals described in Item #2 above will be measured and when the district will provide periodic reports on the progress the student is making toward meeting the annual goals, such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards
- 4. A statement of the special education instruction and related services and supplementary aids and services, based on peer-reviewed research to the extent practicable, to be provided to the student or on behalf of the student, and a statement of the program modifications or supports for school personnel that will be provided to enable the student to:
 - a. Advance appropriately toward attaining the annual goals
 - b. Be involved and make progress in the general education curriculum in accordance with Item #1 above and to participate in extracurricular and other nonacademic activities
 - c. Be educated and participate with other students with exceptional needs and students without exceptional needs in the activities described in the IEP
- 5. An explanation of the extent, if any, to which the student will not participate with students without exceptional needs in the regular class and in extracurricular and other nonacademic activities described in the IEP
- 6. A statement of any appropriate individual accommodations necessary to measure the academic achievement and functional performance of the student on state and districtwide assessments

If the IEP team determines that the student shall take an alternate assessment instead of a particular regular state or districtwide assessment, the student's IEP shall also include a statement of the reason that the student cannot participate in the regular assessment and the reason that the particular alternate assessment selected is appropriate.

- 7. The projected date for the beginning of the services and modifications described in Item #4 above and the anticipated frequency, location, and duration of those services and modifications
- 8. If determined appropriate by the IEP team, when the student starts high school or not later than the first IEP to be in effect when the student is 16 years of age, or younger, and updated annually thereafter, the following:
 - a. Appropriate measurable postsecondary goals based upon age-appropriate transition assessments related to training, education, employment, and where appropriate, independent living skills
 - b. The transition services, including courses of study, needed to assist the student in reaching those goals
- 9. A description of the means by which the IEP will be provided under emergency conditions, as described in Education Code 46392, in which instruction and/or services cannot be provided to the student either at the school or in person for more than 10 school days

The description shall take into account public health orders and shall include special education and related services, supplementary aids and services, transition services, and extended school year services.

- 10. Beginning at least one year before the student reaches age 18, a statement that the student has been informed of the rights, if any, that will transfer to the student upon reaching age 18, pursuant to Education Code 56041.5
- 11. For a student in grades 7-12, any alternative means and modes necessary for the student to complete the district's prescribed course of study and to meet or exceed proficiency standards required for graduation
- 12. For a student whose native language is not English, linguistically appropriate goals, objectives, programs, and services

13. Extended school year services when the IEP team determines, on an individual basis, that the services are necessary for the provision of a free appropriate public education (FAPE)
14. If the student is to be transferred from a special class or nonpublic, nonsectarian school into a general education program in a public school for any part of the school day, provision for transition into the general education program including descriptions of activities intended to:
 - a. Integrate the student into the general education program, including the nature of each activity and the time spent on the activity each day or week
 - b. Support the transition of the student from the special education program into the general education program
15. For a student with low incidence disabilities, specialized services, materials, and equipment consistent with the guidelines pursuant to Education Code 56136

To assist a student who is blind, has low vision, or is visually impaired to achieve the student's maximum potential, the IEP team may consider instruction in the expanded core curriculum, including compensatory skills such as Braille, concept development, or other skills needed to access the core curriculum; orientation and mobility; social interaction skills; career technical education; assistive technology, including optical devices; independent living skills; recreation and leisure; self-determination; and sensory efficiency. When appropriate, such services may be offered before or after school. (Education Code 56353)

Development of the IEP

Within 30 days of a determination that a student needs special education and related services, the Superintendent or designee shall ensure that a meeting to develop an initial IEP is conducted. (Education Code 56043; 34 CFR 300.323)

Any IEP required as a result of an assessment of a student shall be developed within 60 days from the date of receipt of the parent/guardian's written consent for assessment, unless the parent/guardian agrees, in writing, to an extension. Days between the student's regular school sessions, terms, or vacation of more than five school days shall not be counted. In the case of school vacations, the 60-day time limit shall recommence on the date that the student's school days reconvene. (Education Code 56043, 56344)

However, when the IEP is required as a result of an assessment of a student for whom a referral has been made 30 days or less prior to the end of the preceding regular school year, the IEP shall be developed within 30 days after the commencement of the subsequent regular school year. (Education Code 56344)

In developing the IEP, the IEP team shall consider all of the following: (Education Code 56040.6, 56341.1, 56345; 20 USC 1414; 34 CFR 300.324)

1. The strengths of the student
2. The concerns of the parents/guardians for enhancing the education of their child
3. The results of the initial or most recent assessment of the student
4. The academic, developmental, and functional needs of the student
5. In the case of a student whose behavior impedes the student's learning or that of others, the use of positive behavioral interventions and supports and other strategies to address that behavior
6. In the case of a student with limited English proficiency, the language needs of the student as such needs relate to the student's IEP
7. In the case of a student who is blind or visually impaired, the need to provide for instruction in Braille and instruction in the use of Braille

However, such instruction need not be included in the IEP if the IEP team determines that instruction in Braille or the use of Braille is not appropriate for the student. This determination shall be based upon an assessment

of the student's reading and writing skills, needs, and appropriate reading and writing media, including an assessment of future needs for instruction in Braille or the use of Braille.

8. The communication needs of the student and, in the case of a student who is deaf, hard of hearing, or deaf-blind, the student's language and communication needs, opportunities for direct communications with peers and professional personnel in the student's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the student's language and communication mode

The team shall also consider placements, related services, and program options that provide the student with an equal opportunity for communication access, as described in Education Code 56345.

9. Whether the student requires assistive technology devices and services, including artificial intelligence devices and services

If, in considering the special factors in Items #1-9 above, the IEP team determines that the student needs a particular device or service, including an intervention, accommodation, or other program modification, in order to receive FAPE, the team shall include a statement to that effect in the student's IEP. (Education Code 56341.1)

Provision of Special Education and Related Services

The district shall ensure that, as soon as possible following development of the IEP, special education and related services are made available to the student in accordance with the IEP. (Education Code 56344; 34 CFR 300.323)

The Superintendent or designee shall ensure that the student's IEP is accessible to each general education teacher, special education teacher, related service provider, and any other service provider who is responsible for its implementation. The Superintendent or designee also shall ensure that such teachers and providers are informed of their specific responsibilities related to implementing the IEP and the specific accommodations, modifications, and supports that must be provided to the student in accordance with the IEP. (34 CFR 300.323)

If an orientation and mobility evaluation is determined to be needed for a student who is blind, has low vision, or is visually impaired, the evaluation shall be conducted by a person who is appropriately certified as an orientation and mobility specialist and shall occur in familiar and unfamiliar environments, in varying lighting conditions, and in the home, school, and community, as appropriate. The Superintendent or designee may require annual written parent/guardian consent to provide orientation and mobility services when such services are provided before or after school and when they are provided away from the school site. (Education Code 56354; 5 CCR 3051.3)

If a student's IEP requires the provision of assistive technology devices or services, including artificial intelligence services, the district shall provide such devices or services and shall, on a case-by-case basis, provide for the use of school-purchased devices or services in the student's home or other settings if the IEP team determines that the student needs access to those devices or services in order to receive FAPE. If a student who requires the use of an assistive technology device or services transfers to another local educational agency, the district shall provide the student with continued access to that device or services or a comparable device or service for two months from the date the student ceased to be enrolled in the district or until alternative arrangements can be made to provide access to the device, whichever occurs first. (Education Code 56040.3; 34 CFR 300.105)

Review and Revision of the IEP

The Superintendent or designee shall ensure that the IEP team reviews the IEP periodically, but at least annually, in order to: (Education Code 56043, 56341.1, 56380; 20 USC 1414; 34 CFR 300.324)

1. Determine whether the annual goals for the student are being achieved
2. Revise the IEP, as appropriate, to address:
 - a. Any lack of expected progress toward the annual goals and in the general education curriculum, where appropriate
 - b. The results of any reassessment conducted pursuant to Education Code 56381

- c. Information about the student provided to or by the parents/guardians regarding review of evaluation data pursuant to 34 CFR 300.305 and Education Code 56381
- d. The student's anticipated needs
- e. Any other relevant matter

3. Consider the special factors listed in Items #5-9 above, under "Development of the IEP," when reviewing the IEP of any student with an exceptional need to whom one of those factors may apply

The IEP team shall also meet at any other time upon request by the student's parent/guardian or teacher to review or revise the IEP. (Education Code 56343)

When a parent/guardian requests an IEP team meeting to review the IEP, the team shall meet within 30 days of receiving the parent/guardian's written request, not counting days between the student's regular school sessions or terms or days of school vacation in excess of five school days. If a parent/guardian makes an oral request, the district shall notify the parent/guardian of the need for a written request and the procedure for filing such a request. (Education Code 56043, 56343.5)

A regular education or special education teacher may request a review of the classroom assignment of a student with an exceptional need by submitting a written request to the Superintendent or designee. The Superintendent or designee shall consider the request within 20 days of receiving it, not counting days when school is not in session or, for year-round schools, days when the school is off track. If the review indicates a need for change in the student's placement, instruction, and/or related services, the Superintendent or designee shall convene an IEP team meeting, which shall be held within 30 days of the Superintendent or designee's review, not counting days when school is not in session or days when school is off track, unless the student's parent/guardian consents in writing to an extension of time.

If a participating agency other than the district fails to provide the transition services described in the student's IEP, the team shall reconvene to identify alternative strategies to meet the transition service objectives set out for the student in the IEP. (Education Code 56345.1; 20 USC 1414; 34 CFR 300.324)

If a student with an exceptional need residing in a licensed children's institution or foster family home has been placed by the district in a nonpublic, nonsectarian school, the Superintendent or designee shall conduct an annual evaluation as part of the IEP process of whether the placement is the least restrictive environment that is appropriate to meet the student's needs. (Education Code 56157)

To the extent possible, the Superintendent or designee shall encourage the consolidation of reassessment meetings and other IEP team meetings for a student. (20 USC 1414; 34 CFR 300.324)

When a change is necessary to a student's IEP after the annual IEP team meeting for the school year has been held, the parent/guardian and the Superintendent or designee may agree not to convene an IEP team meeting for the purpose of making the change and instead may develop a written document to amend or modify the student's current IEP. The IEP team shall be informed of any such changes. Upon request, the Superintendent or designee shall provide the parent/guardian with a revised copy of the IEP with the incorporated amendments. (Education Code 56380.1; 20 USC 1414; 34 CFR 300.324)

Audio Recording of IEP Team Meetings

Parents/guardians and the Superintendent or designee shall have the right to audio record the proceedings of IEP team meetings, provided members of the IEP team are notified of this intent at least 24 hours before the meeting. If the Superintendent or designee gives notice of intent to audio record a meeting and the parent/guardian objects or refuses to attend because the meeting would be audio recorded, the meeting shall not be audio recorded. Parents/guardians also have the right to: (Education Code 56341.1)

1. Inspect and review the audio recordings
2. Request that an audio recording be amended if they believe it contains information that is inaccurate, misleading, or in violation of the student's privacy rights or other rights

3. Challenge, in a hearing, information that the parents/guardians believe is inaccurate, misleading, or in violation of the student's privacy rights or other rights

Parent/Guardian Participation and Other Rights

The Superintendent or designee shall take steps to ensure that one or both of the parents/guardians of the student with an exceptional need are present at each IEP team meeting or are afforded the opportunity to participate. These steps shall include notifying the parents/guardians of the meeting early enough to ensure that they will have the opportunity to attend and scheduling the meeting at a mutually agreed upon time and place. (Education Code 56341.5; 34 CFR 300.322)

The Superintendent or designee shall send parents/guardians notices of IEP team meetings that: (Education Code 56341.5; 34 CFR 300.322)

1. Indicate the purpose, time, and location of the meeting
2. Indicate who will be in attendance at the meeting
3. Inform them of:
 - a. Their right to bring to the meeting other individuals who have knowledge or special expertise about the student, pursuant to Education Code 56341
 - b. The provision of Education Code 56341 relating to the participation of the Infant and Toddlers with Disabilities Coordinator at the initial IEP team meeting, if the student was previously served under Early Education for Individuals with Exceptional Needs (Education Code 56425-56432) or the California Early Intervention Services Act (Government Code 95000-95004)

Additionally, when the IEP team meeting is to consider the development, review, or revision of the IEP of a student with an exceptional need who is 16 years of age or older, or younger than 16 if deemed appropriate by the IEP team, the Superintendent or designee's notice to the student's parents/guardians shall include the following: (Education Code 56341.5)

1. An indication that a purpose of the meeting will be the consideration of postsecondary goals and transition services for the student pursuant to Education Code 56345.1, 20 USC 1414, and 34 CFR 300.320
2. An indication that the student is invited to the IEP team meeting

At each IEP team meeting convened by the district, the district administrator or specialist on the team shall inform the parent/guardian and student of the federal and state procedural safeguards included in the notice of parental rights provided pursuant to Education Code 56321. (Education Code 56500.1)

The parent/guardian shall have the right and opportunity to examine all of the student's school records upon request, before any IEP meeting, and in connection with any hearing or resolution session on matters affecting the student, including, but not limited to, initial formal assessment, procedural safeguards, and due process. Upon receipt of an oral or written request, the Superintendent or designee shall provide complete copies of the records within five business days. (Education Code 56043, 56504)

The parent/guardian shall have the right to present information to the IEP team in person or through a representative and the right to participate in meetings that relate to eligibility for special education and related services, recommendations, and program planning. (Education Code 56341.1)

If neither parent/guardian can attend the meeting, the Superintendent or designee shall use other methods to ensure parent/guardian participation, including video conferences or individual or conference telephone calls. (Education Code 56341.5; 20 USC 1414; 34 CFR 300.322)

An IEP team meeting may be conducted without a parent/guardian in attendance if the Superintendent or designee is unable to convince the parent/guardian to attend. In such a case, the Superintendent or designee shall maintain a record of the attempts to arrange a mutually agreed upon time and place for the meeting, including: (Education Code 56341.5; 34 CFR 300.322)

1. Detailed records of telephone calls made or attempted and the results of those calls
2. Copies of correspondence sent to the parent/guardian and any responses received
3. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits

The Superintendent or designee shall take any action necessary to ensure that the parents/guardians understand the proceedings of the meeting, including arranging for an interpreter for parents/guardians with deafness or whose native language is not English. (Education Code 56341.5; 34 CFR 300.322)

The Superintendent or designee shall give the parents/guardians of a student with an exceptional need a copy of the IEP at no cost. (Education Code 56341.5; 34 CFR 300.322)

Parent/Guardian Consent for Provision of Special Education and Services

Before providing special education and related services to any student pursuant to 20 USC 1414, the Superintendent or designee shall seek to obtain informed consent of the student's parent/guardian. (Education Code 56346)

If the parent/guardian fails to respond or refuses to consent to the initiation of services, the district shall not use the due process hearing procedures pursuant to 20 USC 1415 to obtain agreement or a ruling that the services may be provided to the student. In such circumstances, the district shall not be required to convene an IEP team or develop an IEP for the student. (Education Code 56346)

If the parent/guardian consents in writing to the receipt of special education and related services for the student but does not consent to all of the components of the IEP, then those components to which the parent/guardian has consented shall be implemented so as not to delay providing instruction and services to the student. If the Superintendent or designee determines that a part of a proposed IEP to which the parent/guardian does not consent is necessary in order to provide the student with FAPE, a due process hearing shall be initiated in accordance with 20 USC 1415. While the due process hearing is pending, the student shall remain in the current placement unless the parent/guardian and the Superintendent or designee agree otherwise. (Education Code 56346)

If at any time subsequent to the initial provision of services, the student's parent/guardian, in writing, revokes consent for the continued provision of special education services, the Superintendent or designee shall provide prior written notice within a reasonable time before ceasing to provide services to the student. The Superintendent or designee shall not request a due process hearing or pursue mediation in order to require an agreement or ruling that services be provided to the student. (Education Code 56346; 34 CFR 300.300, 300.503)

Prior to the discontinuation of services, the Superintendent or designee may offer to meet with the parents/guardians to discuss concerns for the student's education. However, this meeting shall be voluntary on the part of the parent/guardian and shall not delay the implementation of the parent/guardian's request for discontinuation of services.

When the district ceases to provide special education services in response to the parent/guardian's revocation of consent, the student shall be classified as a general education student.

Transfer Students

To facilitate the transition of a student with an exceptional need who is transferring into the district, the Superintendent or designee shall take reasonable steps to promptly obtain the student's records, including the IEP and the supporting documents related to the provision of special education services. (Education Code 56325; 34 CFR 300.323)

If the student transfers into the district from another school district within the same Special Education Local Plan Area (SELPA) during the school year, the district shall continue to provide services comparable to those described in the student's existing IEP, unless the student's parent/guardian and the district agree to develop, adopt, and implement a new IEP that is consistent with state and federal law. (Education Code 56325; 34 CFR 300.323)

If the student transfers into the district from a school district outside of the district's SELPA during the school year, the district shall provide the student with FAPE, including services comparable to those described in the previous district's IEP in consultation with the student's parent/guardian, for a period not to exceed 30 days. By the end of that period, the district shall either adopt the previous district's IEP or shall develop, adopt, and implement a new IEP that is consistent with state and federal law. (Education Code 56325; 34 CFR 300.323)

If the student transfers into the district from an out-of-state district during the school year, the district shall provide the student with FAPE, including services comparable to the out-of-state district's IEP, in consultation with the parent/guardian, until such time as the Superintendent or designee conducts an assessment, if it determines that such an assessment is necessary, and develops, adopts, and implements a new IEP, if appropriate. (Education Code 56325; 34 CFR 300.323)

Regulation 6159.2: Nonpublic, Nonsectarian School And Agency Services For Special Education

Status: DRAFT

Original Adopted Date: 08/02/2005 | **Last Revised Date:** 10/06/2020

Master Contract

Every master contract between the district and a nonpublic, nonsectarian school or agency (NPS/A) shall specify the general administrative and financial agreements for providing special education and designated instruction and services. The master contract shall be for a term not to exceed one year and shall be renegotiated prior to June 30. Provisions of the contract shall include, but not be limited to: (Education Code 56366; 5 CCR 3062)

1. Student-teacher ratios
2. Transportation specified in a student's individualized education program (IEP)

The contract shall not include special education transportation provided through the use of services or equipment owned, leased, or contracted by the district for students enrolled in the NPS/A unless provided directly or subcontracted by that NPS/A.
3. Procedures for recordkeeping and documentation
4. The maintenance of school records by the district to ensure that appropriate high school graduation credit is received by any participating student
5. An individual services agreement for each student, which will be negotiated for the length of time for which NPS/A special education and designated instruction and services are specified in the student's IEP
6. A description of the process to be utilized by the district to oversee and evaluate placements in the NPS/A, including a method for evaluating whether each student is making appropriate educational progress
7. Procedures and responsibilities for attendance and unexcused absences
8. General provisions related to modifications and amendments to the contract, waivers, disputes, contractor's status, conflicts of interest, termination, inspection and audits, compliance with applicable state and federal laws and regulations, and indemnification and insurance requirements
9. Payment schedules, including, but not limited to, payment amounts, payment demand, right to withhold, and audit exceptions

The contract may allow for partial or full-time attendance at the NPS/A. (Education Code 56366)

With mutual agreement of the district and NPS/A, changes may be made to the administrative and financial agreements in the master contract at any time, provided the change does not alter a student's educational instruction, services, or placement as outlined in the student's individual services agreement. (Education Code 56366)

The master contract or individual services agreement may be terminated for cause if either party gives 20 days' notice. However, the availability of a public education program initiated during the period of the contract shall not give cause for termination unless the parent/guardian agrees to transfer the student to the program. (Education Code 56366)

Placement and Services

For any student to be placed in an NPS/A, the Superintendent or designee shall develop an individual services agreement based on the student's IEP. Each individual services agreement shall specify the length of time authorized in the student's IEP for the NPS/A services, not to exceed one year. Changes in a student's educational instruction, services, or placement shall be made only on the basis of revisions to the student's IEP. (Education Code 56366)

At least once each year, the district shall: (Education Code 56366)

1. Evaluate the educational progress of each student placed in an NPS/A, including a review of state assessment results
2. During the annual meeting held to review the student's IEP pursuant to Education Code 56343, consider whether the student's needs continue to be best met at the NPS/A and whether changes to the student's IEP are necessary, including whether the student may be transitioned to a public school setting

Prior to the annual review of a student's IEP, the Superintendent or designee shall notify any high school district to which the student may transfer of the student's enrollment in an NPS/A. (5 CCR 3069)

When a special education student meets the district requirements for completion of the prescribed course of study as designated in the student's IEP, the district shall award the student a diploma of graduation. (5 CCR 3070)

However, a student with exceptional needs who entered the ninth grade in the 2022-23 school year or later shall be exempted from all coursework and other requirements adopted by the Governing Board that are in addition to the statewide course requirements for high school graduation, if the student's IEP meets the criteria specified in law and Board Policy 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities. (Education Code 51225.31)

Additionally, the Superintendent or designee may, until July 1, 2031, exempt a student with exceptional needs who was enrolled in grade 10 or higher in the 2022-23 school year from all coursework and other requirements adopted by the Board that are in addition to the statewide course requirements for high school graduation if the student meets the eligibility criteria specified in Education Code 51225.32.

Out-of-State Placements

Before contracting with an NPS/A outside California, the Superintendent or designee shall document the district's efforts to use public schools and/or to find an appropriate program offered by an NPS/A within California. (Education Code 56365)

Within 15 days of any decision for an out-of-state placement, the student's IEP team shall submit to the Superintendent of Public Instruction a report with information about the services provided by the out-of-state program, the costs of the special education and related services provided, and the district's efforts to locate an appropriate public school or NPS/A within California. (Education Code 56365)

If the district decides to place a student with an NPS/A outside the state, the district shall indicate the anticipated date of the student's return to a placement within California and shall document efforts during the previous year to return the student to California. (Education Code 56365)

On-Site Visits

The Superintendent or designee shall conduct an on-site visit to an NPS/A before the placement of a student at the NPS/A, if the district does not have any other students currently enrolled at the NPS/A. (Education Code 56366.1)

At least once per year, the Superintendent or designee shall conduct an on-site monitoring visit to each NPS/A at which the district has a student attending and with which it maintains a master contract. The monitoring visit shall include, but is not limited to: (Education Code 56366.1)

1. A review of services provided to the student through the individual services agreement
2. A review of progress the student is making toward the goals set forth in the student's IEP
3. A review of progress the student is making toward the goals set forth in the student's behavioral intervention plan, if applicable

4. An observation of the student during instruction

5. A walkthrough of the facility

The district shall report the findings resulting from the monitoring visit to the California Department of Education within 60 calendar days of the on-site visit. (Education Code 56366.1)

8.

ANY OTHER BUSINESS:

8.2 Consideration and Public Notice of the Associated Teachers of Tipton's Initial Proposal to the District Regarding Certificated Collective Bargaining Agreement Negotiations, for the 2025-2028 School Year

To: Tipton Elementary School District Board of Trustees / Superintendent Stacey Bettencourt
From: Associated Teachers of Tipton Bargaining Unit
Date: May 1, 2025
RE: Contract Negotiations

This memorandum serves as the Association's notification to the Board, Superintendent, and the community of the items the Association will open during the 2025-2028 contract negotiations. The Association proposes maintaining the status quo for the 2025-2028 contract with the following exceptions:

The Association proposes to clarify language within the following articles.

Article 2

Articles 5-12

Article 15

Article 19

Article 20

Article 13

The Association proposes to have the District maintain fully paid benefits for the 2025-2026 school year.

Appendix A

The Association will propose a salary increase to retain and attract highly qualified teachers.

Appendix B

The Association will propose an increase and a term limit for appropriate stipend positions.

Thank you,
ATT Negotiation Team
Tammy Lampe
Tiffany Benedetti
Jennifer Hatfield

8.

ANY OTHER BUSINESS:

8.3 Consideration and Public Notice of District's Initial Proposal to Associated Teachers of Tipton Regarding Certificated Collective Bargaining Agreement Negotiations, for the 2025-2028 School Year

TIPTON ELEMENTARY SCHOOL DISTRICT

Sunshine Proposal for Initial Contract Reopeners with

Associated Teachers of Tipton

Public school employers and their exclusive representatives are required to present proposals which relate to matters within the scope of representation at a school board meeting prior to commencing negotiations.

The Board of Trustees of the Tipton Elementary School District (“District”) values the collaborative spirit through which collective bargaining is accomplished between the District and the Associated Teachers of Tipton (“Association”). The District will approach the coming negotiations with the Association with an intent to negotiate mutually agreeable contract terms that address its employees’ interests and concerns when aligned with the five Board and Local Control and Accountability Plan (“LCAP”) goals:

- Goal 1: Improve student achievement in English Language Arts, Math and increased academic achievement for all English Learners.
- Goal 2: Improving school climate while increasing pupil attendance and decreasing chronic absenteeism.
- Goal 3: To improve the participation and increase learning opportunities for parents.
- Goal 4: To provide and equip a multipurpose room and improve school facilities which will assist with the implementation of a broad range of study, increase pupil achievement, and help facilitate parental involvement.
- Goal 5: Maintain class sizes of 24:1 or less across grades TK-8.

The following constitutes the initial proposal of the Tipton Elementary School District 2025-2028 contract negotiations with the Association.

THE DISTRICT’S INITIAL PROPOSAL

- Article 7: Leaves
- Article 11: Certificated Employee Evaluations
- Article 12: Salaries and Appendix A
- Article 13: Employee Benefits
- Article 15: School Calendar
- Appendix B: Salary Control

The District desires to engage in good faith, principled negotiations with the Association to reach consensus on all negotiable items.